



THE COLLEGE OF
VETERINARIANS
OF ONTARIO

NOTIFICATION OF CHANGE – PROFESSIONAL CORPORATION

To notify the College of change, please complete this form and mail, fax or email it to the College for processing.

College of Veterinarians of Ontario
2106 Gordon Street
Guelph, ON N1L 1G6
Fax: 519-824-6497 or 888-662-9479 (Toll Free
in Ontario)

Questions?
Please call 519-824-5600 or 800-424-2856
(Toll Free (in Ontario) ext. 2223
Email: incorporation@cvo.org

I, _____, of _____
_____ Professional Corporation, hereby inform the Registrar of
the College of Veterinarians of Ontario of the following changes:

CATEGORY OF CHANGE

Check all changes that apply. For changes that have an asterisk, please see the information sheet (pg. 3) for a list of required documents.

- | | |
|--|---|
| <input type="checkbox"/> Managing Director | <input type="checkbox"/> *Shareholders, Directors and/or Officers |
| <input type="checkbox"/> Business Address for Prof. Corp. | <input type="checkbox"/> *Adding a Holding Company |
| <input type="checkbox"/> Alternative address | <input type="checkbox"/> *Prof. Corp. Name Change |
| <input type="checkbox"/> *Amalgamation | <input type="checkbox"/> *Dissolution |
| <input type="checkbox"/> with a holding company | |
| <input type="checkbox"/> two or more PC's, and continuing under
one of the existing names | |
| <input type="checkbox"/> two or more PC's, and continuing under
a new name | |

DETAILS OF CHANGE(S)

(complete appropriate sections only)

Change of Business Address

Use this address for Public Register

c/o Facility Name (if applicable): _____

Street No. or R.R. No: _____

City: _____ Postal Code: _____

Telephone No.: _____

Change of Alternative Address (if different from above)

Use this address for Public Register

c/o Facility Name (if applicable): _____

Street No. or R.R. No: _____

City: _____ Postal Code: _____

Telephone No.: _____

Which address would you like to use for mailing purposes? Business Alternative

Change of Managing Director

From: _____ Licence #: _____

To: _____ Licence #: _____

Change of Directors, Officers or *other* Shareholders

Note: if Prof. Corp. name is based on all shareholder names, and these change, the PC name must also be amended to include all current shareholders.

Name and Position	Licence #	Added or Deleted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of Changes

Explain changes in detail. Include the name of any other PC(s) or Holding Company(s) that may be involved. For Prof. Corp. name change list the previous name and the new name.

Changes Effective as of: _____ (dd/mm/yyyy)

Note: remember to review the information page (pg. 3) for a list of required documents that must be included with this form.

UNDERTAKING

I, _____, hereby confirm that I hold a current licence from the College of Veterinarians of Ontario, the conditions of which are in keeping with a certificate of authorization for the above-named professional corporation; I am also the existing or new Managing Director of the professional corporation, and hereby undertake to accept responsibility for the operation of the above-named professional corporation, ensuring it meets all standards for the professional corporations and fully complies with the College By-Laws, the *Veterinarians Act*, Regulation 1093 and the *Ontario Business Corporation Act*.

I have advised the previous Managing Director (if applicable) to provide written verification of these changes to the College.

Signature of Existing or Previous Managing Director

Date

Signature of New Managing Director (if applicable)

Date

INFORMATION PAGE

College By-Laws, Part 9, section 53: A professional corporation shall deliver a written notice to the Registrar within 30 days of the occurrence of any of the following events:

1. Any change in the information contained in the original application form or the last renewal application, including a change in the shareholders or in the managing director.
2. Any material change in the structure or operation of the business of the professional corporation, including,
 - i. the initiation of criminal or quasi-criminal proceedings against it,
 - ii. the death of a shareholder,
 - iii. its bankruptcy or insolvency,
 - iv. the appointment of a receiver for it, or
 - v. the filing of an application for its winding-up.

REQUIRED DOCUMENTS FOR CHANGES

Name Change for a Professional Corporation:

- The first step is to apply for approval of the new name using the '*Application for Professional Corporation Name*'.
- The second step is to file for amendment with the Ministry of Government and Consumer Services.
- The third step is to submit the '*Notification of Change – Professional Corporation*' form, along with a copy of the '*Articles of Amendment*'.

Amalgamations:

- Submit the '*Notification of Change – Professional Corporation*' form, along with a copy of the '*Articles of Amalgamation*'.

Adding or Removing Shareholders:

- Submit the '*Notification of Change – Professional Corporation*' form together with a copy of the '*Shareholders Register*' (can be found in your company's Minute Book).

Adding a Holding Company:

- Submit the '*Notification of Change – Professional Corporation*' form, noting the name of the holding company and listing all of the shareholders, which must all be licensed veterinarians.
- Submit the '*Shareholders Register*' for the holding company or a notarized affidavit listing all shareholders of the holding company.

Dissolution:

- Submit the '*Notification of Change – Professional Corporation*' form, along with a copy of the '*Certificate of Dissolution*'.

NB - The information collected on this form is used for the purpose of regulating the profession and practice of veterinary medicine. The immediate purpose for collecting this information is primarily to process this application. For more information, see the [CVO's Privacy Code](#) or contact CVO's Privacy Officer & Registrar.