

**CODE OF CONDUCT**

*All applicants and paid immigration representatives must read the Code of Conduct and sign the appropriate sections.*

Manitoba Labour and Immigration requires that all immigration representatives (individual representatives who receive a fee) who act on behalf of applicants under the Manitoba Provincial Nominee Program agree to abide by this code of conduct. All immigration representatives who wish to represent an applicant to the Manitoba Provincial Nominee Program must be members in good standing of the Canadian Society for Immigration Consultants or of a Law Society in Canada and must comply with the following minimum standards:

1. to indicate clearly at all times and in all materials that they act as independent agents and do not represent in any way the Government of Manitoba or any of its departments or agencies
2. to advise all potential clients that applying to the Manitoba Provincial Nominee Program does not require them to use the services of an immigration representative, with this information to be provided to the client at the first contact or the earliest possible opportunity and again prior to their signing a contract with the immigration representative
3. to advise all clients that they are free to communicate directly with the Manitoba Provincial Nominee Program on their own behalf even while represented by the immigration representative
4. to advertise and accept assignments for only those services which the immigration representative is capable of providing, and from which the immigration representative reasonably believes there will be real benefits to the client
5. to disclose to the province the fact that they are representing their clients, and to relay all correspondence from the province about a client's file directly to the client without modification or undue delay
6. to act responsibly, with due diligence and in a timely manner in the handling of their clients' cases
7. to not sign, submit or otherwise be associated with any application, letter, report or other document provided by or submitted about a client, which contains false or misleading information
8. to not engage in any unlawful activity personally or on behalf of a client
9. to not work or collaborate in any way with others who are engaging in any unlawful activity
10. to hold in strict confidence all information acquired in the course of the professional relationship concerning the affairs of their clients, and to not divulge any such information unless authorized by the client or required to do so by the Manitoba Provincial Nominee Program or by law
11. to take care to avoid conflicts of interest and upon becoming aware of the existence of a conflict, to fully disclose at the earliest possible opportunity the existence and circumstances of the conflict to the client, and to the Province of Manitoba, if the conflict in any way affects the Manitoba Provincial Nominee Program.
12. to not allow any outside business or professional interests to jeopardize their professional integrity, independence or competence as immigration representative
13. to provide clients with complete and accurate information regarding the Manitoba Provincial Nominee Program and all other matters about their clients' interest in immigration
14. to advise the clients of the requirement that applicants under the Manitoba Provincial Nominee Program have a bona fide intent to reside and work or do business in Manitoba and to not knowingly submit or continue with Manitoba Provincial Nominee Program applications on behalf of clients who do not possess this bona fide intent
15. to be truthful in all forms of communications and media, and to refrain from misleading statements, exaggerations or innuendo (for example, Manitoba does not have any special or preferential arrangements with any immigration consultant or lawyer. Therefore an immigration representative cannot guarantee acceptance under the Manitoba Provincial Nominee Program, immigration status or citizenship. Similarly an immigration representative should not claim to have a special relationship or arrangement with or connection with the Government of Manitoba or any of its departments, which implies preferential treatment, etc.)
16. to not undertake to act for, charge or accept any fee, which is not fully disclosed, fair and reasonable

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Applicant's initials

**CODE OF CONDUCT** *continued*

**REPRESENTATIVE DECLARATION**

I,

Full name

hereby confirm that I am familiar with the contents of this Code of Conduct and understand the described standards expected of my services as an immigration representative. I acknowledge that I will comply with the code in providing assistance to the Manitoba Provincial Nominee Program Applicant listed below.

Company name

Address

Telephone and fax

E-mail address

Describe services provided to applicant

I am a member in good standing of the Canadian Society for Immigration Consultants or of a law society in Canada and as required I have included proof of this membership with this application. Yes  No

Signature of immigration representative

Signature of witness

Date

**APPLICANT DECLARATION**

*Complete and sign if you are using the services of a paid representative.*

I,

Full name

hereby confirm that I am familiar with the contents of this Code of Conduct and understand that they describe the standards expected of any immigration representative that I have engaged to assist me in preparing my application for the Manitoba Provincial Nominee Program.

I have paid or will pay the following individual in connection with preparation of my application:

Name

Describe services provided

Signature of principal applicant

Signature of witness

Date

**APPLICANT DECLARATION**

*Complete and sign if you are not using the services of a paid representative.*

I,

Principal applicant - full name

hereby confirm that the services of an immigration representative were not used in connection with my application for the Manitoba Provincial Nominee Program.

Signature of principal applicant

Signature of witness

Date