## NORTH CAROLINA VETERINARY MEDICAL BOARD



**For:** The Incorporators of a Professional Corporation

From: The North Carolina Veterinary Medical Board

The North Carolina Veterinary Medical Board must certify to the Secretary of State of North Carolina that the ownership of all shares of stock in a professional corporation is in compliance with the requirements of the Professional Corporation Act, Chapter 55B, and must officially state that all shareholder(s) are licensed to practice veterinary medicine in North Carolina. The procedure is as follows:

## PART-I OF THE PROFESSIONAL CORPORATION PROCESS

Attached is an application form to be completed and returned to the NC Veterinary Medical Board. This form requires the listing of all names of shareholders and the selection of a company name, physical address and mailing address. It should be noted that the articles of incorporation must state that they are for forming a professional corporation.

Return this form along with a copy of the proposed Articles of Incorporation for forming a professional corporation and fee of \$160 to the North Carolina Veterinary Medical Board. Upon receipt and review, the Board will issue a Letter of Certification, which must be affixed to the proposed Articles of Incorporation and filed with the Secretary of State.

After the Secretary of State returns the Articles of Incorporation, you must then complete and submit Part-II paperwork along with a copy of the Articles of Incorporation with the seal and signature of the Secretary of State to the Board office.

Name approval for corporations and practice facilities are separate processes. The Secretary of State approves corporation names only. NCVMB must initially approve the corporation name and is solely responsible for approving the practice facility name. The corporation name can be different from the facility name providing veterinary services.

**NOTE:** Failure to obtain a veterinary practice facility name approval and inspection from the Board could be a violation of the North Carolina Veterinary Practice Act.

PART-I REQUEST FOR CERTIF	FICATE LETTER TO	BE FILED WITH NC SE	ECRETARY OF STATE
(1) Print name(s) and NC license veterinarians may own stock in a		• *	k. <b>NOTE:</b> Only NC licensed
(2) Name of the proposed profesend and must be the same as what	-		•
Name of Professional Corporation	n:		
Street Address:			
Mailing Address:			
City:	Zip Code:	County:	
E-mail:	Te	elephone Number:	
As a reminder, the naming/form facility name approval. NCVME approving the practice facility naveterinary services. Failure to obviolation of the North Carolina V	B must initially approvame. The corporation notain a veterinary pract	ve the corporation name ame can be different fro ice facility name approv	and is solely responsible for m the facility name providing
NC Administrative Code, General Statutes, Article NC Administrative Code,	11, Chapter 90-181.1	Practice facility names of	
I have reviewed and certify that t my knowledge and belief.	he information contain	ned in this application is	true and correct to the best of
S	ignature of Stockholder		Date

## Please note the following:

- 1. Submit a copy of the proposed Articles of Incorporation. The Articles of Incorporation must state that they are for forming a professional corporation not a business corporation.
- 2. Submit fee in the amount of \$160.00 made payable to the North Carolina Veterinary Medical Board.
- 3. Professional corporations are renewed in December of each year through NCVMB.

Mail To: NCVMB, 1611 Jones Franklin Rd., Suite 106, Raleigh, NC 27606