



**DECLARATION OF OWNERSHIP OF RECORDS**

I, \_\_\_\_\_, Registration No. \_\_\_\_\_, declare that **I am NOT** the owner  
Full name  
of the personal information and medical and other records (the “records”) located at:

\_\_\_\_\_  
Address

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
day/month/year

I, \_\_\_\_\_, Registration No. \_\_\_\_\_, declare that **I AM** the owner of the  
Full name  
personal information and medical and other records (the “records”), pursuant to s. 4.40, located at:

\_\_\_\_\_  
Address

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
day/month/year

- 4.25** A Registrant who ceases to practice in British Columbia for any reason or moves to another Place of Practice in British Columbia, or a Registrant or former Registrant who moves to another jurisdiction must:
  - 4.25.1** dispose of or transfer Records containing Personal Information in accordance with this heading;
  - 4.25.2** notify the College within five business days of ceasing to practice, moving to another Place of Practice in British Columbia, or moving to another jurisdiction; and
  - 4.25.3** provide the College with a written summary of the steps they have taken to dispose of or transfer the Records containing Personal Information and provide the name of the Registrant who will be assuming responsibility for continuing patient care.
- 4.40** A Registrant must ensure that all Records containing Personal Information of their patients are owned by:
  - 4.40.1** the Registrant;
  - 4.40.2** another Registrant by whom the Registrant is employed or for whom the Registrant is a contractor; or
  - 4.40.3** a BC Optometric Corporation.
- 4.41** If a Registrant employs or is employed by another Registrant, or is employed by a BC Optometric Corporation, the Registrant must secure a written agreement with the other Registrant or BC Optometric Corporation establishing which of them owns the Records referred to in paragraph 4.40.

**Please note:** A separate form must be completed for each place of practice, and all sections must be completed.