



## SCHEDULE A APPOINTMENT OF A THIRD-PARTY REPRESENTATIVE

### Privacy Notice Statement

The information you provide on this form is collected by Employment and Social Development Canada (ESDC) under the authority of the *Immigration and Refugee Protection Act* (IRPA) and *Immigration and Refugee Protection Regulations* (IRPR), for the purpose of administering and enforcing the Temporary Foreign Worker (TFW) Program.

The information that you provide may be shared with: Immigration, Refugees and Citizenship Canada and the Canada Border Services Agency for the administration and enforcement of the TFW Program and IRPA/IRPR; the Canada Revenue Agency for the administration and enforcement of the TFW Program; and, provincial/territorial governments for the administration and enforcement of provincial/territorial legislation and programs. The information may also be used by ESDC for research and evaluation purposes and to support the administration or enforcement of other programs in ESDC, including Service Canada and the Labour Program.

This information may also be shared with any Party identified by the employer on the LMIA application form or in the employment agreement.

Your personal information is administered in accordance with the IRPA, IRPR, the Privacy Act, the Department of Employment and Social Development Act (DESDA) and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Banks: TFWP ESDC PPU 440 and TFW Program Employer Compliance Reviews and Inspections ESDC PPU 715. Instructions for obtaining this information are outlined on the Treasury Board of Canada Secretariat [website](#).

This website may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information on the Office of the Privacy Commissioner of Canada [website](#).

THIRD-PARTY BUSINESS INFORMATION					
1. Business Operating Name of Third-Party:		2. Canada Revenue Agency Payroll deductions program account number (15 digits):			
3. Business Legal Name (as registered with CRA):		4. Business Operating Name (if different from Legal Name):			
5. Business Address:					
6. City:	7. Province/State:	8. Country:	9. Postal/Zip Code:		
THIRD-PARTY CONTACT INFORMATION <i>(Authorized representative acting on behalf of the employer )</i>					
1. First name		Middle name	Last Name:		2. Job title:
3. Telephone Number		Ext:	4. Other Telephone number		Ext:
5. Fax Number:					
6. E-mail Address:			7. Email Preference:		
			Do not contact via email <input type="checkbox"/>		
8. Preferred Official Language of Correspondence: <input type="checkbox"/> English <input type="checkbox"/> French					

9. Indicate which one of the following applies to the third-party representative

The representative is **UNPAID** and is:

- a family member or a friend
- a member of a non-governmental or a religious organization
- a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC), a provincial or territorial law society or the *Chambre des notaires du Québec*
- other (please describe):

**Note:**

UNPAID third-party representatives are not eligible for the TFW LMIA Online service

10. The representative is, has been, or will be **PAID** and is a member in good standing of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC)  
**MEMBERSHIP ID:** \_\_\_\_\_
- a provincial/territorial law society  
**PROVINCE/TERRITORY:** \_\_\_\_\_ **MEMBERSHIP ID:** \_\_\_\_\_
- the *Chambre des notaires du Québec*  
**MEMBERSHIP ID:** \_\_\_\_\_
- other (please describe):

**DECLARATION OF THE THIRD-PARTY REPRESENTATIVE**

I, hereby, declare that the above information is true, accurate and complete.

\_\_\_\_\_  
Signature of the Third-party Representative

\_\_\_\_\_  
Printed name of the Third-party Representative

\_\_\_\_\_  
Date (YYYY-MM-DD)

