

## STEPS TO APPLY FOR A MEDICAL CORPORATION

As set out in The Regulated Health Professions Act, CPSM General Regulation 163/2018 and the Practice Directions of the College, an applicant for a Medical Corporation must be a regulated member who holds a certificate of practice for the current certificate year as issued by the College of Physicians & Surgeons of Manitoba.

### Application Steps:

1. File "Request for Name Reservation" with the Companies Office.
2. Receive approved Name Reservation from the Companies Office.
3. Submit approved Name Reservation to The College of Physicians & Surgeons of Manitoba (CPSM).
4. Receive "Consent to Incorporation" from CPSM.
5. Receive link from CPSM to complete an online application for a Permit to Practise as a Professional Corporation.

### Registration and Permit to Practise as a Medical Corporation

Provided the application is complete, including all required documents (copy of Articles of Incorporation or Continuance; current Certificate of Status issued by the Director at the Companies Office) and payment of all fees (registration fee \$350; certificate of practice fee \$150), you will receive a Permit to Practise Medicine as a Professional Corporation issued by the Registrar, CPSM.

### Changes to the Corporation

Notify CPSM of any changes in the particulars regarding the corporation within 15 days of any such change. Submit any changes to the following information: President, Directors, officers or Representative, corporation office address, corporation mailing address, voting and non-voting shareholders to [medcorps@cpsm.mb.ca](mailto:medcorps@cpsm.mb.ca). Include a copy of the Articles of Amendment, if applicable. You will be contacted by the Medical Corporations Office if additional documents are required.

### Permit Renewal

All permits expire on 31 October. In September, the corporation will be sent a renewal notice by email to complete the renewal online.

### NOTE:

- For any advice regarding the indications for incorporation, consult with your lawyer/accountant. Advice of this nature cannot be given by the CPSM.
- For information regarding the College requirements for incorporation, contact the CPSM Office at 774-4344 or [medcorps@cpsm.mb.ca](mailto:medcorps@cpsm.mb.ca).

**THE COLLEGE RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION  
AS MAY BE REQUIRED AFTER A REVIEW OF THE APPLICATION**