

INFORMATION FOR APPLYING FOR OCCUPATIONAL TITLE PROTECTION

Thank you for your request on how to apply for occupational title protection under Part 10 of the *Society Act*.

STEP ONE

Complete the Application for Occupational Title attached.

Note: the designation(s) requested should begin with the word “Registered” and/or when initials are requested the letter “R”.

Complete a directors’ resolution (Copy of Resolution, **Form 10**, attached) resolving the directors authorize the application for occupational title protection.

STEP TWO

The registrar requires the society to publish notice of its application in three issues of a newspaper in daily circulation throughout the province and in three issues of a newspaper located in the city shown in the address of the society.

The notice must request written submissions from interested parties which will be received for 30 days from the date of publication.

Refer to the last page of the Application for Occupational Title attached for a sample notice.

STEP THREE

The filing fee required to apply for occupational title protection is \$300.

Note: this fee is non-refundable should the registrar not grant occupational title protection.

Send your documents (Application for Occupational Title; **Form 10**; three copies of notices published in a provincial daily newspaper; and three copies of notices published in the city newspaper) with cheque or money order payable to the Minister of Finance, to:

Mailing Address:
Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

STEP FOUR

Upon receipt of the documentation, the registrar will publish a notice of application in one issue of the British Columbia Gazette, which will also request written submissions from interested parties to be submitted to the registrar within 30 days.

Once the 30 days are completed, if the registrar considers it is in the public interest, the registrar will grant the society occupational title protection and issue a certificate identifying the word(s) and/or initials which have been designated for the exclusive use of the society and its members.

Note: This final step is quite often a very lengthy process taking months to complete, particularly should the registrar receive written submissions from interested parties indicating they object to the occupational title requested. In addition, the registrar may have to contact outside agencies and/or other government offices for consent.

ADDITIONAL INFORMATION

For information regarding completion of your documentation, contact the Corporate Registry at **250 356-8609**. If calling from the Greater Vancouver area, the direct dial free line is **604 775-1042**. Corporate Registry staff **cannot** provide legal or business advice.

Telephone: 250 356-8609

Freedom of Information and Protection of Privacy Act (FOIPPA):
Personal information provided on this form is collected, used and disclosed under the authority of the *FOIPPA* and the *Society Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

1. Name of Society

2. Number of Members in good standing of the society

3. State which of the purposes represent the interests of the occupation or profession.

4. How do the bylaws provide for:

(a) qualification for admission to membership or a class of membership?

(b) courses of study and examinations for members or applicants for membership?

4. How do the bylaws provide for: (Continued)

(c) conduct of members and ethics and standards of practice?

(d) suspension, expulsion or other penalties for misconduct, incapacity or incompetence of members?

5. (a) How have consumers experienced difficulty in determining the qualifications or standard of qualifications of persons in the occupational group for which protection of title is being requested?

(b) How will issuance of a designated title help to solve the difficulties being experienced?

(c) Is registration under Part 10 the only reasonable and practical means of solving the difficulties experienced by consumers described above? If so, why?

6. (a) What word or combination of words and what initials does the society wish designated for the exclusive use of its members?

(b) Does this closely resemble the name or initials of another similar organization so that confusion might arise?

YES

NO

If YES, name the other organization

If NO, state what steps the society has taken to determine that no other similar organization exists:

7. What percentage of the persons engaged in the occupation you wish to represent are currently members of the society?

%

8. What is the geographical distribution of your members?

9. Briefly describe the activities carried on by the society to further the purposes given in its constitution.

10. Give any other information you consider pertinent to this application.

Certification

We hereby certify that the above information is true and correct to the best of our knowledge, information and belief.

Signature of Director of the Society

Signature of Director of the Society

NOTE:

- A Director's resolution authorizing this application is attached.
- If there is not sufficient space for your answers to any question, please attach your answer on a separate piece of paper.
- The deliberate giving of false or misleading information on this application may be considered grounds for cancellation of registration under Part 10 by the registrar.
- The registrar of Companies requires that the society publish notice of its application in three issues of a newspaper in daily circulation throughout the Province and in three issues of a newspaper located in the city shown in the address of the society.

Sample Notice

NOTICE FOR PUBLICATION
RE: APPLICATION FOR
OCCUPATIONAL TITLE PROTECTION

_____ has
Name of society

applied to the registrar for Occupational Title Protection, under Part 10 of the
Society Act.

The words (or words) and initials that the society wishes designated for exclusive use
of its members are:

Any interested party may make written submissions to the Registrar of Companies,
PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3, within 30 days of the publication
of this notice.



SOCIETY ACT

COPY OF RESOLUTION

The following is a copy of

a special resolution* passed

an ordinary resolution

a directors' resolution

in accordance with the by-laws of the Society on the _____ day of _____, _____:
(Day) (Month) (Year)

"RESOLVED

Dated this _____ day of _____, _____."
(Day) (Month) (Year)

(Name of Society)

by _____
(Signature) (Relationship to Society)

*** Strike out words which do not apply.**

- [Note — (a) No special resolution has effect until accepted by the Registrar of Companies.
- (b) Send, in duplicate, to the Registrar of Companies.
Mailing Address: PO Box 9431 Stn Prov Govt,
 Victoria BC V8W 9V3.
Location Address: 2nd Floor – 940 Blanshard Street,
 Victoria BC together with applicable fee.
 Telephone number: 250 356-8609.]

Additional information and forms are available on the Internet at: www.fin.gov.bc.ca/registries

Freedom of Information and Protection of Privacy Act (FOIPPA):
 Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.