



THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

NOTICE OF SHAREHOLDER CHANGE: INSTRUCTIONS and FORMS

80 College St., Toronto, Ontario M5G 2E2
Telephone: (416) 967-2673 or (800) 268-7096
Email: corporations@cpso.on.ca

Notice of Shareholder Change

A corporation holding a certificate of authorization issued by the College is required to notify the Registrar of any change in the member shareholders of the corporation within **15 days** of the change. (“Member” means a physician who is registered with the College.)

This package contains:

- Shareholder Change Form
- Declaration Form

Questions? Please contact the College’s Corporations Unit at the numbers above.

**** IMPORTANT - PLEASE NOTE ****

Regarding shareholder changes, the College may revoke a certificate of authorization if the corporation fails to,

- notify the Registrar of a change in member shareholders within 15 days following the change.
- fully identify every new member shareholder, every removed member shareholder, and the corresponding dates of the changes.
- provide with the notice of shareholder change a declaration in accordance with s. 4.1, O. Reg. 39/02.
- submit notice of shareholder change in the approved College form.



Date Received by College:

SHAREHOLDER CHANGE FORM

80 College St., Toronto, Ontario M5G 2E2
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Member Shareholder Change

Instructions:

- A corporation holding a certificate of authorization from the College is required to notify the Registrar of any change in the member shareholders of the corporation. (Member means physician who is registered with the College.)
- Notice must be provided in this College form and signed by a director of the corporation. No other form or method of notice will be accepted.
- This form must be addressed to the Registrar, care of the Registration Department. It may be sent by regular mail, fax, courier or personal delivery, but not by electronic mail.
- This form must be accompanied by the declaration of a director of the corporation.
- An incomplete form, or a form not accompanied by the declaration, will not be accepted as valid notice and will be returned.
- **Both this form and the declaration must be provided to the Registrar within 15 days of the change in shareholders. Failure to do is grounds for revocation of the certificate of authorization.**

To the Registrar of the College of Physicians and Surgeons of Ontario:

I, _____, a director of the corporation named
full name of the director of the corporation

_____ (the "corporation"),
full name of corporation

do hereby notify the Registrar of the following changes in the shareholders of the corporation:

Complete all parts that apply and sign bottom of page.

NEW MEMBER SHAREHOLDERS

1. _____, _____, became a new shareholder on the
full name of new member shareholder *College registration no.*

____ day of _____, 20____, and is a voting shareholder non-voting shareholder.

This member shareholder is a Director? Yes No

2. _____, _____, became a new shareholder on the
full name of new member shareholder *College registration no.*

____ day of _____, 20____, and is a voting shareholder non-voting shareholder.

This member shareholder is a Director? Yes No

REMOVED MEMBER SHAREHOLDERS

1. _____, _____, ceased to be a shareholder on the
full name of former member shareholder *College registration no.*

____ day of _____, 20____.

2. _____, _____, ceased to be a shareholder on the
full name of former member shareholder *College registration no.*

____ day of _____, 20____.

SIGNATURE OF DIRECTOR (Authorized director to sign below on behalf of corporation)

Name of director: _____ College registration no.: _____

Director's signature: _____ Date: _____
Please print form and add signature

PLEASE DO NOT STAPLE FORM, AND REMEMBER TO ENCLOSE DECLARATION.

ENSURE FORM IS SUBMITTED WITHIN 15 DAYS OF SHAREHOLDER CHANGE.

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DECLARATION FORM FOR NOTICE OF MEMBER SHAREHOLDER CHANGE

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Declaration

A declaration must be executed by a director of the corporation following any change in the member shareholders of the corporation. ("Member" means a physician who is registered with the College.)

- It must be provided in this form and sent to the Registrar, care of the Registration Department, together with the completed College form notifying the Registrar of the shareholder change.
- **Both forms must be received by the College within 15 days of the change in shareholders.**

To the Registrar, College of Physicians and Surgeons of Ontario:

I, _____, a director of the corporation named
full name of the director of the corporation

_____ (the "corporation"),
full name of corporation

do hereby certify that the corporation is in compliance with section 3.2 of the Ontario *Business Corporations Act*, including the regulations made under that section, as of the date this declaration is executed.

Signature of Director

Date MM/DD/YYYY

IMPORTANT: This declaration must be signed and dated by a director of the corporation, and must be received by the College within 15 days of the change in shareholders.
