



<Insert date>

<Insert ER Operating name>

<Insert Business Mailing Address>

Dear <insert ER Operating name>:

This is in reference to your Offer of Employment submitted for each of the foreign nationals identified in Annex A and the inspection to verify <your, your company's, or your organization's> compliance with the conditions imposed under section 209.2 of the Immigration and Refugee Protection Regulations (IRPR) on work permit issuance.

On <Date of Selected for Inspection Letter **OR** Date of on-site visit> as part of the inspection process, you were required to provide <the information and documentation requested in the letter, Annex A and Annex B **OR** 'the following documents requested verbally'>, in order to demonstrate your compliance with the conditions under section 209.2 of the IRPR:

- Wages (substantially the same as but not less favourable than those set out in the offer of employment);
- Occupation (same as set out in the offer of employment);
- Working conditions (substantially the same as but not less favourable than those set out in the offer of employment);
- Made reasonable efforts to provide a workplace that is free of abuse (within the meaning of paragraph 72.1(7)(a) of the IRPR);
- Actively engaged in the business, in respect of which the offer of employment was made;
- Compliance with the federal and provincial laws that regulate employment, and the recruiting of employees, in the province in which the foreign national works;
- Demonstrate that any information you provided under subparagraph 200(1)(c)(ii.1) or section 209.11 was accurate; and
- Retain any document that relates to compliance with the conditions for a period of six years beginning on the first day of the period of employment for which the work permit is issued to the foreign national.

At this time Citizenship and Immigration Canada (CIC) has not received any of the documentation requested to verify compliance with the conditions listed above **OR** At this time Citizenship and Immigration Canada (CIC) has received insufficient



information to verify compliance with the conditions listed above. The information provided does not relate to compliance with <provide the specific conditions not verified and why>

**You have 15 days from the date of this notice to provide the information that was requested in Annex A and the documents requested in Annex B(attached again to this letter).** If you require an extension to provide the documents, , you must request an extension by contacting CIC at the address below within 10 days of the date on this notice and provide reasons for the extension request.

Note, failure to seek an extension or provide the requested information within the due date may result in a **determination of non-compliance with section 209.4 of the IRPR.**

A finding of non-compliance will result in your name and address being added to a public list on the Citizenship and Immigration Canada website. As a result, foreign nationals will be prohibited from working for <insert your company's or your organization's > for a period of two years from the date of the determination. Furthermore, any work permits issued to foreign nationals working for you may be revoked.

Unless otherwise instructed, we recommend that you provide us with a scanned copy of the requested document(s) by sending an email to [IRCC.CMBIMPIvestigations-EnquetesPMIDGRC.IRCC@cic.gc.ca](mailto:IRCC.CMBIMPIvestigations-EnquetesPMIDGRC.IRCC@cic.gc.ca). If you are unable to do so, please forward your documents by mail to the address below:

Immigration, Refugees & Citizenship Canada  
Case Management Branch – JETN 12<sup>th</sup> Floor  
300 Slater Street  
Ottawa, Ontario K1A 1L1  
Attn: Manager, Employer Compliance & Investigations Unit

If you have any questions or need further assistance, please contact [IRCC.CMBIMPIvestigations-EnquetesPMIDGRC.IRCC@cic.gc.ca](mailto:IRCC.CMBIMPIvestigations-EnquetesPMIDGRC.IRCC@cic.gc.ca)

Sincerely,

<First name, last initial>  
Investigative Analyst



**IMPORTANT:** If the documents contain personal information such as a social insurance number, names of employees other than <TFW name>, or personal financial codes/bank account numbers, as an employer, it is your obligation to protect this information. **Please ensure this information is redacted prior to forwarding the documents to IRCC.**

### **REDACTION INSTRUCTIONS**

To ensure that supporting documents are properly redacted, you (the employer) must:

**Step 1** - Make one photocopy of the original document that contains personal information.

**Step 2** – Using a black marker, black out the personal information on the photocopy.

**Step 3** - Make two photocopies of the blacked out copy from “Step 2” or scan the blacked out version.

**Step 4** - Submit one photocopy to IRCC for the review and keep one copy for your records.



### ANNEX A: INSPECTION INFORMATION REQUEST

**Business Operating Name:** .....

Please complete columns D through G for the following foreign worker(s):

<b>(A) Inspection Period From - To</b>	<b>(B) NAME: FAMILY, Given</b>	<b>(C) Date of Birth (YYYY-MM-DD)</b>	<b>(D) Position (Title and NOC)</b>	<b>(E) Total # of hours worked per week</b>	<b>(F) Hourly Wage</b>	<b>(G) First day of work (YYYY-MM-DD) (if applicable, last day of work)</b>