

The French version follows the English version. / La version française suit la version anglaise

Subject Line: *TFWP Incomplete Application Notice – Employer Name - Month Day, Year*

The purpose of this letter is to advise you that Service Canada is unable to process the Labour Market Impact Assessment (LMIA) application you submitted for <# of positions>, <job title> at <job location>, because it is incomplete.

During an initial review of your application, it was determined that:

- **An incorrect application form was used**
 - You must use the current, applicable application form, specific to the type of foreign worker you wish to hire (to obtain a current application form, please refer to our [website](#))
- **The following fields in the application form were not filled out**
 - Business Information
 - Third-party, Recruiter or Employment Agency Information
 - Business Details
 - Job Offer Information
 - Summary of the Results to Meet Minimum Recruitment and Advertisement Requirement
 - Transition to a Canadian Workforce
 - Cap (for low wage positions)
 - Transition Plan (for high wage positions)
 - Rationale for Possible Exemption
 - Impacts on the Canadian Labour Market
 - Film and Entertainment Request Only information (if applicable)
 - Temporary Foreign Worker Information
 - Declaration of Employer
- **Required documents were not included**
 - Schedule A - Appointment of a Third Party Representative (EMP5575) (if applicable)
 - Schedule B - Impact on the Canadian Labour Market (EMP5578) (if applicable)
 - Schedule C - Employer Transition Plan (EMP5594) (if applicable)
 - Schedule E - Establishing the Cap for low-wage positions for a work location (EMP5597) (if applicable)
 - Schedule G - In-home Caregiving Occupations (EMP5601) (if applicable)
 - Proof of recruitment (e.g. copy of advertisement and information to support where, when and for how long the position was advertised)
 - Business registration or legal incorporation documents (if first LMIA application)
 - Provincial/municipal business license (where applicable and if first LMIA application)
 - Canada Revenue Agency
 - T2 Schedule 100 Balance Sheet Information (for corporations only – 2 most recent returns filed)
 - T2 Schedule 125 Income Statement Information (for corporations only – 2 most recent returns filed) (Only required if this is the employer's first LMIA application - Does not apply to film and entertainment)
 - Notice of Assessment (applicable for In-Home Caregivers only)

- Provincial/territorial workplace safety and insurance (e.g. workers compensation board) clearance letter/certificate
- Commercial lease agreement (where applicable and if first LMIA)

Provincial documentation requirements (for the provinces noted below):

- ALBERTA - Employment Agency Business License (Alberta's Fair Trading Act) if applicable
 - BRITISH COLUMBIA - Employment Agency License (British Columbia's Employment Standards Act) if applicable
 - MANITOBA - Certificate of Registration (Manitoba's Worker Recruitment and Protection Act)
 - NOVA SCOTIA - Employer Registration Certificate (Labour Standards Code)
 - SASKATCHEWAN – Employer Registration Certificate (The Foreign Worker Recruitment and Immigration Services Act) (employer is not found in provincial registry)
 - Employment contract (if applicable)
 - In-home Caregiver Employment Contract (EMP5604) (if applicable)
 - Proof of Individual Requiring Care (if applicable)
 - Children under 18 years old
 - Seniors 65 years or older
 - Disability, chronic or terminal illness
 - Power of Attorney (if applicable)
 - In-home Employer Supplied Bedroom Description (EMP5599) (if applicable)
- **Applicable to job offers supporting permanent residence**
 - Job offer signed by both the employer and the foreign worker
 - PD7A Statement of Account for Current Source Deductions (for the 12-month period-receding the application)
 - T4 Summary of Remuneration Paid (most current year ending)
 - **Signatures were missing on the application form**
 - The individual signing this form must have authority for either the hiring or financial decisions of the organization (e.g. owner, franchisee, general manager, or senior executive – such as VP Human Resources)
 - **No payment form or incorrect/incomplete payment for processing fee**
 - Certified cheque or money order (postal or bank) made payable to the Receiver General for Canada or credit card (Visa, MasterCard, American Express)
 - Invalid credit card number

Please note the application will not be returned or retained by Service Canada and payment for this application will not be taken. Negotiables such as, certified cheque, bank draft or money order, will be returned to you. Service Canada will also return any original documents that were included with your application. Credit Card information will be destroyed and not returned.

Your application may be resubmitted once it is complete. To ensure it is complete, information on the Temporary Foreign Worker Program may be found on the Employment and Social Development Canada [website](#).

A **step-by-step checklist** for applying is also available on our website:

- [Agricultural Workers](#)

- In-home Caregivers
- Low Wage Occupations
- High Wage Occupations

Please note that your complete LMIA application may be subject to Ministerial Instructions to refuse to process LMIA applications for employers seeking to hire caregivers exclusively on a live-in basis. Further information is available on the Temporary Foreign Worker Program website at: http://www.esdc.gc.ca/eng/jobs/foreign_workers/index.shtml.

Please do not respond to this email, the address is not monitored.

Sincerely,
Service Canada