

**Ministry of Citizenship  
and Immigration**

# **Application Guide for Employers**

**Ontario Pilot Provincial Nominee Program  
Employer Category**

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Sending sensitive personal information through unsecured e-mail channels is risky and is strongly discouraged by the Pilot PNP. Users assume the risk associated with any electronic transfer of information to the Pilot PNP as the Pilot PNP is not liable for any damages that may arise from interception, loss, theft or other action regarding your personal information while in transit.

# 1.

## BRINGING SKILLED EMPLOYEES TO ONTARIO

Ontario recognizes that employers play a critical role in our economic success. For many employers, newcomers to Ontario are a valuable source of skilled workers and professionals.

To work legally in Canada, in most cases, individuals who are not Canadian citizens must either be permanent residents of Canada, or have a work permit. Permanent resident visas and work permits are issued by the federal government of Canada.

To help Ontario employers succeed, the government of Ontario has established the Ontario Pilot Provincial Nominee Program (Pilot PNP). This program allows employers to recruit immigrants to fill targeted needs in a two step process:

1. Apply for the approval of permanent, full-time positions to be filled by newcomers. This is the first step of the Pilot PNP process.
2. If the positions are approved, recruit individuals, who are potential immigrants to Ontario, to fill the approved positions. These prospective nominees will then submit their application to the Pilot PNP as the second step in the process.

The Pilot PNP is designed to respond to skill shortages and labour market needs in targeted occupations. It also supports economic development in Ontario, and attracts immigration to areas of the province outside the Greater Toronto Area (GTA).

### **How does the Pilot PNP benefit your business?**

All work permits and permanent resident visas for Canada are approved by Citizenship and Immigration Canada, a department of the federal government. A successful nomination through the Employer Category of the Pilot PNP can speed up applications to the federal government, and help employers build the skilled labour force they need, more quickly.

## 2.

### WHICH EMPLOYERS ARE ELIGIBLE

The Employer Category of the Pilot PNP is intended for companies that offer permanent, full-time jobs to qualifying prospective nominees in selected occupations. To be eligible for the Pilot PNP, a company must meet the following criteria:

#### **Employer criteria:**

Companies applying to the Pilot PNP must:

- Have been in continuous corporate existence and active operation, for a minimum of three years.
- Have a minimum of \$1,000,000 in gross revenue for the previous fiscal year.
- Have a minimum of five permanent full-time employees.
- Have business premises in Ontario where the prospective nominee will work.

#### **Job criteria:**

Jobs being considered for approval within the Pilot PNP must:

- Be directly related to, and necessary for, the company's core operations.
- Be permanent, full-time positions as described in section 3 of this guide.
- Be in an occupation included in the Pilot PNP Occupations List, which can be found in section 3 of this guide.
- Meet current wage levels for the profession or skilled occupation, or entry level wages for the occupation where the job is to be filled by an international student.
- Not affect the settlement of any labour dispute or affect the employment of a person involved in such a dispute, or adversely affect employment or training opportunities for Canadian citizens or permanent residents in Ontario.
- Address one or more of the objectives of the Pilot PNP
- Be offered to individuals who meet the criteria for the offered employment.

**Learn more about wage levels:** by visiting the Service Canada website at [www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)

# 3.

## WHICH JOBS AND PROFESSIONS ARE ELIGIBLE

During the first year of the Pilot PNP, jobs within 20 specific occupations are eligible for consideration, in four sectors:

- Health
- Education
- Manufacturing
- Construction

You will find a detailed listing of these occupations later in this section. No other occupations will be considered in the first year of the Pilot PNP.

### **Jobs offers must be for permanent full-time employment**

Only permanent, full-time jobs are eligible for approved positions within the Pilot PNP. A permanent full-time job consists of 1,950 hours of paid employment in a 12-month period.

### **The following jobs are *not* eligible:**

The following are not considered permanent, full-time employees, even if they work 1,950 hours in a 12-month period:

- Seasonal, cyclical or part-time employees regardless of their working hours.
- Subcontractors or agency workers.
- Employees who do not work on the company's premises, such as employees who work from home, or employees who work in a 'virtual' location and serve the employer by telecommuting.

### **Employers may be eligible to apply for multiple positions**

**Skilled Worker stream** employers offering positions located within the Greater Toronto Area (GTA) may be eligible to have up to five positions approved under the Pilot PNP. Employers outside the GTA may be eligible for up to 10 positions.

As the following chart shows, the location and size of the company determine the number of positions the company may apply for.

- **Full-time employees:** is the number of full-time employees working in Ontario.
- **Maximum inside the GTA:** is the maximum number of positions that may be approved for an employer located inside the GTA, which includes the City of Toronto, Durham, Halton, York and Peel regions.
- **Maximum outside the GTA:** is the maximum number of positions that may be approved for an employer located outside the GTA.

Full-time employees	Maximum: Inside the GTA	Maximum: Outside the GTA
5	1	1
10	2	2
15	3	3
20	4	4
25	5	5
30	5	6
35	5	7
40	5	8
45	5	9
50 and over	5	10

**Professional stream** employers can only apply for one position for every five full-time employees they have employed in Ontario. There is no upper limit to the number of positions Professional stream employers may apply for. However, in cases where an employer requests more than 20 positions, the request will be reviewed by a committee.

**Status of prospective nominee**

Employers must indicate on their Employer Category Pre-Screen Application form if the prospective nominee is: an international student; an individual currently working on a valid Temporary Work Permit in Ontario; or an individual who currently lives abroad or is visiting Ontario.

### **Special criteria apply to international students**

Certain international students are eligible to apply to the Pilot PNP.

International students may apply for an approved position from within or outside Canada. The position you offer to an international student must be a permanent full-time job. In order to qualify, students must:

- Have completed at least half of their studies in Ontario, and graduated from an eligible Ontario college or university;
- Have a field of study related to the job offer; and
- Apply within two years from the date on which they received their degree or diploma, or may apply during the last semester of completing their degree or diploma.

International students will be exempt from the work experience requirements set out in the Employer Category.

Please note: International students subsidized through the Canadian International Development Agency (CIDA) grants or home country scholarships with return obligations will not be eligible for the Pilot PNP unless such obligations have been fulfilled.

### **Only specific occupations will be considered**

To address labour-market needs and government priorities, the Pilot PNP has established an Occupation List for the Employer Category. Prospective nominees are only eligible to apply if they have a job offer and are qualified in one of the 20 occupations listed below. All occupations are coded using the 4-digit National Occupational Classification (NOC) code except for high-end researchers which are coded using an Ontario Pilot Provincial Nominee Program code (OPPNP).

<b>Occupation</b>	<b>NOC/OPNP Code</b>
<b>Professional Stream – Health Sector</b>	
Specialist Physicians	3111
General Practitioners and Family Physicians	3112
Pharmacists	3131
Audiologists and Speech-Language Pathologists	3141
Physiotherapists	3142
Registered Nurses	3152
Medical Laboratory Technologists	3211
Medical Radiation Technologists	3215
<b>Professional Stream – Education Sector</b>	
University Professors	4121
High-End Researchers	2100
<b>Skilled Worker Stream – Manufacturing Sector</b>	
Machinists and Machining and Tooling Inspectors	7231
Tool and Die Makers ( <i>includes metal patternmakers and metal mould makers</i> )	7232
Industrial Electricians	7242
Construction Millwrights and Industrial Mechanics	7311
Heavy-Duty Equipment Mechanics	7312
<b>Skilled Worker Stream – Construction Sector</b>	
Carpenters (includes framers and form workers)	7271
Bricklayers	7281
Cement Finishers	7282
Tile Setters	7283
Drywallers	7284

# 4.

## HOW TO APPLY

To participate in the Pilot PNP, employers must first qualify under the Employer Category, and obtain approval for the positions they intend to fill under the Pilot PNP in Ontario. This is called the pre-screen application process.

To complete the Employer Category Pre-screen Application, follow these steps:

### **1. Obtain the Pre-screen Application forms**

The forms you will need to apply to the Pilot PNP are on the Ontario Immigration website at <http://www.ontarioimmigration.ca/english/PNPEmployers.asp#Forms>. These documents consist of the following:

- Employer Category Pre-Screen Application form
- Employer Affidavit
- Translator Affidavit
- Authorizing or Cancelling an Employer Representative form

### **2. Complete the Pre-screen Application forms**

All questions on the forms submitted must be answered. If a question is not applicable, mark the space 'n/a'. Incomplete applications will not be considered for assessment. You will find detailed instructions for completing these forms in section 7 of this guide.

### **3. Attach supporting documents**

The completed Employer Category Pre-Screen Application form must be accompanied by a number of supporting documents. These are described in the next section of this guide. The supporting documents must establish that the employer meets Pilot PNP eligibility criteria including:

- Verification of the previous year's gross revenue;
- Proof of premises where the prospective nominee will be employed;
- Verification of the number of individuals employed by the company; and
- Employer Category Pre-Screen Package Checklist.

#### **4. Preparing the Supporting Documents**

The employer must submit copies of all documents required to establish that the company meets the eligibility criteria of the Pilot PNP.

**To verify that previous year's gross revenue exceeds \$1,000,000 and verify three years of continuous business operation, please submit copies of:**

1. Revenue Canada Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for past three years; OR
2. Company's financial statements for the past three fiscal years signed by a C.A., C.M.A. or C.G.A.

**For proof of the premises please submit a copy of:**

1. Deed to the property comprising the premise, showing the employer applicant as owner; OR
2. Lease, offer to lease, licence, notice of lease, or licence registered on title; and landlord/licensor's name, address and telephone number.

Proof of premises refers to the location where the prospective nominee will actually work. Please do not provide "proof of premises" information for the company's head office, or other regional office, unless the prospective nominee will work at that location.

**To verify the minimum of 5 full-time employees on payroll please submit a copy of:**

1. Revenue Canada T4 Summary for previous fiscal year.
2. If Employer applicant has ten full-time employees or less, also include a list of the current full-time-employee positions by job title and salary. No personal data is to be included such as employee names or Social Insurance Numbers.

#### **What is the Employer Category Pre-Screen Package Checklist?**

You will find this checklist on the last page of this guide. Use this checklist to ensure that your application package is complete, and include it with your application.

## **5. Submit the application for approval**

Applications must be submitted by mail, courier, or personal delivery. Applications are not accepted by fax. The completed Employer Category Pre-screen Application form and supporting documents should be submitted to:

Pre-screen Applications  
Ontario Pilot Provincial Nominee Program  
400 University Ave., Ground Floor  
Toronto, Ontario  
M7A 2R9

### **Document translation**

If supporting documents are not in English or French you must supply the document, a translation of the document and an affidavit from the person who completed the translation. Otherwise, applications will not be processed. Translations by family members are not acceptable.

# 5.

## WHAT HAPPENS AFTER YOU APPLY

Applications to the Pilot PNP are processed in the order they are received and will be reviewed on a first-come-first-served basis in accordance with processing priorities, namely:

- Reserving at least 50% of nominations for employers outside the GTA.
- Targeting an even split in nominating temporary foreign workers already in Canada, and immigrants coming from abroad.
- Ensuring that sectors (health, education, manufacturing and construction) and occupations on the Pilot PNP's Occupation List are represented.
- Promoting participation by a range of Ontario-based employers that operate within these sectors and/or occupations.

Space is limited, and applicants are encouraged to submit their applications early.

If additional information is required to process your file, you will be notified.

Documents submitted to the Pilot PNP during this process will not be returned.

It is important to remember that a number of factors may result in delay or denial:

- Illegible forms or applications.
- Incomplete forms or applications.
- Incomplete translations or translations that are not notarized.

If your application is not successful, you will be notified by the Pilot PNP.

If your application is successful, you will receive a package of materials, as described in the following section of this guide.

# 6.

## WHAT TO DO IF YOU ARE APPROVED

If your Pre-screen application is approved, you will receive a package of nominee materials which will allow you to proceed to the next step in the process. This package consists of:

- An Employer Pre-screen Approval Letter
- A Pre-screen Position form for each prospective nominee
- An application package for each prospective nominee

**The Employer Pre-screen Approval Letter:** advises the company that it has been approved by the Pilot PNP for the position(s) indicated on the letter. It is possible that an employer may be approved for some but not all of the positions requested.

**The Pre-screen Position form:** is the official document that identifies the position that the employer is entitled to fill. One will be issued for each approved position. This form will include information such as:

- The Pre-screen file number
- Position title
- NOC/OPPNP code
- Stream (Professional, Skilled Worker or International Student)
- Date of Employer Pre-screen Approval
- Expiry date

When you receive these materials, please check to make sure that the information is correct. The Pre-screen Approval form is a valuable document. Please keep it in a safe place. If this document is lost, stolen or destroyed please contact the Pilot PNP immediately. Nominee applications cannot be processed without the original form.

**The nominee application package:** sent by the Pilot PNP to the approved employer will include:

- Pre-screen Position form

- Nominee Application form
- Nominee Application Guide
- Occupation Criteria
- Joint Verification form
- Nominee Affidavit
- Authorizing or Cancelling a Representative form (if applicable)
- Application Payment form
- Translator Affidavit

**Important:**

**Prospective nominee applications must be received within 60 days**

Prospective nominees will have 60 days after the date of issue of the Pre-screen Position form to submit completed applications to the Pilot PNP. The date of issue is located on the Pre-screen Position form. If a nominee application is not received in connection with a position after 60 days, the Pilot PNP may reassign the nominee position to a different employer. If a prospective nominee cannot submit a completed application within 60 days, either the prospective nominee or the approved employer may, in writing to the Pilot PNP, request an extension of 30 days, providing reasons for the extension request. Approval of an extension is discretionary and no further extension will be granted.

Employers must follow these steps before a prospective nominee can complete their application package:

**1. Request nominee applications**

You must provide each prospective nominee with the nominee application package described above, as well as a signed job offer. The job offer must indicate the occupation title and wage for the full-time, permanent position being offered. Prospective nominees must include the job offer in their application package. The job offer must be on company letterhead.

When prospective nominees receive their information packages, they should begin the application process immediately. Please ensure that the prospective nominee is aware of the expiry date and that the original Pre-screen Position form is to be submitted with the application package. Nominee application packages received by the Pilot PNP

after the expiry date or without the Pre-Screen Position form will not be processed and the nominee application package will be returned to the applicant.

## **2. Complete the joint verification**

The Joint Verification form, which is part of the nominee application package, must also be signed by the employer. Both the Joint Verification and the job offer, which are signed by the employer, must accompany the nominee application package. The prospective nominee's application will not be processed without these documents.

### **How to complete the Joint Verification form**

Complete the employer section located at the bottom of the form, as follows:

- Print the company name and name of authorized signing officer.
- Read the provided declaration.
- Print the title of the position, the name of the employee and the annual salary for the position in the spaces provided.
- Provide the signature of the authorized signing officer and the date of signature.

## **3. Submission of nominee application packages**

Please ensure that your prospective nominee(s) submits their nominee application within the 60 day deadline. All completed nominee application packages, and the signed joint verification and job offer, should be submitted for approval to the Pilot PNP at:

Pre-screen Applications  
Ontario Pilot Provincial Nominee Program  
400 University Ave., 1st Floor  
Toronto, Ontario  
M7A 2R9

The Pilot PNP reserves the right to not respond to requests for the status of applications so that our resources can be directed to the processing and finalization of applications under assessment. Please do not contact our office to inquire about the status of your application as this may result in delays in our ability to process applications. For questions on the application process call the Pilot PNP at 416-326-0374 or 1-866-214-6820.

**Your Feedback is Important**

The Pilot PNP will be seeking participant feedback over the course of three years from the date of the nominee(s) landing in Ontario. Feedback may be sought from both nominees and employers after three months, one year and three years.

# 7.

## STEP-BY-STEP: EMPLOYER APPLICATION GUIDE

### 1. Completing the Employer Category Pre-Screen Application Form

To complete the Employer Category Pre-Screen Application form, follow these steps:

#### Section A: Company Signing Officer Information

1. a) Print the last name (family name) of the company signing officer.  
b) Print the first name and middle name(s) of the company signing officer.  
c) Print the telephone number, cellular phone number, facsimile number and e-mail address of the company signing officer.
2. Print the title or position of the company signing officer.
3. Print the duties or responsibilities of the company signing officer.

#### Section B: Company Information

1. Print the name of the company.
2. Print the full mailing address of the company where company contact will receive mail (include unit/suite/ and/or PO Box if appropriate).
3. Print the company's website address (if applicable).
4. Print the year of company incorporation, jurisdiction of incorporation, and the Ontario Incorporation Number. For a company incorporated, continued or amalgamated in Ontario, this number appears on the top right corner of the corporation's Certificate of Incorporation/Continuation or Amalgamation or in the company's Letters of Patent. For a company incorporated, continued or amalgamated in a jurisdiction other than Ontario, this number appears in the top right corner of the Extra-Provincial Licence issued to the company. If the company does not require a licence, the number is assigned upon filing the Initial Return (Form 2).

5. Print the year and gross revenues for the previous fiscal year.
6. Print the number of permanent, full-time employees at the location of employment (company) of the prospective nominee. Permanent, full-time employment consists of 1,950 hours of paid employment in a 12 month period.
7. Describe the main business sector (e.g. aerospace, construction, life sciences).
8. Describe the business activities and operations conducted by your company within your business sector.

**Section C: Position(s) being recruited for**

**Note:** Section C must be completed for EACH position you are requesting. For each position please make a separate copy Section C, complete it and attach it to the application form.

1. Print the title of the position you are recruiting for.
2. Print the annual salary (\$ CDN) for the requested position.
3.
  - a) Check the appropriate box to indicate whether the place of employment for the prospective nominee is located inside or outside the Greater Toronto Area (GTA). *The GTA comprises Durham, Halton, York and Peel Regions, and the City of Toronto.* This is the business location where the prospective nominee will be conducting his/her work. If the prospective nominee will be conducting his/her work off-site, this would be the location where the prospective nominee reports and/or receives assignments.
  - b) Print the full address of the place of employment for the prospective nominee in the space provided.
4. All occupations on the Occupation List have been assigned a National Occupation Classification Code (NOC) except for High End Researchers, which has been assigned an OPPNP Code. Print the NOC/OPPNP Code for this

position. Consult the Pilot PNP Occupation List for all eligible occupations and NOC/OPPNP Codes.

5. In order to achieve its objectives the Pilot PNP requires information about your Prospective Nominee.
  - a) Check the box to indicate if your prospective nominee is an international student. A prospective nominee can only be nominated in the International Student stream if you indicate so here.
  - b) If your prospective nominee is not an international student, check the appropriate box to indicate if you are recruiting an individual who is in Ontario working on a valid Temporary Work Permit, who is visiting Ontario with documented Citizenship and Immigration Canada (CIC) status, or is an individual who lives abroad.
  
6. Print the primary roles and responsibilities of the prospective nominee; provide 5 -10 primary responsibilities in bullet format. For Pilot PNP Occupation Criteria go to [http://www.ontarioimmigration.ca/english/PNPOccupations.asp\\_](http://www.ontarioimmigration.ca/english/PNPOccupations.asp_)
  
7. Check the appropriate box to indicate whether French, English and/or an 'other' language is required to perform the duties of this position. If you check 'other', please specify the language.
  
8. a) Check the boxes to indicate how the position will accomplish one or more of the following Pilot PNP objectives:
  - enhances business competitiveness and/or productivity;
  - assists in business development and is likely to result in the creation or retention of new jobs;
  - supports the ongoing operation of the company; and/or allowing for businesses' continued operation and retention of jobs; and/or
  - meets the needs of Ontarians through advancement in the areas of health, education and high-end research.b) Provide a brief explanation of how the position will accomplish one or more of these objectives.

#### **Section D: Additional Contact Information**

In order to verify the information provided to the Pilot PNP in the application package, we may need to contact other persons who have knowledge of the

company. For each contact person below, please provide the requested information.

**Human Resources Representative** is an individual who has specialized information about the hiring needs, policies and procedures of the company. This individual would be contacted in cases where the Company Signing Officer does not have all the detailed information required by the Pilot PNP. Check box if not applicable.

- Print the last name (family name) of the Human Resources contact;
- Print the first name and middle name(s) of the Human Resources contact;
- Print telephone number, facsimile number and email address of the Human Resources contact.

**Banker Contact** is an individual from the bank where the company's primary corporate account is held. The Banker Contact may be contacted to provide a bank reference. Check box if not applicable.

- Print the Company name of the Banker contact;
- Print the last name (family name) of the Banker contact;
- Print the first name and middle name(s) of the Banker contact;
- Print telephone number, facsimile number and email address of the Banker Contact.

**Accountant Contact** is the individual who signed your last financial statements. If that individual is not available, please provide the name of the company's current outside accountant. This individual must be a CA, CMA, or CGA . The Accountant Contact may be contacted to verify the financial statements provided by the company (fill out if different than Section A). Check box if not applicable.

- Print the company name of the Accountant contact;
- Print the last name (family name) of the Accountant contact;
- Print the first name and middle name(s) of the Accountant contact;
- Print telephone number, facsimile number and email address of the Accountant contact.

**Lawyer Contact** is the primary lawyer that the company uses in its' legal matters. The outside Lawyer Contact may be contacted to provide a corporate reference, answer questions related to corporate status, etc. Check box if not applicable.

- Print the company name of the Lawyer contact;
- Print the last name (family name) of the Lawyer contact;
- Print the first name and middle name(s) of the Lawyer contact;
- Print telephone number, facsimile number and email address of the Lawyer Contact.

### **Section E: Assistance with Application**

1. Indicate if you had help preparing the application.

**Important:**

If you did have help, and will continue to use the services of a representative, attach an Authorizing or Cancelling an Employer Representative form. You will find instructions for completing the Authorizing or Cancelling an Employer Representative form below.

### **Section F: Learning about the Ontario Pilot Provincial Nominee Program**

As a pilot program, we are interested in how you/your company learned about the Pilot PNP. This information will be used solely for program evaluation purposes.

- Check the appropriate boxes to indicate how you/your company learned about the Pilot PNP.

### **Authorization and Certification**

Please carefully read and ensure you understand the authorizations and certifications set out in this application. If you do not agree with any of these or are not prepared to abide by them, please do not submit an application. If any amendments are made, the application will be treated as an incomplete application and will not be processed.

- Print company name where indicated on the first line of the Authorization and Certification Section;
- Print first and last name of company signing officer;
- Provide signature of signing officer and print date of signature.

## **2. Completing the Employer Affidavit**

The Employer Affidavit is a separate form that is to be submitted as part of the application package. The employer confirms the truth of all contents and supporting documents in the Employer pre-screen application package. The Employer Affidavit must be sworn by the company's signing officer on behalf of the company. Please ensure that the signing officer signs the affidavit in front the individual taking the affidavit. To complete the Employer Affidavit, follow these steps:

### **Top Portion of Affidavit**

1. Print the full legal name of the company as it appears in its incorporation documents or, if the company has changed its name since its incorporation, its current full legal name;
2. Print the full name (first and last) of the authorized signing officer from Section A of the Employer Category Pre-screen Application form in the space provided on the affidavit;
3. Print the name of the city, town, village, etc. where the signing officer resides;
4. Print the name of the province, state, etc. where the signing officer resides;
5. Print the name of the country where the signing officer resides.

The signing officer must carefully read the Employer Affidavit and ensure that s/he understands the declarations provided on it before s/he signs it.

### **Bottom Portion of Affidavit**

- Print the name of the province, state or other jurisdiction where the affidavit is being made.
- Print the date the affidavit is being made (dd/mm/year)
- The Employer Affidavit must be declared by the signing officer before a person with authority to take an affidavit. In Ontario, this is usually a lawyer, a provincial judge, a justice of the peace or a commissioner for taking affidavits.

- Print full name (first and last) of the signing officer, title/positions and company name in the space provided.

**Please note:** If the signing officer requires a translator in order to complete the *Employer Affidavit*, a *Translator Affidavit* must also be completed and attached to the *Employer Affidavit*. You can download this form at:

<http://www.ontarioimmigration.ca/english/PNPEmployers.asp#Forms>

### **3. Completing *Authorizing or Cancelling a Representative form***

This form is used to authorize a representative to act on their behalf in connection with the application package. Please note that this form is a separate document from the Employer Category Pre-screen Application form.

A representative is someone who has your permission to communicate on your behalf with the Ontario Ministry of Citizenship and Immigration regarding the Pilot PNP. You may have only one representative at a time. A representative can only be appointed by the use of this form. If you appoint another representative, the previous representative will no longer be authorized to conduct business on behalf of the company or receive information about the company's application.

You are not obliged to hire a representative. The program treats all applicants equally.

Unpaid representatives might include anyone while paid representatives must be authorized according to the rules of the Immigration and Refugee Protection Act of Canada. Authorized Representatives are:

- Immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- Lawyers who are member in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision; and
- Quebec notaries.

If you authorize a paid representative who is not an Authorized Representative, your application will not be processed and will be returned to you.

**Advisory Notice: Paid Representatives**

The Ministry of Citizenship and immigration is aware that, in the past, some individuals considering immigration to Ontario have paid large fees to persons who may have provided incorrect or fraudulent advice.

Individuals who are considering hiring a paid representative to assist them with immigration matters processed by the OPPNP and/or the Canadian Government should be aware that the federal government's Immigration and Refugee Protection Regulations state that only authorized representatives may charge fees to represent an individual in an immigration application. The OPPNP applies this rule.

Section 13.1 (1) of the Immigration and Refugee Protection Regulations states, "...no person who is not an authorized representative may, for a fee, represent, advise or consult with a person who is the subject of a proceeding or application before the Minister, an officer or the Board."

Only an authorized representative belonging to a Canadian provincial or territorial law society, the Canadian Society of Immigration Consultants (CSIC), or the *Chambre des notaires du Québec* may charge a fee for conducting business on an individual's behalf.

For more information about representatives, how to choose a representative, what services they may offer and frequently asked questions, visit the Citizenship and Immigration Canada website at

<http://www.cic.gc.ca/english/information/representative/index.asp>.

To complete the form, follow these steps:

1. Check the appropriate box to indicate whether you are appointing a representative OR cancelling the appointment of a representative;
2. If you are appointing a representative please complete Sections A, B and D;
3. If you are cancelling the appointment of a representative. Please complete Sections A, C and D.

**Section A: Company Signing Officer Information**

1. Print your last name (family name).
2. Print your first and middle name(s).
3. Print your title/position in your company.
4. Print your company name.
5. Print the full mailing address of company.

### **Section B: Appointment of a Representative**

1. Please read and ensure you understand the authorization statements at the beginning of this section.
2. Print the last name (family name) of your representative.
3. Print the first and middle name(s) of your representative.
4. Check the appropriate box to indicate whether your representative is a PAID or UNPAID member of the various listed organizations, a friend, a family member or other.
5. Print the name of the firm or organization of your representative (if applicable).
6. Print the full mailing address of your representative.
7. Print the telephone number of your representative, including country code and area code.
8. Print the email address of your representative (if applicable).
9. Ensure your representative reads, understands, signs and dates the declarations presented at bottom of Section B.

### **Part C: Cancel the Appointment of a Representative**

1. Print the last name (family name) of the representative whose appointment you are cancelling.
2. Print the first and middle name(s) of the representative whose appointment you are cancelling.
3. Print the name of the firm or organization of the representative whose appointment you are cancelling (if applicable).

### **Part D: Declaration**

The signing officer listed in Section A makes the declaration on behalf of the company.

1. Please read and ensure you understand the statements at the beginning of this Section.
2. Print your full name.
3. Sign the form and print the date of signature.

**Privacy and Confidentiality**

Although the applicant may consider some information included in the application form or the supporting documents submitted to the Pilot PNP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with applicant's consent, and where required by law or if required by order of a court or tribunal.

## ONTARIO PILOT PROVINCIAL NOMINEE PROGRAM

### Employer Category

#### EMPLOYER CATEGORY PRE-SCREEN PACKAGE CHECKLIST

Please print off and complete this checklist to include in your application. Check off each of the boxes below to indicate that you have included all of the required documents in your application package. If an item on the checklist is not applicable, mark it as "N/A". Incomplete applications will not be processed. All Pilot PNP documents can be found online at <http://www.ontarioimmigration.ca/english/PNPEmployers.asp#Forms>

- Employer Category Pre-screen Application form
- Employer Affidavit
- Translator Affidavit
- Authorizing or Cancelling an Employer Representative (if applicable)
- Proof of number of employees
  - o Revenue Canada T4 Summary for previous fiscal year.
  - o If Employer applicant has ten full-time employees or less, also include a list of the current full-time-employee positions by job title and salary. No personal data is to be included such as employee names or Social Insurance Numbers.
- Proof of years of continuous operation
  - o Revenue Canada Schedule 125 (Income Statement Information) and 141 (accounting practitioner information) for past three years; OR
  - o Companies financial statements for the past three fiscal years signed by a C.A., C.M.A. or C.G.A.
- Proof of revenue
  - o Same as above
- Proof of premises
  - o Deed to the property comprising the premise, showing the employer applicant as owner; OR
  - o Lease, offer to lease, licence, notice of lease, or licence registered on title; and landlord/licensor's name, address and telephone number.