

## Checklist for Professional Incorporation Social Service Work



Ontario College of  
Social Workers and  
Social Service Workers

250 Bloor Street E.  
Suite 1000  
Toronto, ON M4W 1E6

Telephone: 416-972-9882  
Toll Free: 1-877-828-9380

Fax: 416-972-1512  
[www.ocswssw.org](http://www.ocswssw.org)

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**Prior to mailing your application, please ensure the following is enclosed:**

- Completed application form
- Payment
- Completed application for proposed name (if applicable)
- Undertaking from **each** shareholder
- Statutory declaration of director
- Original certificate of status of corporation issued by the Ministry of Consumer and Business Services
- Certified copy of Certificate of Incorporation

**Send to the following address:**

Ontario College of Social Workers and Social Service Workers  
250 Bloor Street East  
Suite 1000  
Toronto ON M4W 1E6

**Faxed documentation will not be accepted.**