



# SCOT

Saskatchewan College of  
Occupational Therapists

## Form C-3

### Instructions for Completion of Application by Professional Corporation for Permit Renewal

*(Section 8 of The Professional Corporations Act)*

**NOTE: Applicants should ensure that they carefully review the provisions of *The Professional Corporations Act* and the SCOT Bylaws relating to professional incorporation.**

#### A. Identification:

1. Name of Applicant: The Applicant is the individual member who is applying on behalf of the professional corporation for registration and a permit.
2. Contact information for Applicant: This contact information is to enable the College to contact the Applicant directly if further information or clarification is required.

#### B. Share Information:

Give the date of when the last annual return for the Professional Corporation was filed.

#### C. Attachments

The following must be submitted with the application:

- A current Certificate of Status for the Professional Corporation from the Director of Corporations – this document is also obtained from the Corporations Registry.
- A current profile report from the Corporations Registry for the Professional Corporation; and
- A renewal fee of \$150.00.

#### D. Certification

By signing the certification, each member is assuring the SCOT that the information provided to it about the Professional Corporation is true and accurate, and that the Professional Corporation is eligible to be registered and permitted. Providing false information is a serious matter and could lead to discipline proceedings being taken against the member.