

STEPS TO APPLY FOR A MEDICAL CORPORATION

As set out in detail in The Medical Act, the Regulations, and the By-Laws of the College, an applicant for a Medical Corporation must be a licenced member of the College and is required to complete these steps to apply:

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.
4. Receive "Consent to Incorporation" from The College of Physicians & Surgeons of Manitoba.
5. Submit application for Incorporation to Companies Branch along with "Consent to Incorporation".
6. Once incorporated, submit to The College of Physicians & Surgeons of Manitoba:
 - i. Completed College of Physicians & Surgeons of Manitoba's [Application for Licence to Practice as a Professional Corporation](#)
 - ii. Signed Certificate of Member by each voting shareholder of the corporation.
 - iii. Copy of all Articles of Incorporation, Amendment, Amalgamation etc.
 - iv. Current Certificate of Status issued by the Director at the Companies Office (original)
 - v. Registration fee \$350*
 - vi. Annual licence fee \$150*
7. Receive "Licence to Practice Medicine as a Professional Corporation" issued by the Registrar at The College of Physicians & Surgeons of Manitoba for up to 12 months.
8. Notify The College of Physicians & Surgeons of Manitoba of any changes in the particulars in the application within 15 days of any such change.
9. Renew licence annually with The College of Physicians & Surgeons of Manitoba by filing [Statement of Particulars to Renew](#). A renewal package is sent out a month and a half in advance. If you don't receive a package, please contact The College of Physicians & Surgeons of Manitoba before your expiry date.

* Fees may be paid together by personal cheque, money order or credit card (credit card payment can be made in person at the College offices or by completing the [credit card authorization form](#).)

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