

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 CERTIFICATE LETTER TO BE FILED WITH NC SECRETARY OF STATE

(1) Print name(s) and NC license numbers of all owner(s) of the shares of stock. **NOTE:** Only NC licensed veterinarians may own stock in a professional corporation.

(2) Name of the proposed professional corporation must include one of the following: PA, PC, or Inc. at the end and must be the same as what is listed on the proposed Articles of Incorporation.

Name of Professional Corporation: _____

Street Address: _____

Mailing Address: _____

City: _____ Zip Code: _____

County: _____ Telephone Number: _____

As a reminder, the naming/forming of a professional corporation is not the same process as the practice facility name approval. 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. Failure to obtain a veterinary practice facility name approval from the Board could be a violation of the North Carolina Veterinary Practice Act.

NC Administrative Code, Title 21, Chapter 66 .0202 | *Name of practice*
General Statutes, Article 11, Chapter 90-181.1 | *Practice facility names and levels of service*
NC Administrative Code, Title 21, Chapter 66 .0201 | *Forms of practice*

I have reviewed and certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Signature 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