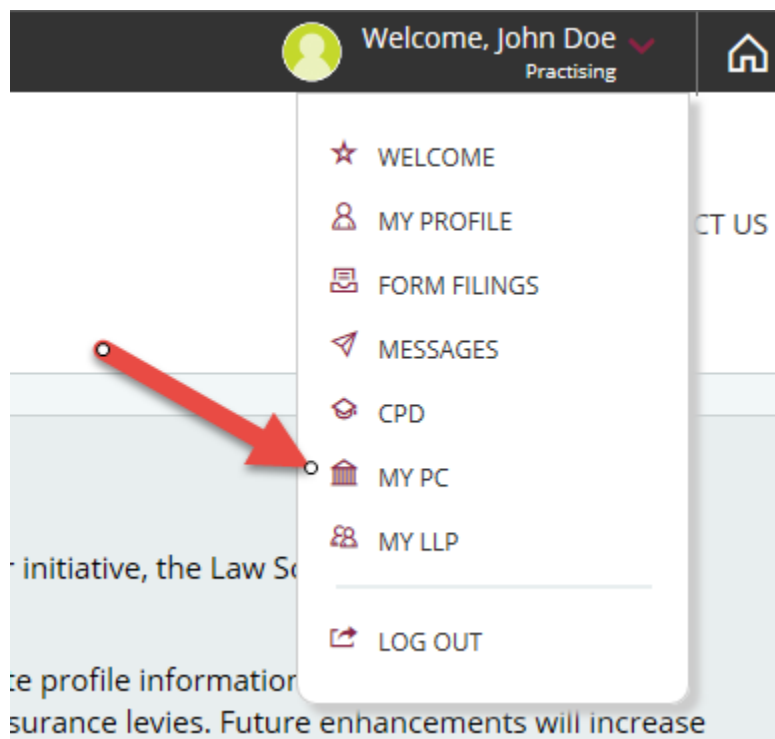


Professional Corporation Permit Renewal Process

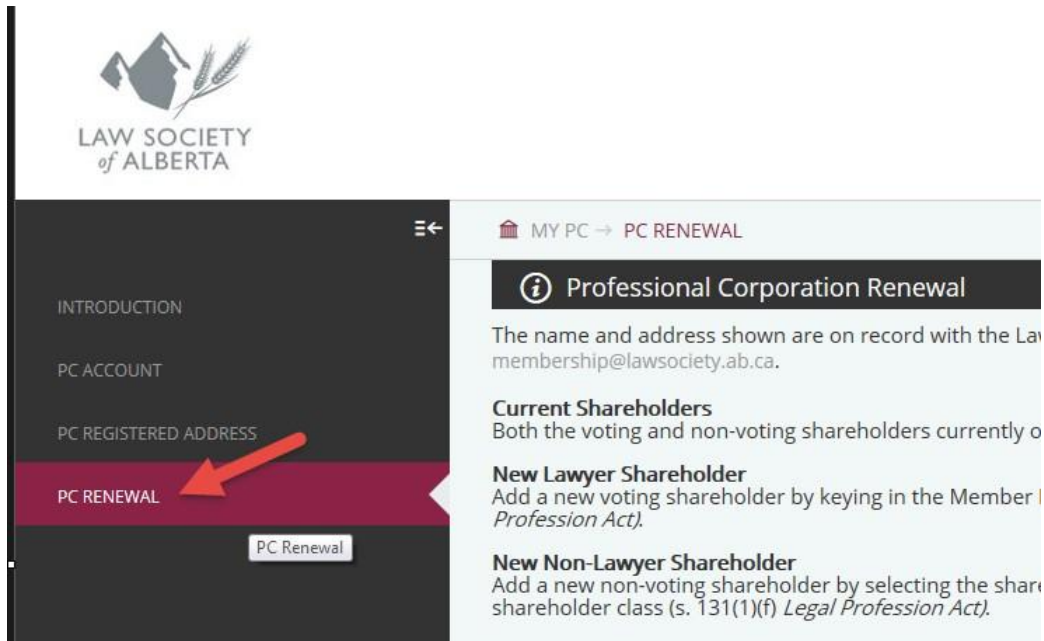
To guide you through the Professional Corporation Permit Renewal Process, follow the steps outlined in this user guide.

- Log into the [Lawyer Portal](#) using your Member ID and password
- Expand the *Welcome* drop-down menu.
- Directors and Voting Shareholders can complete their Professional Corporation (PC) permit renewal by selecting *My PC*.

Note: The PC Renewal is only available in the lawyers' personal Lawyer Portal. Firm Administrators are not entitled to update Professional Corporations, nor complete the renewal.

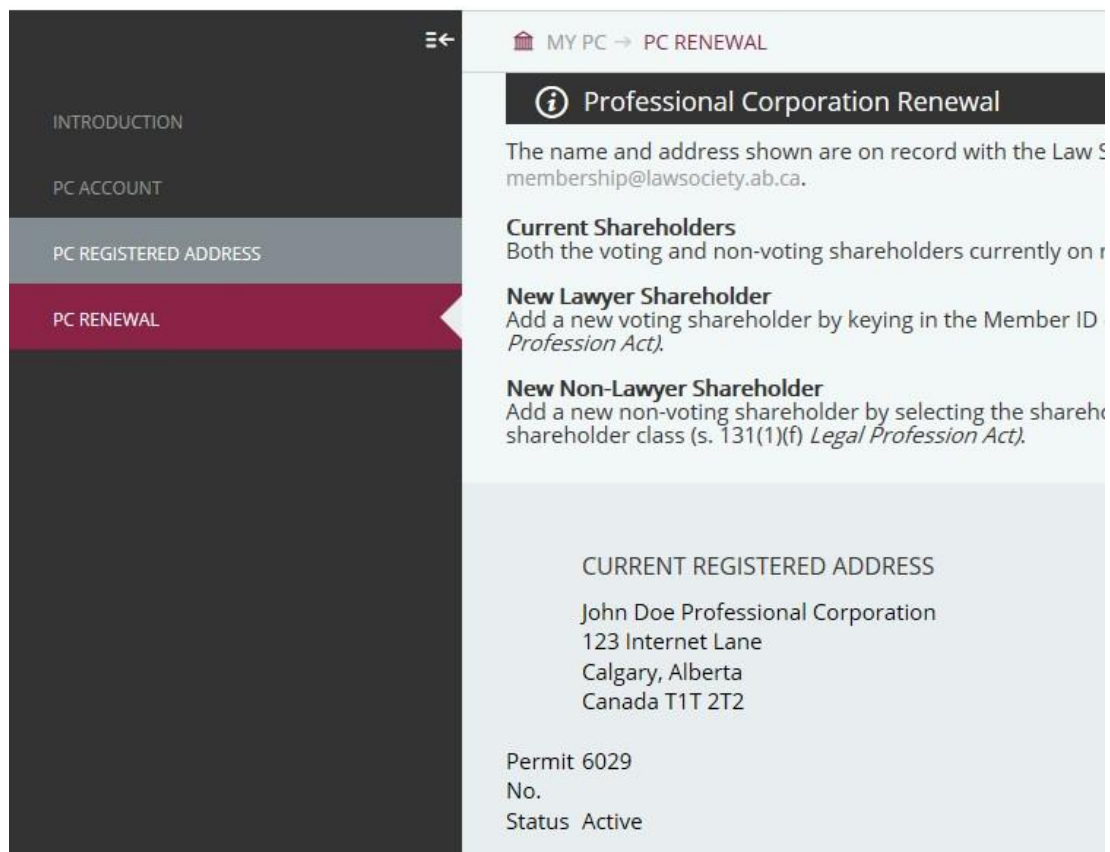


- Click on the *PC Renewal* tab
- The *PC Renewal* must be completed before certifying immediate payment of the renewal invoice



The screenshot displays the Law Society of Alberta's website interface. At the top left is the logo. Below it is a navigation menu with the following items: INTRODUCTION, PC ACCOUNT, PC REGISTERED ADDRESS, PC RENEWAL (highlighted in red with a red arrow pointing to it), and PC RENEWAL (with a 'PC Renewal' button below it). The main content area is titled 'MY PC → PC RENEWAL' and features a section for 'Professional Corporation Renewal'. This section includes a sub-header 'Professional Corporation Renewal' with an information icon, followed by the text: 'The name and address shown are on record with the Law Society of Alberta. For more information, contact membership@lawsociety.ab.ca.' Below this are three sub-sections: 'Current Shareholders' (Both the voting and non-voting shareholders currently on record), 'New Lawyer Shareholder' (Add a new voting shareholder by keying in the Member ID and email address in the fields below. See s. 131(1)(f) *Legal Profession Act*), and 'New Non-Lawyer Shareholder' (Add a new non-voting shareholder by selecting the shareholder class (s. 131(1)(f) *Legal Profession Act*)).

Note: The PC's registered address will be displayed on the renewal tab. Updates to the registered address can be done via the *PC Registered Address* tab. If you are responsible for more than one Professional Corporation, each PC will be displayed individually on the drop-down menu and must be selected and updated separately. This does not update business mailing addresses.



The screenshot shows a mobile application interface for the Professional Corporation Renewal process. On the left is a dark sidebar with a menu containing: INTRODUCTION, PC ACCOUNT, PC REGISTERED ADDRESS, and PC RENEWAL (highlighted in red). The main content area has a light blue header with a home icon, 'MY PC', and 'PC RENEWAL'. Below this is a dark header with an information icon and 'Professional Corporation Renewal'. The main content area contains the following text:

The name and address shown are on record with the Law Society of Alberta. For more information, contact membership@lawsociety.ab.ca.

Current Shareholders
Both the voting and non-voting shareholders currently on record.

New Lawyer Shareholder
Add a new voting shareholder by keying in the Member ID (s. 131(1)(f) *Legal Profession Act*).

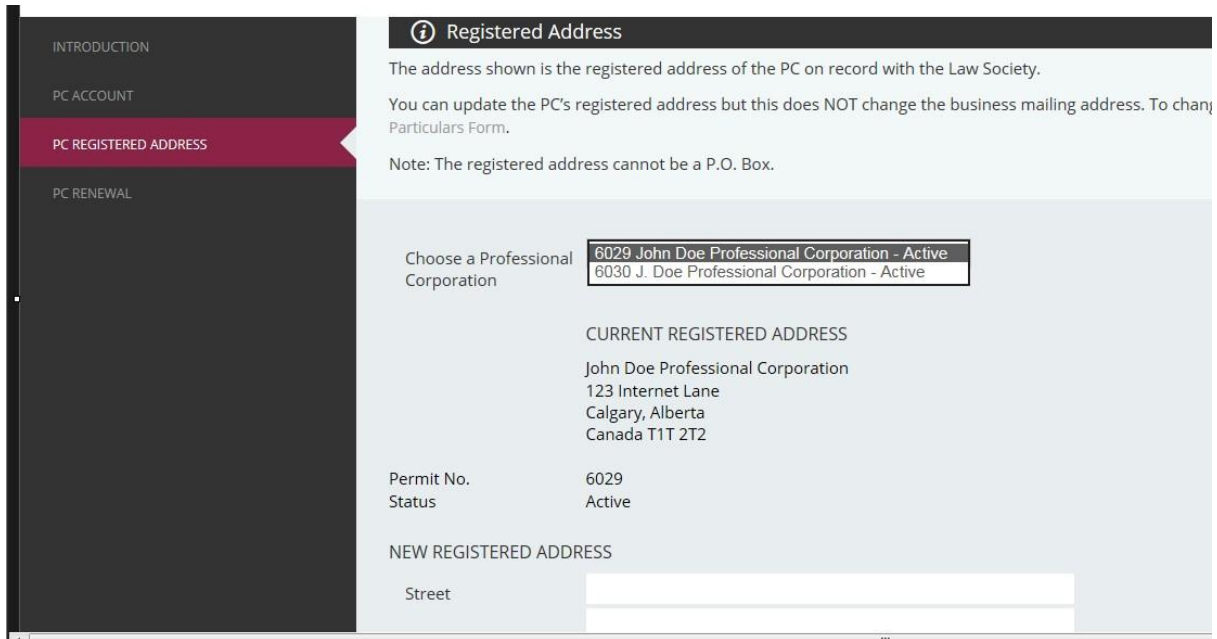
New Non-Lawyer Shareholder
Add a new non-voting shareholder by selecting the shareholder class (s. 131(1)(f) *Legal Profession Act*).

CURRENT REGISTERED ADDRESS

John Doe Professional Corporation
123 Internet Lane
Calgary, Alberta
Canada T1T 2T2

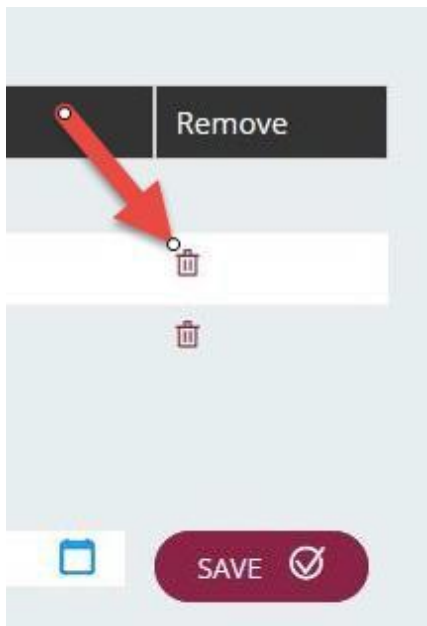
Permit 6029
No.
Status Active

Note: Current Directors and Shareholders will be displayed on the *PC Renewal* tab. You can make changes to the existing Directors and Shareholders by adding or removing.



The screenshot shows a web interface for managing a Professional Corporation's registered address. On the left is a dark sidebar with navigation links: INTRODUCTION, PC ACCOUNT, PC REGISTERED ADDRESS (highlighted in red), and PC RENEWAL. The main content area has a header 'Registered Address' with an information icon. Below the header, there is explanatory text and a note: 'The address shown is the registered address of the PC on record with the Law Society. You can update the PC's registered address but this does NOT change the business mailing address. To change, use the Particulars Form. Note: The registered address cannot be a P.O. Box.' A dropdown menu for 'Choose a Professional Corporation' is open, showing two options: '6029 John Doe Professional Corporation - Active' and '6030 J. Doe Professional Corporation - Active'. Below this, the 'CURRENT REGISTERED ADDRESS' is displayed as 'John Doe Professional Corporation, 123 Internet Lane, Calgary, Alberta, Canada T1T 2T2'. A table shows 'Permit No. 6029' and 'Status Active'. The 'NEW REGISTERED ADDRESS' section has a 'Street' label and an empty input field.

- To remove, select the trash can under the *Remove* Column.



- To add a new Director, enter their last name and click Lookup. Once you have selected the new Director, choose a date from the calendar icon and save.

NEW DIRECTOR

Enter Director last name here and click Lookup Effective Date

- To add a new Lawyer Shareholder, select the shareholder class from the *Class* drop-down menu, enter their last name and click Lookup. Once you have selected the new Lawyer Shareholder, choose a date from the calendar icon, and save.

NEW LAWYER SHAREHOLDER

Class Enter Shareholder last name here and click Lookup Effective Date

- To add a new Non-Lawyer Shareholder, select the shareholder class from the *Class* drop-down menu, enter their first and last name, select a date from the calendar icon, and save

NEW NONLAWYER SHAREHOLDER

Class First Name Last Name Effective

Professional Corporation Director and Shareholder Requirements:

- There is a minimum of one Director and Voting-Shareholder.
- Directors and Voting-Shareholders must hold active statuses with the Law Society of Alberta.
- Non-Voting Shareholders must belong to a permitted shareholder class (s. 131(1)(f) [Legal Profession Act](#)).
- The renewal form must be certified and confirmed for the renewal to be submitted successfully.

RENEWAL APPLICATION FOR 2019

1. The corporation is in good standing with the registrar of Corporations under the *Business Corporations Act*.
 2. Pursuant to section 131(3) of the *Legal Profession Act*, the legal and beneficial ownership of all issued voting shares must be vested in one or more active members of the Society, all issued non-voting shares must be vested in persons within the classes prescribed, and all Directors of the Corporation must also be active members of the Society. All shareholders (legal, beneficial, voting and non-voting) and all Directors are listed in the Shareholders.
 3. Each of the persons who will carry on the practice of a barrister and solicitor on behalf of the Corporation is an active member of the Law Society of Alberta.
 4. I am an active member of the Law Society of Alberta and a Director of the Corporation.
- I certify to the best of my knowledge all information contained in this Renewal Application is true and correct.

Changes are not permitted once you have confirmed.

CONFIRM

PRINT 

Once the renewal form is certified and you have clicked *Confirm*, you will be re-directed to the *PC Account* tab to certify your renewal invoice. Payment can be made using Electronic Bill Payment (EBP), and the Account Number is listed on your invoice. Your permit will be available once your annual renewal has been confirmed, and the Law Society has received and processed your payment.

MY PROFILE → ACCOUNT FEES

Outstanding Fees

Review your Invoice for completeness, choose a Payment Method and follow the instructions to complete your payment.

Invoice	Date
588196	Oct-07-2020

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	210.00	210.00
	Sub Total		210.00
	GST 5%		10.50
	Total		220.50

CHOOSE YOUR PAYMENT METHOD

Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

Terms & Conditions

The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's *Legal Profession Act*.

Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

ACCEPTANCE OF TERMS

By clicking I Accept, I agree to all the terms and conditions.

I ACCEPT DECLINE



MY PROFILE → ACCOUNT FEES



(1470) If you wish to continue, click I Certify. Select Cancel to return to the main account page.

Invoice	Date	Payee	Account Number
588824	Oct-07-2020	Law Society of Alberta	4184

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	210.00	210.00
	Sub Total		210.00
	GST 5%		10.50
	Total		220.50

PAY BY ELECTRONIC BILL PAYMENT (EBP)

Allow 3-5 business days from the date of payment for processing.

Certification

By clicking I certify, I have or I will, remit payment to the Law Society of Alberta immediately and I acknowledge that my failure to do so may result in further action being taken by the Law Society as deemed necessary.

I CERTIFY ✓

CANCEL ✕

MY PROFILE → ACCOUNT FEES



(1486) You have certified you will make this payment immediately by online banking. Visit your banks website, s

Invoice	Date	Payee	Account Number
588824	Oct-07-2020	Law Society of Alberta	4184

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	210.00	210.00
	Sub Total		210.00
	GST 5%		10.50
	Total		220.50

Payments	
	Balance Due 220.50

PRINT 🖨

Your renewal is not complete until payment is remitted. You will be responsible for monitoring your *PC Account* and will have to log back in to obtain a copy of your PC Permit and receipt.

If you would like a print friendly version of your permit or renewal, or you would like to re-print a previous year, you can do so via the *PC Renewal* tab under Renewal Application History.

RENEWAL APPLICATION HISTORY

Year	Renewal Status	Invoice ID	Amount	Due	Invoice Status	Print Receipt	Print Permit	Print Renewal
2019	Confirmed Online	507136	210.00	0.00	PAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have any questions about this process, please call our Customer Service team at 1.800.661.9003.