

Application for Certificate of Authorization for a Professional Corporation Under Part II of By-Law 7

About the Certificate of Authorization

Lawyers and paralegals who wish to practise law or provide legal services through a professional corporation are strongly encouraged to seek professional advice on the best business structure for their particular situation. Applicants are encouraged to review the following sources of information about professional corporations:

- *Business Corporations Act*, in particular Part II
- *Law Society Act*
- Part II of By-Law 7
- Electronic materials available on the Law Society website at: <https://lso.ca>

Required Documents

Please submit the following:

1. Complete application form

The Law Society of Ontario (Law Society) may investigate or verify any information supplied in this application and may require further information from you before the application is approved. **Omissions or inaccuracies in responses may delay processing.**

If the space provided for any answer is insufficient, include a separate sheet that is signed and dated by the applicant and include it with the application.

2. Proof of payment or payment in the form of either:

- A receipt for payment by credit card from the Law Society Store. To pay, login to the Law Society Portal at <https://portal.lso.ca>. Select "LSO Store" in the left panel and then "Other Fees". Choose "Professional Corporations – Certificate of Authorization". **Include the receipt with your application.**

OR

- A certified cheque or money order in Canadian funds payable to the "Law Society of Ontario".

| Item | Amount |
|------------------|-----------------|
| Application Fee: | \$250.00 |
| HST: #121712863: | \$32.50 |
| Total: | \$282.50 |

The application fee is non-refundable and non-transferable.

The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

3. Issued Articles of Incorporation

- The articles must restrict both the business of the corporation and the ownership of shares of the corporation in accordance with the *Business Corporations Act* and the *Law Society Act*.

4. Issued Articles of Amendment (if any)

5. Issued Articles of Continuance (if any)

6. Issued Articles of Amalgamation (if any)

Notices and Renewal

Once you receive the Certificate of Authorization, check the Law Society Portal at <https://portal.lso.ca> regularly for communications about professional corporations, including reminders about annual renewal. Renewed certificates are not mailed and are available only through the Portal.

Questions?

Please direct questions about this application to **By-Law Administration Services** by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred, or emailing bylawadmin@lso.ca.

Mailing Address

Email or mail original applications and supporting documents to:

bylawadmin@lso.ca

Law Society of Ontario
By-Law Administration Services
Osgoode Hall, 130 Queen Street West
Toronto, Ontario M5H 2N6



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Application Form

1. Personal Information

Applicant Shareholder's Full Name:

Law Society Number:

2. Professional Corporation Information

Professional Corporation Name:

Ontario Corporation Number:

Date of Incorporation or Amalgamation or Continuance (dd/mm/yyyy):

Business Contact Information

Business/Employer Name and Address (street, unit, city, province, postal code):

Phone 1: Business Mobile

Phone 2: Business Mobile

Fax:

Email:

Place of Business (if different from above)

Business Address (street, unit, city, province, postal code):

Phone:

Fax:

Email:

By-Law 8 requires licensees to notify the Law Society immediately after any change in contact information. Please use the Law Society Portal at <https://portal.lso.ca> for updates.

3. List all Shareholders of the Professional Corporation

ALL Directors and Officers **MUST** be Shareholders. (If more than 5 Shareholders, copy this page.)

Shareholder 1:

Law Society Number:

Select ALL that apply: Shareholder/
Director Shareholder/
Officer Shareholder only

Will this person practise law or provide legal services through the professional corporation?

Yes No

Shareholder 2:

Law Society Number:

Select ALL that apply: Shareholder/
Director Shareholder/
Officer Shareholder only

Will this person practise law or provide legal services through the professional corporation?

Yes No

Shareholder 3:

Law Society Number:

Select ALL that apply: Shareholder/
Director Shareholder/
Officer Shareholder only

Will this person practise law or provide legal services through the professional corporation?

Yes No

Shareholder 4:

Law Society Number:

Select ALL that apply: Shareholder/
Director Shareholder/
Officer Shareholder only

Will this person practise law or provide legal services through the professional corporation?

Yes No

Shareholder 5:

Law Society Number:

Select ALL that apply: Shareholder/
Director Shareholder/
Officer Shareholder only

Will this person practise law or provide legal services through the professional corporation?

Yes No

4. Has a director, officer or shareholder of the corporation been a director, officer or shareholder of a professional corporation whose Certificate of Authorization has been revoked?

Yes No

If Yes, provide the following information:

Name:

Law Society Number:

Name of Revoked Professional Corporation:

5. List all additional licensees who are not shareholders, but who will practise law or provide legal services through the professional corporation

(If more than 12 Licensees, copy this page.)

Licensee 1:

Law Society Number:

Licensee 2:

Law Society Number:

Licensee 3:

Law Society Number:

Licensee 4:

Law Society Number:

Licensee 5:

Law Society Number:

Licensee 6:

Law Society Number:

Licensee 7:

Law Society Number:

Licensee 8:

Law Society Number:

Licensee 9:

Law Society Number:

Licensee 10:

Law Society Number:

Licensee 11:

Law Society Number:

Licensee 12:

Law Society Number:

6. Answer ALL questions (A to C):

A. I have had the opportunity to seek professional advice and I am satisfied that the corporation is in compliance with the provisions of the *Business Corporations Act*, and regulations made under that *Act*, which apply to professional corporations.

Yes No

B. The corporation is in compliance with the provisions of the *Law Society Act*, and the by-laws made under that *Act*, which apply to professional corporations.

Yes No

C. Has the corporation ever held a Certificate of Authorization that was revoked?

Yes No

If Yes, when was the Certificate of Authorization revoked?

Date revoked (dd/mm/yyyy):

7. For which year are you requesting the Certificate of Authorization (yyyy)?

Please note that a certificate of authorization, subject to its revocation, is valid from the date the certificate of authorization is issued until December 31st of the year in which it is issued.

Signature of a Director of the Professional Corporation

Date (dd/mm/yyyy)

Name of Director (please print)