

FORM A

Application for Registration as a Professional Corporation

1. Name of applicant corporation:
2. Jurisdiction of incorporation:
3. Address of registered office:
4. Name of member appointed to represent the corporation:
5. The following documents are annexed hereto:
 - (a) a copy of all letters patent, corporate articles, charter documents and any extra-provincial licence;
 - (b) a copy of all forms filed under the *Partnerships and Business Names Registration Act*;
 - (c) a Certificate of Status issued by the N.B. Corporation's branch;
 - (d) a completed Form D;
 - (e) a list of the names, addresses and telephone numbers of all shareholders, officers and directors of the corporation and a statement of the number and classes of shares owned by each, and where the beneficial owner is different from the registered owner, (such as where there is a trust or other corporation) full details of such arrangements and the ownership of shares;
 - (f) a copy of any agreement affecting voting rights; and
 - (g) a list of the names and addresses of members who will be practising counselling therapy on behalf of the corporation;
6. The pre-requisites for registration set forth in the by-laws and in section 19 of the Act have all been satisfied.
7. **[Such other information and particulars as may be specified by the Board by resolution from time to time.]**
8. The undersigned member representative of the above-named corporation hereby certifies that the foregoing information and particulars contained in this application are true, correct and complete.

DATED the ____ day of _____, 20__.

_____ Professional Corporation

_____ c.s.
President

Member Representative

Instructions for completion of Form A

1. Complete sections 1, 2, 3 and 4.
2. Attach the documents listed in section 5, including completed Form D.
3. Date, sign and seal the Form.
4. [Deliver or mail] the Form with all attachments and the required fee to the Registrar.

FORM B

Renewal Notice to Professional Corporations

TO: _____
(Member Representative)

DATE: _____, 20__

(Name of Professional Corporation) (the “Corporation”)

TAKE NOTICE that the licence of the Corporation expires on [_____ 1st, 20__.] A completed Renewal Application, Form C (a copy of which is attached) and the required renewal fee must be received by the Registrar on or before the expiry date and, if not received by that date, a late filing fee is payable before the application will be considered. If a renewal licence is not issued by [_____ 1st] in any year the name of the Corporation will be removed from the professional corporations register and it will be prohibited from carrying on the practice of licensed counselling therapy.

Registrar

FORM C
Professional Corporations Licence Renewal Application

1. Name of applicant professional corporation: _____
College Licence Number: _____

**ONLY COMPLETE APPLICABLE SECTIONS 2 TO 6 IF ANY OF THESE
ITEMS HAVE CHANGED SINCE THE LAST APPLICATION:**

2. Government Corporation Number: _____
3. Jurisdiction of incorporation: _____
4. Address of registered office: _____
5. Name of member appointed to represent the corporation: _____
6. The following documents are annexed hereto:
 - A copy of all supplementary letters patent, corporate articles or charter documents **issued since the last Application**;
 - A copy of all forms filed under the *Partnerships and Business Names Registration Act* since the last Application;
 - A list of the names, addresses and telephone numbers of all shareholders, officers and directors of the corporation **if changed since last Application**; and
 - Any agreement affecting voting rights **not previously filed**.

7. Below is a list of the names and addresses of members who will be practising counselling therapy on behalf of the professional corporation this year:

8. The pre-requisites for registration set forth in the by-laws and in section 19 of the *Act* have all been satisfied.
9. The undersigned member representative of the above-named professional corporation hereby certifies that the foregoing information and particulars contained in this application are true, correct and complete.

DATED the _____ day of _____, 20____.

(Print Name of Professional Corporation)

Signature - Member Representative

(Print Name)

Instructions for completion of Form C

1. Complete sections 1 and 7.
2. Complete applicable sections 2, 3, 4, 5 and 6, **if changed since last Application**.
3. Attach the documents listed in section 6, **if changed since last Application**.
4. Date and sign the Form.
5. [Deliver or mail the Form] with all necessary attachments and the required fee payable to the College to the Registrar.

FORM D

Appointment of Member as Representative of Corporation

TO: The Registrar
College of Licensed Counselling Therapists of New Brunswick

The undersigned corporation hereby appoints _____, who is a member in good standing of the College as agent, attorney and representative of the corporation for all purposes connected with the Licensed Counselling Therapy Act, and the by-laws and rules of the College including the signing, certifying and delivering of any and all documents, forms, applications, reports, returns, documents and instruments on behalf of the corporation.

This appointment shall continue in force until a replacement representative is appointed and a new form of appointment is delivered to the Registrar.

DATED the ___ day of _____, 20__.

by _____ c.s.
President

BY-LAW NO. 16

COMMUNICATION - LANGUAGE

16.01 The Province of New Brunswick officially recognizes the equal status of English and French. Given the College also recognizes the right of all members to be able to speak and be heard in their own language:

- (a) all required written documentation will be available to the membership in both official languages; and
- (b) all membership meetings of the College shall be conducted in a bilingual format.

BY-LAW NO. 17

EDITORIAL CHANGES

17.01 Whenever amendments are made to the by-laws or rules, consequential editorial and numbering changes may be made to the by-laws or rules by the Board, as required.