



Saskatchewan College of Psychologists

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www.skcp.ca

APPLICATION FOR PROFESSIONAL INCORPORATION

Members must be in good standing with the Saskatchewan College of Psychologists to apply for incorporation. A condition of incorporation is that limited liability insurance which meets the standards established by Saskatchewan College of Psychologists must be carried by members.

Members are strongly advised to seek legal and financial counsel to establish costs and/or benefits before applying for Professional Incorporation.

I. CORPORATION INFORMATION

Date of Application: _____
Name of Applicant: _____ _____
Name of Professional Corporation (see Overview Instructions): _____
Incorporation No. (from Business Corporations Act): _____
Address of Professional Corporation: _____ _____ _____
Telephone: _____ Fax: _____
Email Address: _____

II. TYPE OF APPLICATION

(circle applicable)

Initial Application (attach copy of Certificate of Incorporation):

Fee: \$200.00

Renewal (date of first application _____):

Fee: \$150.00 (forwarded by November 30 without penalty)

III. DESCRIPTION OF CORPORATION MEMBERS

Number of voting shares in the Corporation: _____

1. Shareholders eligible to vote (must be registered members of Saskatchewan College of Psychologists):

Name	Address	Registered / Provisional	SCP No.	No. of Shares

2. Directors of the Professional Corporation:

3. Non-voting shareholders of the Professional Corporation:

Name	Address	Related to	Relationship	Voting shares

4. Trust Companies:

If applicable, list all Trusts or Corporations that hold shares; complete Appendix A:

IV. INSURANCE COVERAGE

List each SCP member and details of their insurance coverage:

Name	Insurer Name	Insurer Address	Policy	Liability coverage

attach a copy of the first page of insurance policy of each member

V. RESTRICTIONS

Have any of the psychologists named in the Corporation been disciplined for professional misconduct or incompetence under the Psychologist's Act 1997?

Yes No

If so, describe briefly:

Name

Date

Have any of the named psychologists in the Corporation been penalized under the Business Corporation Act?

Yes No

If so, describe briefly:

Name

Date

VI. The following certification must be signed by each psychologist listed above:

I/We certify that I/we have read this information and

1. verify each statement in the application is true.
2. are familiar with the provisions of the Professional Corporations Act and the Psychologist's Act 1997 as well as bylaws relating to professional incorporation and professional liability coverage.

(Name)

(Signature)

(Name)

(Signature)

(Name)

(Signature)

(Name)

(Signature)

(Date: dd/mm/yyyy)

APPENDIX A

TRUST INFORMATION SHEET/CORPORATION INFORMATION SHEET

Complete one sheet for each trust /corporation separately

Name of Trust Company: _____

Address of Company: _____

Shareholder Represented by the Trust: _____

Reason for representation: _____

Contact person: _____

Phone number: _____ Email: _____

Fax number: _____

Does this trust/corporation have any beneficial, equitable, or other interest apart from voting share?
Yes No

If so, please describe:

Date Trust took effect: _____

Completed by

Date: dd/mm/yyyy

OVERVIEW OF THE PROFESSIONAL INCORPORATION PROCESS

To begin the process of applying for Professional Incorporation with SCP, first apply to Information Services Corporation (ISC). Information is available from www.isc.ca

Or from: Corporate Registry
1301 1st Avenue
Regina, SK S4R 8H2

Phone: 1-866-275-4721
Fax: (306) 787-8999
corporateregistry@isc.ca

Forms required for Corporation Branch:
-Articles of Incorporation
-Initial Notice of Directors

Procedures for forming a Corporation under the Business Corporations Act:
-Name search \$60.00 plus taxes
-Incorporation (paper) \$250.00 plus taxes

I. CORPORATION INFORMATION

Assign corporation name based on the services offered; a term that indicates some form of psychological service must be part of the name. **Professional Corporation, Prof. Corp. or P.C.** must appear at the end of the name.

II. TYPE OF APPLICATION

Identify whether the application is an initial application, an amended application (with any changes in name, corporate structure, ownership or directors), or a renewal application; circle applicable choice. Fees are charged accordingly and must be submitted with the application. Attach copy of Certificate of Incorporation.

III. DESCRIPTION OF CORPORATION MEMBERS

1. List shareholders of the Corporation eligible to vote; these must be members of the Saskatchewan College of Psychologists. Indicate each and every member's registration number in the chart provided.
2. Name the Directors of the Professional Corporation who have been identified to the Corporations Branch.
3. List the names, addresses, relationships (to whom) and the number of voting shares of each non-voting shareholder.
4. Provide the name of the Trust Company and complete Appendix A, when a Trust Company represents any shareholder.

IV. INSURANCE COVERAGE

Each member who practices psychology by, through or in the name of the Corporation must hold liability insurance that meets the requirements of the Saskatchewan College of Psychologists bylaws. Identify each member and their Insurer by name, address and the policy with the liability coverage. Attach a copy of the first page of each member's insurance policy.

V. RESTRICTIONS

Record names of members who may have been disciplined by Saskatchewan College of Psychologists and the date of the action.

Record names and dates of any psychologists penalized under the Business Corporation Act.

VI. SIGNATURES

Distribute the information to each member for verification and signature.

Forward this application with fees and all relevant information to the Saskatchewan College of Psychologists, 1026 Winnipeg Street, Regina, Saskatchewan S4R 8P8. Attach fees (initial or amendment fees \$200.00, renewal fees \$150.00).

A certificate will be mailed to you from the Saskatchewan College of Psychologists to the Corporation address you provided.

Amendments to the membership of the Corporation (ie. a new partner enters, a partner leaves or a Director changes) must be filed with Saskatchewan College of Psychologists along with amendment fees (\$150.00).

This application must be completed and submitted yearly to SCP, prior to November 30 of each calendar year. On December 1 of each calendar year the Corporation is considered in arrears and will be assessed late fees. On December 31 of that calendar year, the Professional Corporation will be removed from the registry and will not be entitled to practice under the corporation name until such time as fees are paid (renewal, late and membership fees).