



## College of Physicians and Surgeons of British Columbia

300-669 Howe Street  
Vancouver BC V6C 0B4  
www.cpsbc.ca

Telephone: 604-733-7758  
Toll Free: 1-800-461-3008 (in BC)  
Fax: 604-733-3503

# Inactive Notification of a Professional Corporation

## ATTESTATION

I, \_\_\_\_\_, \_\_\_\_\_  
Name of registrant CPSID

hereby confirm that \_\_\_\_\_  
Name of professional corporation (hereinafter, "the Corporation")

is inactive for the practice of medicine, effective \_\_\_\_\_.  
Date the Corporation became inactive

### Reason:

My retirement/resignation from the College takes effect \_\_\_\_\_  
Date (YYYY-MM-DD)

I will cease, or have ceased, providing medical services to the public through the Corporation on \_\_\_\_\_  
Date (YYYY-MM-DD)

I am continuing to practise medicine in BC, but am no longer providing medical services to the public through the Corporation, effective \_\_\_\_\_  
Date (YYYY-MM-DD)

Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of president

\_\_\_\_\_  
Signature of president

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Signature of registrant

## PLEASE RETURN THIS FORM BY:

**Mail**     **ATTN: Professional Corporations**  
College of Physicians and Surgeons of BC  
300-669 Howe Street  
Vancouver BC V6C 0B4

**Fax**             604-733-3503  
**Inquiries**     604-733-7758 ext. 2256 or 2262

This information collected in this application for annual registration is collected under the authority of College Bylaws under the *Health Professions Act*, RSBC 1996, c.183. The information provided will be used to update the College's records on the status of its registrants. If you have any questions about the collection and use of this information, please contact the College at 300-669 Howe Street, Vancouver, BC V6C 0B4, or call 604-733-7758 or 1-800-461-3008 (toll free in BC).

## Inactive Notification of a Professional Corporation *continued*

### NEXT STEPS

Once this inactivation form has been processed:

1. You will receive correspondence from the College (along with details of a fee refund, if applicable).
2. The status of the Corporation will be changed to non-active for the practice of medicine.
  - You will no longer receive a medical corporation permit.
  - You will no longer receive an annual permit renewal fee notice.
  - You are responsible for notifying Health Insurance BC and any other paying agency applicable to your circumstances that the Corporation is no longer active for the practice of medicine, and that you are earning your income as an individual.

Section 6-2 of the Bylaws of the College refers to the classes of registration that are eligible for a medical corporation permit. A registrant who is in a retired class of registration is no longer eligible for a medical corporation permit.

Section 6-8(2) of the Bylaws for the College under the *HPA* provides as follows:

A medical corporation ceasing to comply with section 6-2 and no longer providing medical services to the public

- a) must notify the registrar in writing and surrender its medical corporation permit, and
- b) at the discretion of the registrar, may be required to change its name, deleting the terms referenced in section 6-4(1)(a)(ii) and 6-4(1)(b), and deliver to the registrar a certificate of change of name from the Registrar of Companies.

Therefore, within a reasonable period of time, you must take steps to:

- a) Change the name of the Corporation by removing the existing medical component(s) from the corporation name (e.g. "Dr."), and provide the College with a true copy of a certificate of name change issued by the BC Registrar of Companies; or
- b) Wind up and voluntarily dissolve the Corporation, and provide the College with a true copy of the certificate of dissolution issued by the BC Registrar of Companies; or
- c) Continue (transfer) the Corporation out of British Columbia, and provide the College with a true copy of the certificate of continuation issued by the Registrar of Companies in the new jurisdiction.

With an appropriate change of name or voluntary dissolution, you would be formally released from the undertakings that you provided to the College in relation to the Corporation.

The College expects that you will undertake one of the options in above within a reasonable period of time. Please inform the College in writing of your intentions in this regard, and the approximate date that the formal steps will be completed.

### RETURNING TO PRACTICE

Should you wish to resume practice in BC through the Corporation in the future, you will be required to submit an Application for a Medical Corporation Permit together with the applicable fees, and go through the application process, meeting the current standards and qualifications in effect at that time, including any other requirements under Part 4 of the *Health Professions Act*, RSBC 1996, c.183, and Part 6 of the Bylaws under the *Health Professions Act*.

### INQUIRIES

For further information regarding this Inactivation notification or the College's requirements for professional medical corporations, please contact the professional corporations department at 604-733-7758 extension 2256 or 2262.