

## MEMORANDUM

**To:** All CCO Registrants

**From:** Dr. Marshall Deltoff, President  
Mr. Martin Ward, Treasurer

**Date:** October, 2011

**Subject:** 2012 Incorporation Renewal

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Enclosed with this mailing you will find the following:

1. **2012** Incorporation Renewal Form;
2. Official Receipt for **2011** Incorporation Dues; and
3. Return envelope.

To assist CCO in processing your renewal for the year 2012, please carefully review, complete and return the renewal application in the envelope provided to you.

Please note that:

- Registration renewal information and your cheque must be received **on or before** January 1<sup>st</sup>, 2012 or your certificate may be subject to revocation and you will not be permitted to provide chiropractic services through a corporation in Ontario;
- A late penalty of **\$50.00** will apply to fees postmarked **after** January 1<sup>st</sup>, 2012;
- Credit card payments **are not accepted**;
- There will be a **\$50.00** administrative charge for any cheque that is returned to the CCO office *NSF (non-sufficient funds)*; and
- On receipt of your renewal dues, you will be forwarded a 2012 renewal sticker to be placed on your certificate of incorporation. Your registration will expire on December 31<sup>st</sup>, 2012, unless you are otherwise notified.

Please contact Ms Maria Simas, Registration Coordinator at (416) 922-6355, ext. 113 if you have any questions.