

**Application for a licence to engage in:  
Foreign Worker Recruitment (Part 2)**

Under Section 2 of *The Worker Recruitment and Protection Act* no person shall engage in foreign worker recruitment, as defined below, without a valid licence.

**Foreign Worker Recruitment** means the following activities, whether or not they are provided for a fee: finding one or more foreign workers for employment in Manitoba; finding employment in Manitoba for one or more foreign workers.

*The Worker Recruitment and Protection Act* strictly prohibits charging fees to people seeking or finding work. For further information please refer to our website [www.manitoba.ca/labour/standards](http://www.manitoba.ca/labour/standards).

**Application Form:**

- Please answer every question on the application. If a particular question does not apply, state N/A. If there is not enough space for an answer, complete your answer on a separate sheet, sign and date the sheet, and attach it to this form.
- Make a copy of the completed application form and attachments for your records.
- Mail or deliver the application to Employment Standards at the address above.

**Fees:**

- Under Section 9 of *The Worker Recruitment and Protection Regulation* should your application be approved, Employment Standard will require a \$10,000.00 irrevocable letter of credit or cash to be deposited to the Director for the duration of your licence.

**Expiry Date and Renewal:**

- Once approved, the licence is valid for one year.

**Warning**

It is a serious offence to knowingly provide false information on this application and any attachment. Do not misrepresent or omit any material fact(s) as every statement made is subject to verification. The provision of false, incomplete or misleading information or the omission of information on this application or any attachments, or the failure to notify Employment Standards of any material changes to this information that occur following the application being filed may result in the refusal, suspension, or revocation of the licence.

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If you operate an Employment Agency Business or Temporary Help Agency, you must apply for separate licences using **Employment Agency Business/Temporary Help Licence Application**.

You are required to include a certified copy of the following business documents with your application:

- registration of business name
- partnership agreement/partnership registration
- shareholder's agreement
- articles/certificate of incorporation

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name of applicant

name of company

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birthdate of applicant (DD/MM/YYYY)

applicant's Canada Revenue Agency Business Number

If your application is approved, when do you intend to begin engaging in foreign worker recruitment?

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date or approximate date

Do you intend to reside fulltime in Manitoba? If no, describe your plans in detail, including the frequency with which you intend to engage in foreign worker recruitment:

**Notes**

1. A decision to refuse a licence may be appealed to the Court of Queen's Bench by filing an application with the court within 14 days after a copy of the decision is served.
2. Under section 6 of *The Worker Recruitment and Protection Act*, Employment Standards may conduct any investigation into the character, financial history and competence of an applicant to evaluate eligibility to hold a licence.
3. Valid licence holders will be posted on the Employment Standards website.

Answer yes or no to each of the following questions. Please attach an additional page, indicating the question number and explaining the details (when, why, circumstance, current status) for any questions to which you answer yes:

	Yes	No
1. Have you ever been refused admission to, been suspended, disbarred, disqualified, had disciplinary action imposed on you, or been struck from membership in a law society, the Immigration Consultants of Canada Regulatory Council (ICCRC), the Canadian Society of Immigration Consultants (CSIC), or any other professional association?		
2. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your law society, ICCRC, CSIC, or any other professional association?		
3. Have you ever reported a claim to your professional liability insurer?		
4. Have you or the business ever been charged, found guilty or convicted of a criminal offence (excluding traffic violations) under any criminal law or other law in force, in any jurisdiction, for which you have not been pardoned?		
5. Have you ever been convicted or found liable as a result of breach of trust, fraud, perjury, immorality, dishonorable conduct, misrepresentation, dishonesty, or undue influence in any civil, criminal or administrative proceeding?		
6. Have you at any time not obeyed any Order of any Court requiring you to do or abstain from doing any act?		
7. Have you ever been denied or had revoked any licence, permit or registration that required proof of good character?		
8. Have you or any partners, directors or officers of the Partnership or Corporation been the subject of bankruptcy or receivership proceedings under any law in any jurisdiction in the last five years?		
9. Have you ever held a 5% or greater ownership interest in a proprietorship, partnership, corporation or other business entity in any jurisdiction?		

10. List all bank accounts, foreign and domestic, maintained by you or any other person or entity on your behalf in which you have a current or anticipate a future benefit:

Name and Address of Bank	Persons' Names Appearing on Account	Account Number

11. List the countries from which you recruit. Include the names of the companies or individuals you deal with and receive a benefit from (directly or indirectly) in your recruiting/immigration work:

12. List on onshore and offshore businesses associated with your recruiting/immigration work:

13. At what address are your business records for your recruiting work located?

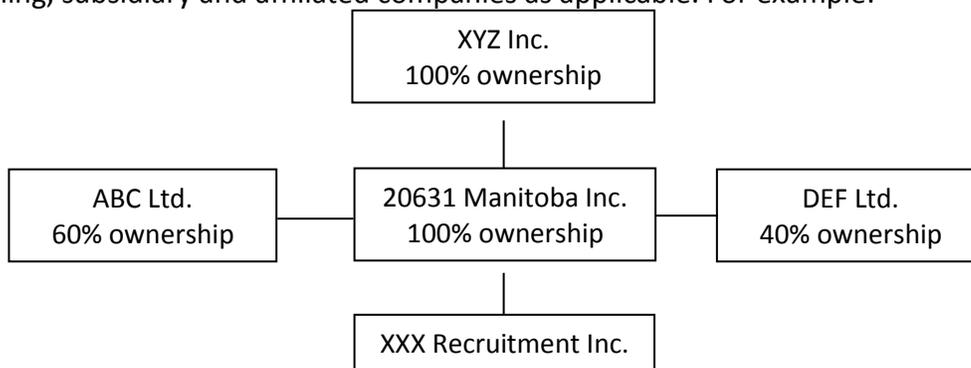
14. At what address would important notices be hand-delivered?

15. List all website addresses associated with your recruiting/immigration work:

16. List all the names and addresses under which you have conducted business for the past five years. Include any changes of given name or surname, formal/informal, or other names you have used:

Surname, Given Names	Company Name	Full Address

17. Attach to the application an organizational chart showing the relationship between all parent, controlling, subsidiary and affiliated companies as applicable. For example:



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On the request of Employment Standards, I will provide additional specific authorizations or releases that are required for the purposes of enabling Employment Standards to obtain information.

Applicant's Signature

Date

### Consent for Release of Information

This information is collected under *The Worker Recruitment and Protection Act* in compliance with *The Freedom of Information and Protection of Privacy Act* (FIPPA). The personal information that you provide will be used only for the purpose(s) for which it is collected, and not in any other way without your consent.

1. In order to comply with the requirements set forth in *The Worker Recruitment and Protection Act* to verify information provided in the licence application, and investigate the character, financial history and competence of an applicant, Employment Standards may be required to collect and/or receive additional information from:
  - federal, provincial, municipal or state licensing bodies and police services
  - other law enforcement agencies or sheriff's offices
  - the Registrar of Bankruptcy
  - credit bureaus and financial institutions
  - industry associations
  - former and current employers
  - government departments or agencies
  - any person or agency that can provide information or material relevant to the inquiries or investigations
2. The information collected in the licence application may be used and disclosed as follows:
  - to evaluate the applicant's financial, business and criminal history
  - information on the applicant and on individuals and enterprises identified in connection with the applicant may be shared with Manitoba government officials who are assisting Employment Standards in the evaluation of the applicant for licensing
  - for the purpose of administering and enforcing *The Worker Recruitment and Protection Act*, Employment Standards may provide information collected or obtained, including personal information, to:
    - a department of the government, department or agency of the Government of Canada or of another province
    - a law enforcement agency
    - for applications to engage in foreign worker recruitment:
      - The Law Society of Manitoba, Chambre des notaires du Québec or the bar of another province
      - Immigration Consultants of Canada Regulatory Council (ICCRC)
      - any other person or body that governs or regulates the conduct of individuals who recruit or assist foreign workers entering Canada
3. The applicant consents to any person providing to Employment Standards information for the aforementioned purposes, and consents to Employment Standards releasing information contained in the licence application and obtained through the application and investigation process to law enforcement agencies and other regulators for the aforementioned purposes.

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Print Name

Signature

Date

### Statutory Declaration

I, \_\_\_\_\_ do solemnly declare that:

- The statements contained in all parts of the application to engage in foreign worker recruitment, and in any added pages, are complete and true in every respect
- I have presented two pieces of identification to a Notary Public or Commissioner of oaths who has witnessed my signature and verified my identification
- I will comply with *The Worker Recruitment and Protection Act* and any other applicable acts and regulations in the Province of Manitoba
- When acting in my capacity as a foreign worker recruiter, I will maintain a high standard of conduct and restrict my practice to working for employers to find foreign workers
- I will not accept, hold, transfer or in any other manner solicit a benefit from a worker while acting in my capacity as a foreign worker recruiter
- I will notify the Director of Employment Standards promptly if I cease to be entitled to membership in either ICCRC or another provincial bar
- I will notify the Director of Employment Standards immediately if there is a material change to the information provided in any part of the application
- I have never been convicted or found liable as a result of breach of trust, fraud, perjury, immorality, dishonorable conduct, misrepresentation, dishonesty, or undue influence in any civil, criminal or administrative proceeding
- I have never been denied or had revoked any licence, permit or registration that required proof of good character
- I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

Declared before me at

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_  
City Country date month year

\_\_\_\_\_  
Signature of Notary Public or Commissioner of Oaths Signature Print Name

\_\_\_\_\_  
Mailing address