



MANITOBA DENTAL ASSOCIATION

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INSTRUCTIONAL GUIDE FOR COMPLETING DENTAL CORPORATION PERMIT REVISION FORM

The *Revision 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 *Revision Form* is necessary for the following changes:

- dental corporation name;
- articles of amendment; and/or
- articles of amalgamation.

In addition to the above changes, you may include other information changes to the particulars (shareholders, directors, practice locations, etc) on this *Form* at the same time.

If the changes do not involve the dental corporation name or changes to the corporation articles, use the *Dental Corporation Change of Information Form*.

This *Guideline* is available electronically in the member section of the MDA website www.manitobadentist.ca. It is intended to provide information and support to you or your legal counsel for accurate submission of your corporate revision documents. The correct and timely revision 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 *Revision Form*: In the upper left section on the front side, please check the appropriate boxes identifying the changes to the permit that you are seeking review. If the change to the corporation is not listed in this section, the change can be submitted using the *Change of Information 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.

Articles of Incorporation, Amendment or Amalgamation: Please provide an original certified or notarized copy of the appropriate document from Companies Office.

The Articles of a dental corporation must include provisions consistent with *The Dental Association Act* regarding restrictions on business activities, shareholders, voting and shareholder agreements. Articles without the required restrictions shall be rejected.

Certificate of Status: Please provide an original certificate for the corporation issued by the Director of the Companies Office not more than 30 days before the application submission.

Malpractice: Please submit proof of your dental corporation malpractice insurance from each director.

Permit Review Fee: The permit renewal fee of \$350.00 is non-refundable and must be included with the application.

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, Licensing and Dental Corporations.

