



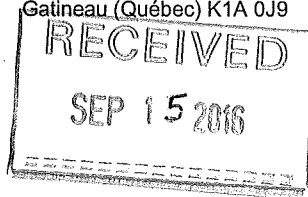
**Employment and
Social Development Canada**

Access to Information and
Privacy Operations Division
140 Promenade du Portage
Phase IV, Level 12, Mail stop 1203
Gatineau, Quebec K1A 0J9

**Emploi et
Développement social Canada**

Division des Opérations de l'accès à l'information et de la
protection des renseignements personnels
140, promenade du Portage
Phase IV, niveau 12, arrêt postal 1203
Gatineau (Québec) K1A 0J9

SEP 07 2016



Your file - Votre référence
MIS4664/OFFICE

Our file - Notre référence
A-2016-00880 / WM

Mr. Steven Meurrens
Larlee Rosenberg, Barristers & Solicitors
Suite 600-555 West Georgia St.
The Randall Building
Vancouver, British Columbia V6B 1Z5

Dear Mr. Meurrens:

This is in response to your request submitted under the *Access to Information Act*, received at Employment and Social Development Canada on August 8, 2016, and which reads as follows:

"A copy of the "New Name Change Directive" date 2015-12-18."

Enclosed is a copy of the records you have requested. Please note that the documents are released in their entirety.

You are entitled to complain to the Information Commissioner concerning the processing of your request within 60 days of the receipt of this notice. In the event you decide to avail yourself of this right, your notice of complaint should be sent to the following address: Office of the Information Commissioner of Canada, 30 Victoria Street, 7th Floor, Gatineau, Quebec K1A 1H3.

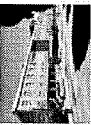
This completes the processing of your request. Should you have any questions, do not hesitate to contact William MacLeod at 819-654-6976, or by email at william.macleod@hrsdc-rhdcc.gc.ca.

Sincerely,

Josee Lapensee
A/Manager
Access to Information and Privacy Operations

Encl.

Name Replacements, Corrections, Removals- TFW in WT



This page is presented by Program Delivery in WT for internal reference by officers delivering the Temporary Foreign Worker program in the Vancouver and Edmonton delivery sites. It is part of the TFW in WT Reference Pages.



This page provides guidelines for all requests for Name Replacements, Corrections or Removals. **Note:** Name Replacement procedures only apply to requests made on already *Confirmed* LMIA's. Any Name Submissions, or Name Replacements on Pending LMIA's do not require CIC confirmation.

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Important Announcement

This regional guidance supports the directive on name change² released on December 18, 2015. In case of any discrepancy, the directive prevails. Please flag any concerns or questions immediately via the BE Whiteboard.

Background

As part of the LMIA application process, Employment and Social Development Canada (ESDC)/Service Canada will identify the names of prospective temporary foreign workers (TFWs). This information enables Citizenship and Immigration Canada (CIC) to match a "named" LMIA to a work permit application from the foreign national. Employers may also replace names when their requests meet program criteria.

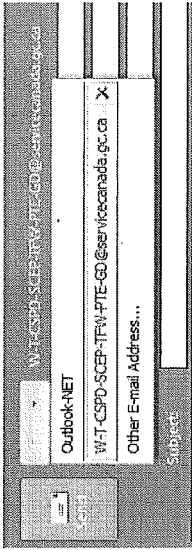
Guidelines

- * The name change request must be received a minimum of 15 business days before the LMIA's expiry date in order to be processed by Service Canada.
- * The revised LMIA expiry date does not change.
- * The employer must send the request for a change or a replacement in writing to Service Canada, either by fax, email or letter.
- * The employer may submit multiple name replacement requests, and there is no longer a cumulative cap.
- * In the case of a third-party representative requesting a name change or replacement, prior to processing the request, officers should contact the employer for verification of the proposed changes.
- * If the LMIA has a Transition Plan which used permanent residency as its sole transition measure, the name replacement can proceed immediately but the Transition Plan will need to be reviewed by a Progr-000001

Step by Step Instructions

E-Mail CIC

1. In Outlook, start a "New Email".
2. Click on "From" and select the **WT-CSPD-SCEP-TFW-PTE-GD** Mailbox. This ensures the email is sent from the GD Mailbox and that CIC replies to the GD Mailbox.



3. Send the following email to CIC at NHQ-CMB-Investigations@cic.gc.ca and Bcc the **WT-CSPD-SCEP-TFW-PTE-GD** Mailbox

Subject line: **LMIA # XXXXXXXX.**

RE: SURNAM 1, Name, date of birth
 SURNAM 2, Name, date of birth
 SURNAM 3, Name, etc.

The Temporary Foreign Worker Program has been advised/is aware that the above-named worker will no longer be entering Canada in connection with the LMIA# XXXXXXXX.

Please confirm:
 *If work permit is issued: issue and expiry date
 *If work permit has been refused: refusal date
 *If work permit application has been submitted: date of application submitted

Add officer Name/Outlook signature at end of email (for tracking purposes).

Result: Expect CIC to send an auto-response email.

Update CIC Name Replacement Tracker

4. Open the **CIC Name Replacement Tracker** and fill out the pre-CIC response columns.

Update SharePoint

Note: Service Canada can expect a 5 business day service standard for a request of 10 names or less. If there are more than 10 names requests, Service Canada can expect a 15 business day service standard.

5. Add the new foreign worker names (requested to be added) in the SharePoint Comments section using the following format – this will act as our "To List" as we wait for CIC responses:
 - a. 1. LAST NAME, First Name
 - b. 2. LAST NAME, First Name
 - c. Etc.
6. Set the document status to "Actioned" and check the file back into SharePoint.

Phase 3: Receiving CIC Response and Resolving the Request

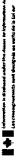
Sample CIC Responses

- * Work Permit Issued
- * No Permit Issued
- * Work Permit Refused
- * Multiple Permit Scenarios

Step by Step Instructions

Reviewing the CIC Response

1. Open the GD Mailbox
2. Open and review the CIC Response Email
 - * If CIC confirms *no* Work Permit application was submitted, or if the application was refused, replace the TFW in FWS using instruction below:
 - * If CIC confirms a Work Permit application was submitted and is pending with CIC, or the Work Permit was issued, send employer a letter using the following No Action Script and create SF note: **000003**



View/Print Menu

Available Options

SF number X
 or
 RFO number

Refresh Defaults

Language of communication: English French
 Orientation of RFO print: Portrait Landscape
 (Please note that the orientation selection applies to the Complete RFO print only)

RFO Level Prints

COMPLETE RFO
 COMPLETE RFO WITH COMMENTS
 COMPLETE RFO WITH COMMENTS AND EQUIPMENT INFORMATION

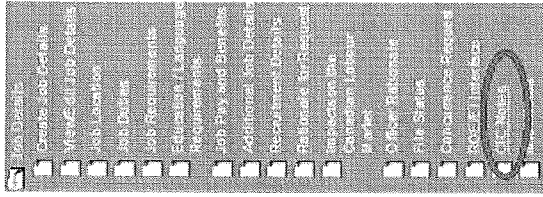
SF Level Prints

COMPLETE RFO
 COMPLETE RFO WITH COMMENTS
 COMPLETE RFO WITH COMMENTS AND EQUIPMENT INFORMATION

VIEW/PRINT DETAILS

PRINT

Notes

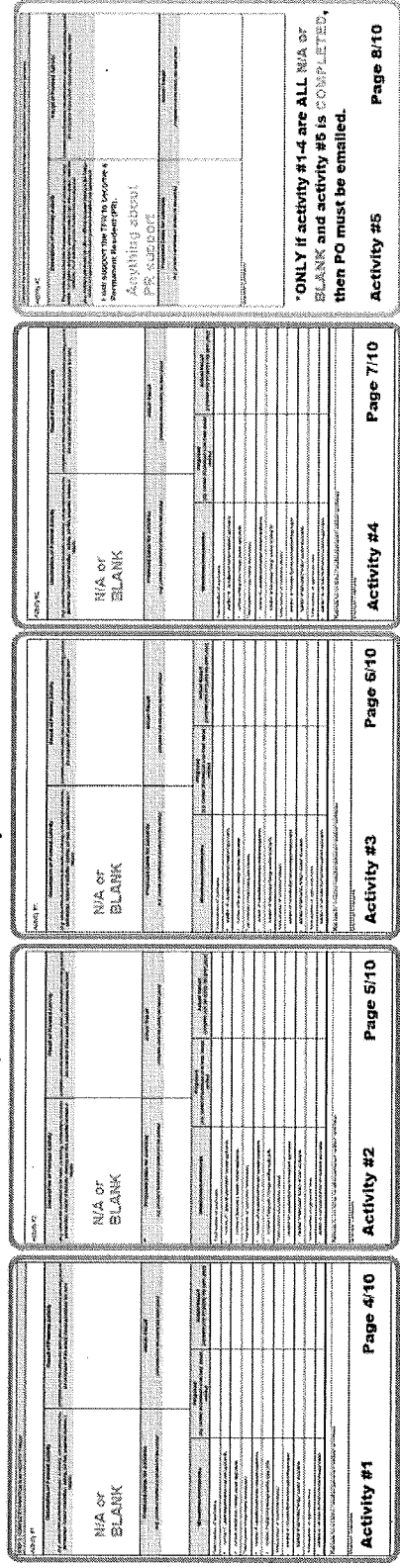


Update CIC Name Replacement Tracker

8. Add info to CIC Name Replacement Tracker and complete remaining columns in the Name Replacement Tracker
9. Remove the foreign worker names in the SharePoint Comments section that were replaced or denied.
 - ⊖ If CIC did not respond with all Names on an LMIA, leave the remaining names in the Comments section in SharePoint and DO NOT mark the document as actioned – this will leave the file waiting for the remaining CIC responses
10. Once all names requested to be replaced by the employer have been resolved (replaced or rejected due to CIC responses), mark the document as "Actioned" in SharePoint to finalize and complete the document, sending it to storage.

Check for PR-Only Transition Plan

11. In FWS, find the SF related to the request and confirm whether it is high-wage.
 - ⊖ If no, the file has no transition plan and Phase 3 is complete.
 - ⊖ If yes, continue with these steps.
12. In the left-hand menu, locate the Intelligence folder and click the Documents link
13. Select the most recent Transition Plan and click View Document
14. Review several pages of the plan starting on Page 4: Step 3 - Complete Transition Plan Activity Tables



- ⊖ If any of Activities 1-4 are filled in, Phase 3 is complete. No email is required.
- ⊖ If Activities 1-4 are blank or "n/a," and Activity 5 is completed, then email the assessing officer with CC to that PO's TL.

