

## PROFESSIONAL CORPORATION APPLICATION PROCEDURES

### 1. Professional Corporation Registration Application

- Submit Professional Corporation (PC) Registration Application.
- PC Application must include Articles of Incorporation.
- Provided that the application is complete, CPA Alberta will return the endorsed Articles by email to the issuing party [Note: Originals will no longer be mailed.]
- Current process times for a complete PC application are within 10 – 15 business days.

### 2. Corporate Registry

- Once endorsed Articles are received, you proceed to have the Articles registered with Service Alberta through a Corporate Registry agent. Confirm exact documentation required by contacting a local Corporate Registry office: <http://www.servicealberta.gov.ab.ca/find-a-business-registry.cfm>
- The Corporate Registry agent will register the professional corporation. Request a copy for your records, as well as submission to CPA Alberta of:
  - Certificate of Incorporation and
  - Registration Statement, including Schedules

### 3. Confirmation of Registration with CPA Alberta

- Forward the documentation verifying the registration of the PC with Corporate Registry (Certificate of Incorporation and Registration Statement) by email to: [profcorp@cpaalberta.ca](mailto:profcorp@cpaalberta.ca)
- Once CPA Alberta receives the documentation, confirmation of registration is sent by email.

### 4. Maintenance of Registration

- The registration of the professional corporation will be billed an annual fee as prescribed by Chartered Professional Accountants of Alberta Resolutions.
- A professional corporation must inform the CPA Alberta Registrar within 15 days in the form provided of any change in directors and/or shareholders of the professional corporation.
- Prior to amending its articles of incorporation, a professional corporation must provide the CPA Alberta Registrar with a request to amend the articles and a copy of the proposed amendments.

### 5. To Cease Registration

- A member may cease or terminate his/her professional corporation (PC) at any time. To do so, written notification, including the name of the professional corporation and the date of the cessation, must be provided to the Registrar of CPA Alberta. Please email your request to cease your PC registration to [profcorp@cpaalberta.ca](mailto:profcorp@cpaalberta.ca).