



# MANITOBA DENTAL ASSOCIATION

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## INSTRUCTIONAL GUIDE FOR COMPLETING CORPORATION CHANGE OF INFORMATION FORM

The *Change of Information Form* has been developed to assist members in meeting their responsibilities to inform the MDA in a timely manner of changes to their dental corporations as required by *The Bylaw for Dental Corporations*. Please note any changes to the dental corporation information must be submitted within **15 days** of occurring.

The *Change of Information Form* is used whenever there is a change to the particulars of a dental corporation where a permit review - and use of the *Dental Corporation Permit Review Application (Revision Form)* is not required by the *Bylaw for Dental Corporations*. Only changes to the dental corporation name or its articles (through articles of amendment or amalgamation) is a permit review and use of the *Revision Form* required.

The *Change of Information Form* is used for changes to shareholders, directors, officers, practice locations, corporate and mailing addresses. *Revision Form* is necessary for the following changes:

This *Guideline* is available electronically in the member section of the MDA website [www.manitobadentist.ca](http://www.manitobadentist.ca). It is intended to provide information and support to you or your legal counsel for accurate submission of changes to your corporate information. The correct and timely change of dental corporation information will save you and your MDA time and expense.

Please review this *Guideline* carefully and ensure the following documentation is submitted:

**The *Change of Information Form*:** In the upper left section on the front side, please identify the dental corporation registered office and email address.

In the upper right section, check the appropriate boxes identifying the changes to the dental corporation particulars.. If the change to the corporation involves the name, articles of amendment or amalgamation, please use the *Revision Form*.

Complete the relevant sections on the front side identifying the changes to the dental corporation. Please check the appropriate box in *Changes* area to add (ADDITION) or remove (DELETION) information about the dental corporation.

On the back side of the *Revision Form*, all the directors of the dental corporation need to review, sign and date the declarations section. Please provide an email address for each director.

**The *New Voting Shareholder Declaration*:** If you are including new voting shareholders to the dental corporation, please submit a completed *New Voting Shareholder Declaration* for each new voting shareholder. Only MDA licensed dentists or dental corporations are eligible to be voting shareholders.

**Malpractice:** Please submit proof of your dental corporation malpractice insurance from any new directors identified.

The Registrar may request additional information. If questions – by you or your legal counsel - arise while completing the forms, please contact the MDA office and speak to Ms. Cheryl Duffy, Administrator of Registration and Licensing..