



Step-by-Step Process for Creating and Registering a Professional Corporation

The following list itemizes the steps required to create and register a new Professional Corporation with the Alberta College of Optometrists.

1. Select a name for your Professional Corporation according to Section B of the Professional Corporations Advisory.
2. After you decide on a name for your Professional Corporation, do a name search at Alberta Corporate Registry to determine if anyone else is using the exact same or very similar name.
3. Submit the name search and Articles of Incorporation (which must contain the attached Items 6 & 9) to the ACO Office for endorsement.
4. Once endorsed, your Articles of Incorporation will be returned to you so that you can submit them to Corporate Registry along with the name approval and any other supporting documents for registration with them.
5. Once Corporate Registry has registered your Professional Corporation, complete the enclosed **Application for a Professional Corporation Permit** and deliver it along with the Articles of Incorporation, Certificate of Incorporation, Certificate of Status and a cheque for \$400.00 (payable to the Alberta College of Optometrists) to the ACO office. The \$400.00 represents a new Professional Corporation Registration Fee.
6. Your first Annual Professional Corporation Permit will be issued once all of these requirements are fulfilled.

Should you require any further clarification or additional information, please contact the ACO office at:

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