

STEPS TO ENACT A HEALTH PROFESSION CORPORATION INITIAL APPLICATION FOR PERMIT AND PERMIT RENEWALS

As set out in the *Regulated Health Professions Act*, CASLPM General Regulation 192/2013 and the Practice Directions of the College, the applicant for a Health Profession Corporation must be a full regulated registrant who holds a certificate of practice for the current practice year as issued by the College of Audiologists and Speech-Language Pathologists of Manitoba.

APPLICATION PROCESS FOR NEW CORPORATIONS

1. File a “Request for Name Reservation” with the Companies Office.
<https://companiesoffice.gov.mb.ca>
2. Send the approved Name Reservation from the Companies Office to CASLPM for review and approval.
3. Once the Name Reservation is approved by CASLPM, proceed with the application for Permit and submit to CASLPM along with:
 - Articles of Incorporation or Continuance
 - Current Certificate of Status (issued by the director at the Companies Office)
 - Payment of all fees associated with the initial application and permit

CHANGES TO EXISTING CORPORATIONS

Notify the CASLPM office of any changes in the particulars of the corporation within 15 days of any such change:

- President, Directors, Officers, or other Representative
- Shareholders (voting and non-voting)
- Change of address (civic and/or mailing)

The College will contact you if additional information is required.

PERMITS

Permits will be issued upon completion of the application process. Permit renewals will occur annually on January 1 of the calendar year. A reminder notice will be sent to the Health Profession Corporation on file one month in advance, notifying them that their permit must be renewed. Permit fees will not be pro-rated.

NOTES

Please consult with your lawyer or accountant, as CASLPM is unable to provide legal or financial advice.

CONTACT

The CASLPM office can be reached by email at office@caslpm.ca or by phone at (204) 453-4539.