

## **Dental Hygiene Corporation Naming: What You Need to Know**

Are you thinking about incorporating your practice? Please review the steps you need to take in order to comply with both provincial law and the College's bylaws.

Under Section 64, Part 6, of the College's bylaws (<http://cdhbc.com/Practice-Resources/Regulation-and-Bylaws/Bylaws/Part-VI-Dental-Hygiene-Corporations.aspx>), Registrants are required to be in good standing and ideally be 365 day rule exempt. The bylaws also go into detail around the naming, advertising and the corporation permit process.

Under provincial law, there are two Acts that apply to health care professionals' incorporation: The Health Professions Act and the Business Incorporations Act. Under Part 4 of the Health Professions Act ([http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96183\\_01#part4](http://www.bclaws.ca/Recon/document/ID/freeside/00_96183_01#part4)), requirements set out include the role of the College in naming approval, as well as how health professionals may choose to structure their businesses such as details about shareholder ownership.

The Business Corporations Act ([http://www.bclaws.ca/civix/document/id/complete/statreg/02057\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/02057_00)) sets out the criterion for incorporation naming including name registration, record keeping, and updating records. You can learn more about this here: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies>

Before you begin this process, please note that College staff cannot provide advice on how you set up your business, so you may wish to consider obtaining professional legal and/or accounting services to ensure you are complying with all legal requirements.

When considering the name of your business, the name cannot be unprofessional, and must include the wording "Dental Hygiene" and some variation of "Corporation", "Incorporation", "Inc" or "Corp" as part of the business name.

### **Step 1 – College Approval for the Corporate Name**

Get approval from the College for the corporate name by filling out the College's Dental Hygiene Corporation Name Application here: <http://cdhbc.com/Documents/2018-HPC-Name-Application.aspx>.

### **Step 2 – Reserve the Corporate Name**

Before you can incorporate, you must also apply to the Registrar of Companies to get approval of and reserve the proposed name here: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/approval-business-name>.

**Tip:** The College must approve your corporation's name first before you get approval from the Registrar of Companies because the wording of "Dental Hygiene" is considered a reserved term.

### **Step 3 – Register Your Corporation**

Once your business' name is approved by both the College and the Registrar of Companies, as set out under the Business Corporations Act, you must register your corporation for a "Certificate of

Incorporation” here: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/forms-corporate-registry/forms-bc-company>.

#### **Step 4 – Apply for Your Corporation Permit**

You must apply for a permit through the College. Please fill out the “Health Profession Corporation Permit Application” form here <http://cdhbc.com/Documents/HPC-Permit-Application-Form.aspx>. The permit is valid from the date issued until the following **March 1 when it will no longer be valid.**

With the College’s corporation permit form, you must also submit:

- \$105 permit fee payable to the College of Dental Hygienists of BC (cheque or money order accepted);
- notarized copy of the Certificate of Incorporation; and
- any change of name certificates from the Registrar of Companies.

#### **Renewal of Your Corporation’s Permit**

Just like your professional license, you must renew your corporation permit **annually** by February 28 of each year. In order to renew, you must:

- Submit the College’s “Health Profession Corporation Permit Renewal” form here: <http://cdhbc.com/Documents/HPC-Permit-Renewal-Form.aspx>.
- A renewal fee of \$30 (to be paid online on your registrant profile under "Make a payment", or by cheque/money order).

After reviewing these steps, if you have further questions, please contact the College at [cdhbc@cdhbc.com](mailto:cdhbc@cdhbc.com).