

Certificate of Authorization Renewal

The Registrar shall issue on behalf of the College a renewal of the Certificate of Authorization for a corporation if the Registrar is satisfied that:

1. The corporation has applied for the renewal of a current Certificate of Authorization by completing an application for renewal in the form approved by the College.
2. The corporation submitted along with the application, the fee for the annual renewal.
3. The College has received a **Corporation Profile Report for the corporation**, this corporation profile report may be obtained from any service provider of the Ministry of Government Services not more than thirty days before the day it was submitted to the Registrar, this corporation report indicates that the corporation is active. (For a list of service providers or information on how to obtain a corporation profile report, please contact the Ministry of Government Services).
4. The College has received a copy of every certificate of the corporation that has been endorsed under the Business Corporations Act since the corporation's most recent application for a Certificate of Authorization or for renewal of its Certificate of Authorization.
5. The College has received a declaration of a director of the corporation, signed and dated not more than **15 days** before the application for renewal is submitted to the Registrar indicating:
 - i. that the corporation was in compliance with section 3.2 of the Business Corporations Act as of the date the declaration was signed,
 - ii. that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
 - iii. that there has been no change in the status of the corporation since the date of the corporation profile report referred to in paragraph 3, and
 - iv. that the information contained in the application for renewal is complete and accurate as of the date the declaration was signed.
6. The College has received the name of each person who is a shareholder of the corporation as of the day the application for renewal was submitted and his or her business address, business telephone number and registration number with the College as of the day the application was submitted.
7. The College has received the names of the directors and officers of the corporation as of the day the application for renewal was submitted.
8. The College has received the address or addresses of each of the premises at which the corporation carries on activities as of the day the application for renewal was submitted.

Renewal Fees

- Renewal of a Certificate of Authorization fee - \$220.00 plus 13% HST and is non-refundable.
- Late penalty fee - \$105.00 plus 13% HST.
- Cheque should be made payable to the College of Optometrists of Ontario

APPLICATION FOR RENEWAL FOR A CERTIFICATE OF AUTHORIZATION (COA) FOR AN OPTOMETRY PROFESSIONAL CORPORATION

NOTE: As of June 4, 2009, information in all fields marked with an asterisk will be publicly available on the College Register at www.collegeoptom.on.ca. If you use your home address as your corporation address it will be publicly available on the College Register.

Corporate Name: * _____ Optometry Professional Corporation Certificate of Authorization #: _____

Ontario Corporation # *: _____ Date of Renewal: _____ Phone: _____

E-Mail: _____

Corporate Business Address: * _____

Please complete or correct the information in respect to all shareholders practicing through or associated with the corporation and, include supporting documentation if there are any changes:

*FULL NAME OF ALL SHAREHOLDERS ASSOCIATED WITH THE CORPORATION	COLLEGE REGISTRATION NUMBER	SHAREHOLDERS				BUSINESS ADDRESS (If different than corporate business address)	HAVE THERE BEEN ANY CHANGES IN THE YEAR SINCE THE ISSUANCE OR MOST RECENT RENEWAL OF THE CORPORATION'S CERTIFICATE OF AUTHORIZATION?
		Director?		Officer?			
		Yes	No	Yes	No		

DECLARATION FOR A RENEWAL OF A CERTIFICATE OF AUTHORIZATION

signed and dated by a director of the corporation not more than 15 days before submission to the College of Optometrists of Ontario

I, _____, holding College registration number _____, am a director of

_____ Optometry Professional Corporation, and do hereby declare the following:

- i. that the corporation is in compliance with section 3.2 of the *Business Corporations Act* as of the date this declaration is signed,
- ii. that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
- iii. that there has been no change in the status of the corporation since the date of the corporation profile report enclosed with this application for a renewal of a Certificate of Authorization,
- iv. that the information contained in the Renewal Form for a Certificate of Authorization that accompanies this declaration is complete and accurate as of the date this declaration is signed.

Signature of Declarant

Print Name

Date