



# BY-LAW NO. 3: HEALTH PROFESSION CORPORATIONS

- 1.01** The fee for the application for a certificate of authorization for a chiropody profession corporation, including any application for reinstatement of a certificate of authorization, is \$100.00.
- 2.1** The fee for the issuance of a certificate of authorization, whether initial or revised, and the fee for the reinstatement of a certificate of authorization is
- (a) **\$950.00** if issued on or after October 1<sup>st</sup> and on or before March 31<sup>st</sup>; or
  - (b) **\$475.00** if issued after March 31<sup>st</sup> and on or before September 30<sup>th</sup>.
- 2.2** The fee for the renewal of a certificate of authorization is due on the 30<sup>th</sup> day of September in each year and is **\$475.00**, if paid on or before the 30<sup>th</sup> day of September, and **\$575.00**, if paid thereafter.
- 2.3** The fee for the issuing each document or certificate respecting a chiropody profession corporation, other than the original certificate of authorization or the annual renewal of a certificate of authorization, is **\$25.00**.
- 3.1** Every member of the College shall, for every chiropody profession corporation of which the member is a shareholder, provide, in writing, the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:
- (a) the name of the chiropody profession corporation as registered with the Ministry of Consumer and Business Services;



- (b) any business name used by the chiropody profession corporation;
- (c) the name, as set out in the College's register, and registration number of each shareholder of the chiropody profession corporation;
- (d) the name, as set out in the College's register, of each officer and director of the chiropody profession corporation, and the title or office held by each officer and director;
- (e) the principal practice or head office address, telephone number, facsimile number and email address of the chiropody profession corporation;
- (f) the address and telephone number of all locations, other than residences of clients, at which the professional services offered by the chiropody profession corporation are provided; and
- (g) a brief description of the chiropody profession activities carried out by the chiropody profession corporation.

**4.01** The information specified in Article 3.01 is designated as public for the purposes of paragraph 14 of subsection 23(1) of the Code.

## GENERAL – RULES RESPECTING PAYMENT

**5.1** A fee or money shall be considered paid

- (a) if payment is made in cash, on the date upon which the money is actually received at the offices of the College;
- (b) if payment is made by VISA, MasterCard or other credit card accepted by the College, on the date upon which appropriate authorization is actually received at the offices of the College;
- (c) if payment is made by cheque, the date of the cheque or the date the cheque is actually received at the offices of the College, whichever is later, provided that the cheque is ultimately honoured on first presentation to the financial institution of the payer; and
- (d) if payment is made by money order, on the date upon which the money order is actually received at the offices of the College.



- 5.2 Payment by any other means other than those specified in Article 5.01 is not to be considered payment under this by-law.

## OTHER FEES

- 6.1 A fee of **\$35.00** shall be payable by a member where
- (a) the member purports to make payment by VISA, MasterCard or other credit card accepted by the College and payment is refused by the credit card provider on first submission by the College; or
  - (b) payment is made by cheque and the cheque is not honoured on first presentation to the financial institution of the payer.

Approved by Council – October 17, 2014