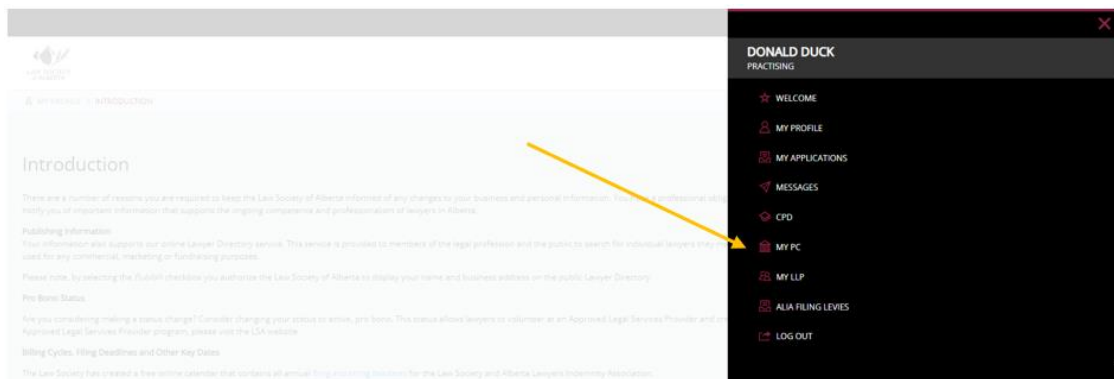


Professional Corporation Permit Renewal Process

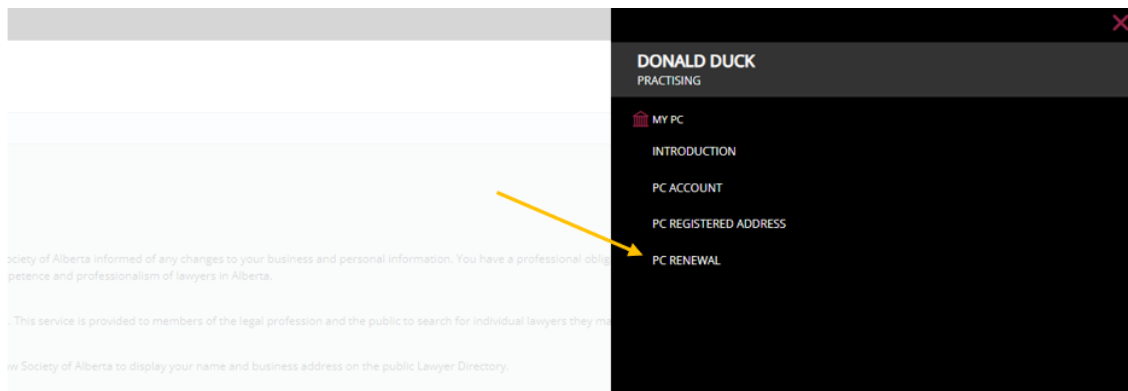
To guide you through the Professional Corporation Permit Renewal Process, follow the steps outlined in this user guide.

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

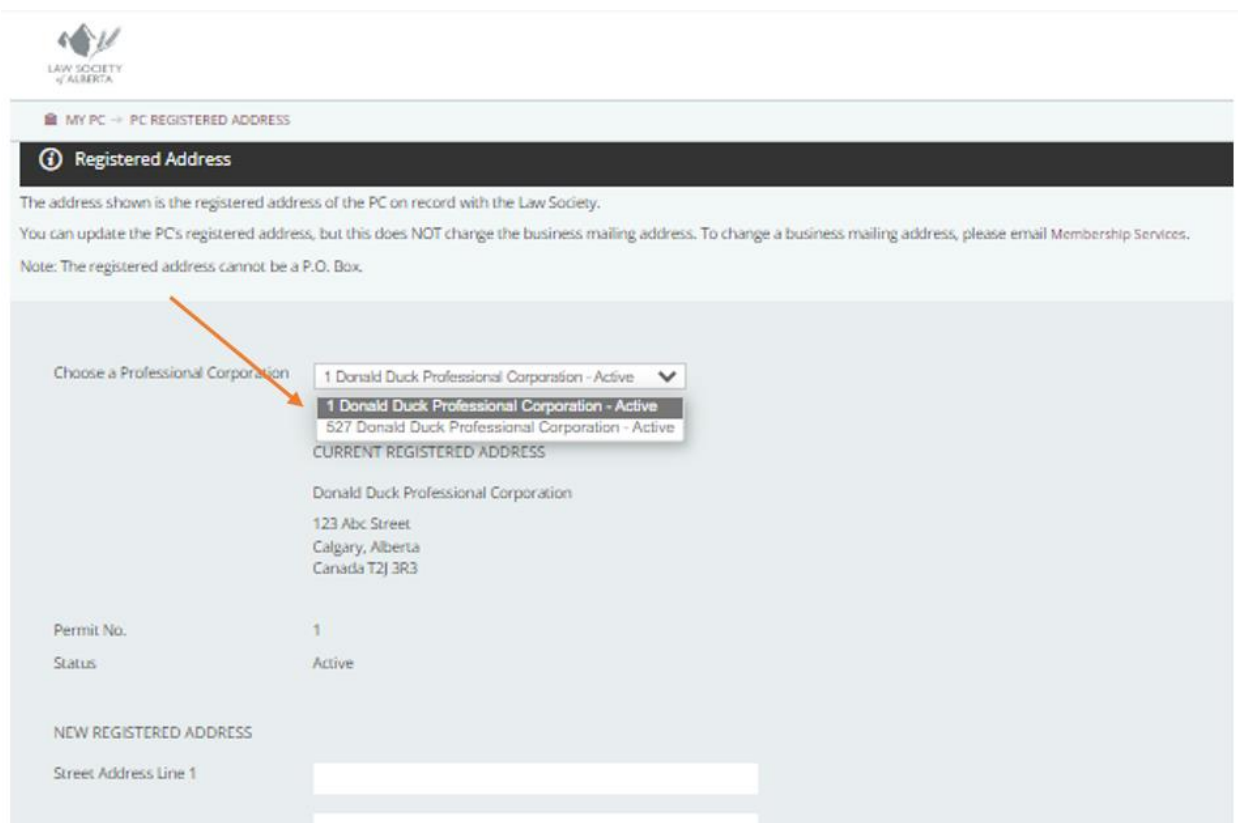
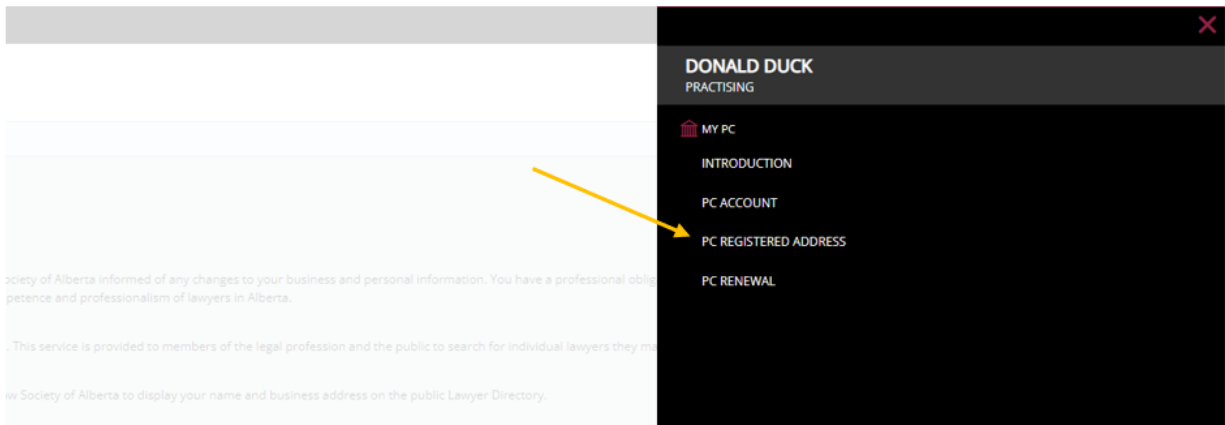
Note: The PC Renewal is only available in the lawyers’ personal Lawyer Portal. Firm Administrators are not entitled to update Professional Corporations, nor complete the renewal.



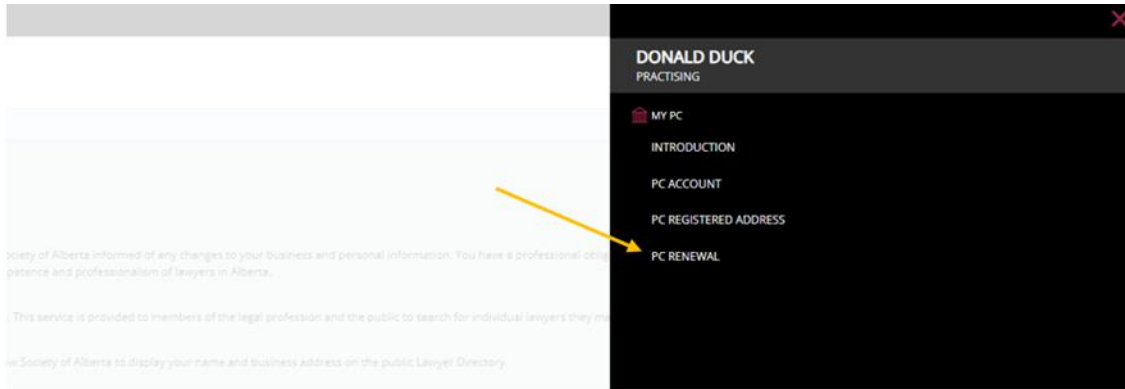
- Click on the *PC Renewal* tab
- The *PC Renewal* must be completed before certifying immediate payment of the renewal invoice



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, and should be done first, prior to completing the renewal. 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.



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.




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

Permit No.

Status

Current Show History

Director	Effective	Remove
Donald Duck	May-13-1991	
Mickey Mouse	Nov-30-2022	 ←

- 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](#)).
- To certify and successfully complete your form, click the “Submit” button.

RENEWAL APPLICATION FOR 2023

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.



Once the renewal form is certified and you have clicked “Submit”, you will be re-directed to the *PC Account* tab to certify your renewal invoice, by accepting the Terms and Conditions, then clicking on the “I Certify” button, once it becomes available.

Invoice	Date
717401	Nov-18-2022

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	220.00	220.00
		Sub Total	220.00
		GST 5%	11.00
		Total	231.00

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.



MY PROFILE → ACCOUNT FEES

(1531) You have chosen to pay by Electronic Bill Payment. If you wish to continue, click I Certify. Select Cancel to return to the main account page.

Invoice	Date	Payee	Account Number
717401	Nov-18-2022	Law Society of Alberta	1

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	220.00	220.00
		Sub Total	220.00
		GST 5%	11.00
		Total	231.00

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

I CERTIFY **CANCEL**

Payment can be made using Electronic Bill Payment (EBP), and the Account Number is listed on your printable 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

(1486) You have certified you will make payment immediately by online banking. Visit your bank's website, select "Law Society of Alberta" as the payee and use your Account Number shown below.

Invoice	Date	Payee	Account Number
717401	Nov-18-2022	Law Society of Alberta	1

Qty	Description	Amount	Total
1	Professional Corporation Permit Renewal Fee	220.00	220.00
		Sub Total	220.00
		GST 5%	11.00
		Total	231.00

Payments	
Balance Due	231.00

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.

Note: Copies of permits issued before 2016 will have to be requested directly from Membership by emailing [Membership](#).

RENEWAL APPLICATION HISTORY

	Year	Renewal Status	Invoice ID	Amount	Due	Invoice Status	Print Receipt	Print Permit	Print Renewal
<input type="radio"/> Pay	2023	Confirmed Online	717401	231.00	231.00		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2017	Confirmed Online	431573	199.50	0.00	PAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2016	Confirmed Online	396775	199.50	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 1.403.229.4700.