

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. Email office@caslpm.ca with the intended corporation name to ensure it meets the naming requirements as indicated in the RHPA.
2. File a "Request for Name Reservation" with the Companies Office.
<https://companiesoffice.gov.mb.ca>
3. Email office@caslpm.ca:
 - The approved Name Reservation from the Companies Office
 - The completed CASLPM Health Profession Corporation Application form
 - Articles of Incorporation or Continuance
4. CASLPM will issue an invoice for the Application and Initial Permit Fee.
5. Upon receipt of payment, CASLPM will review the application and, if approved, issue the permit.

CHANGES TO EXISTING CORPORATIONS

Email a completed Change in Particulars form (available on the [CASLPM website](#)) to the CASLPM office with any changes in the particulars of the corporation within 30 days of any such change, and include any applicable Articles of Amendment:

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

The College will contact you if additional information is required.

PERMIT RENEWALS

Permit renewals must be completed by January 1 of each calendar year; a reminder notice will be sent to the Health Profession Corporation one month in advance.

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.

NEW PERMIT APPLICATIONS AND PERMIT RENEWALS CHECKLIST FOR FULL REGULATED REGISTRANTS ONLY		YES
1.	Practice relates to one profession only (Audiology or Speech-Language Pathology)	
2.	Corporation is incorporated and in good standing under <i>The Corporations Act of Manitoba</i> .	
3.	Name follows the naming rules and has been approved by CASLPM prior to incorporation: • Terms used to describe the Regulated Health Profession (Audiology or Audiologist, Speech-Language Pathology or Speech-Language Pathologist) and followed by the word Corporation and is approved by the registrar in accordance with the regulations. • Modifiers such as Incorporated, Limited, Inc., or Ltd. cannot be used. • Cannot include terms such as Dental Corporation or Medical Corporation or any other protected name. • Does not refer to an individual who is not a full regulated registrant.	
4.	Voting Shares – each voting share of the Corporation is both legally and beneficially owned by: • A regulated registrant, or • A health profession corporation established for the purpose of carrying on the practice of the same regulated health profession.	
5.	Other Shares – each other share in the capital stock of the Corporation is both legally and beneficially owned by a person who is: • A voting shareholder of the Corporation, and/or • A spouse, common-law partner, or child, within the meaning of the <i>Income Tax Act</i> (Canada), of a voting shareholder of the Corporation, or a corporation, each share of the capital stock of which is legally and beneficially owned by a person referred to in the above.	
6.	Directors – each director of the Corporation is a regulated registrant of the College.	
7.	President – the president of the Corporation is a regulated registrant of the College.	
8.	Employees – each person through who the Corporation will be carrying on the practice of the Health Profession Corporation is a regulated registrant of the College.	
9.	The Corporation has filed an application in the form proscribed in CASLPM by-laws.	
10.	The Corporation has paid the fee.	
11.	As applicable, the Corporation has filed with the registrar: • A copy of the articles of incorporation and any articles of amendment, continuance, or amalgamation. • A copy of the current status certificate issued under <i>The Corporations Act</i>. • A copy of the most recent Annual Report filed under <i>The Corporations Act</i>.	