



Checklist for Rearrangement of Office Procedures Upon Incorporation of a Professional Dental Practice

All office procedures should be modified to reflect the fact that the business is now incorporated and is being carried on by the company (the incorporation) and not by the professional personally. The following is not exhaustive, but outlines some of the steps that should be taken. Please consult with your lawyer and/or accountant for specific advice on dealing with the following:

- (a) Patients should be informed that they are dealing with the company (see items (c) & (d));
- (b) Suppliers and other interested persons should be notified of the company's acquisition of the practice so that they may modify their invoicing procedures;
- (c) Stationery, invoices, letterhead, business cards, etc. must be changed to show that the company is carrying on the practice (these can also show a trade name);
- (d) Phone listings, lobby directories, door signs, magazine subscriptions, etc. should be put in the company's name (these can also show a trade name);
- (e) Bank accounts and banking procedures should be altered to reflect the fact that the Company is carrying on the business;
- (f) Accounting records and payroll accounts must be modified to reflect that the company is carrying on the business;
- (g) You should discuss with CDSPI or your professional liability insurance agent, modification of insurance policies so that the company is a policyholder with each of its employees, including the practitioner as a name insured;
- (h) You should change your business licence to reflect that the company is carrying on the business;
- (i) Change dentist insurance plan billing name;
(Dr. John Doe changed to Dr. John Doe Inc.)
- (j) Register with the Department of National Revenue and obtain an employer number;
- (k) Withhold and remit (both employee and employer portions) to the Receiver General, within the prescribed time, such amounts in respect of income tax, UIC and CPP from all payments made under the employment agreement between the professional and the company;



- (l) Company should issue T4 slips to the employees and submit T4 Summary to the Department of National Revenue prior to February 28 of each year in respect of the preceding year;
- (m) Register with the Worker's Compensation Board (registration forms will be automatically sent to the company upon incorporation). This is a requirement, as all corporate employers must provide WCB coverage for their employees. You are now an employee of your corporation and must include your salary as part of the annual wages which go into the premium calculation for coverage by WCB. Currently, the annual maximum assessable earnings are \$55,800.
- (n) Adoption of a Trade name: If at any time you are contemplating using a trade name to identify your practice facility, the guidelines set out below should be followed:
 - Consult CDSBC Bylaws Part 12.05 – Trade names;
 - Consult the CDSBC website (www.cdsbc.org) and refer to the *Guidelines for Promotional Activities - Name of Practice and Trade Names*;
 - Review guidelines on comparative statements and types of trade names that may be inappropriate;
 - Discuss with your legal advisors the advisability of registering the trade name of your practise with the Registrar of Companies in Victoria which may assist in preventing the use of the same name by another member;
 - Discuss with your legal advisors the advisability of registering a trade name as a trademark;
 - Obtain approval from the CDSBC for consent to use the word “dental”, “dentistry”, or “dentist” within a trade name. This process will be requested by the Registrar of Companies when submitting a name request application.

(Please note: should you wish to amend your trade name in the future, or if your facility is sold, please ensure you notify the CDSBC so we may update our records.)