

INSTRUCTIONS FOR COMPLETING A SECRETARY'S CERTIFICATE - BPSS-7
June 2012

This form is to be completed as part of the disclosure of ownership only if the school is a corporation. The secretary of the corporation must enter the name of the corporation exactly as it appears on the corporation papers. The secretary then must list the name of each shareholder and the number of shares of stock held by each. Additional sheets may be attached if necessary.

The secretary then lists the name of each officer of the corporation. Finally, the secretary signs to certify that the information is accurate and affixes the official corporate seal to the document.

This form must be submitted with each initial certificate application for a corporation.