Application Guide for Employers

Ontario Immigrant Nominee Program

Disponible en français

Effective: July 24, 2015
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The information in this guide provides details on the Ontario Immigrant Nominee Program. The Government of Ontario reserves the right to change any aspect of the Ontario Immigrant Nominee Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category and supporting documentation requirements, at any time and without notice.

For the most recent updates to the program, please check the Ontario Immigrant Nominee Program website at http://www.ontarioimmigration.ca/en/pnp/index.htm.

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INTRODUCTION: EMPLOYER CATEGORY

The Ontario Immigrant Nominee Program (OINP) offers an opportunity for employers to recruit and retain highly skilled foreign workers and qualifying international students for permanent, full-time jobs.

Eligible employers must submit a Pre-screen Application to OINP to have the position they want to fill approved. If the Pre-screen Application is approved, the foreign worker or qualifying international student that the employer wants to recruit, the prospective nominee, must submit a Nominee Application within 60 calendar days of the approval of the Pre-screen Application. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working day.

The Pre-screen Application is free.

OINP no longer accepts incomplete Employer Pre-Screen and Nominee applications, and will return them to applicants.

Applicants submitting applications in person must note that reception staff are not authorized to provide application advice or review the completeness of applications.

1. ELIGIBILITY

To be eligible to apply, the employer must meet the employer criteria and must be seeking approval for a position that meets the position criteria.

1.1 EMPLOYER CRITERIA

- Employers must have been in active business (corporations, limited partnerships and sole proprietorships) for at least 3 years.
- Employers must have business premises in Ontario where the prospective nominee will work.
- Employers must be in compliance with all provincial labour laws, including but not limited to employment standards, health and safety, and labour relations legislation.
- Employers inside of the Greater Toronto Area must have:
  - a minimum of $1,000,000 in gross annual revenue for the most recent fiscal year,
o five permanent full-time employees who are Canadian citizens or permanent residents (per position to be filled each nomination year) at the location where prospective nominee will work.

- Employers outside of the Greater Toronto Area must have:
  o a minimum of **$500,000 in gross annual revenue** for the most previous fiscal year,
  o **three** permanent, full-time employees who are Canadian citizens or permanent residents (per position to be filled each nomination year) at the location where prospective nominee will work.

### 1.2 POSITION CRITERIA

To be considered for approval by OINP, the position to be filled must:

- Be a permanent and full-time position
  o must consist of a minimum of **1,560 hours of paid employment** in a 12-month period
- Be in a **skilled occupation** (National Occupation Classification Code 0, A or B) \(^1\)
- Meet wage criteria\(^2\)
  o **prevailing wage level** – if the position is going to be offered to a prospective nominee applying under the *Foreign Worker Stream*; or
  o **entry-level wage level** – if the position is going to be offered to a prospective nominee applying under the *International Student with a Job Offer* stream.
  o if the prospective nominee is already working in the position to be approved, the employer is required to **pay a wage equal to or greater** than the wage approved for that position.

\(^1\) For information the National Occupation Classification, and for information on how to find the NOC Code for the position to be filled, see the Appendix: Finding the Position NOC Code on Page 20 of this Application Guide.

\(^2\) Information about wage levels in different occupations can be found on the Government of Canada Job Bank ([http://jobbank.gc.ca](http://jobbank.gc.ca)), selecting Explore Careers: Wages. Job Bank identifies “prevailing wage” as “median wage” and entry-level wage as “low wage”.
• **Not affect** the settlement of any labour dispute or affect the employment of a person involved in such a dispute, or adversely affect employment or training opportunities for Canadian citizens or permanent residents of Ontario.

• Be **necessary** for the company’s operations.

Note that employers must demonstrate sufficient proof of recruitment efforts if the prospective nominee is an individual who currently lives abroad, is visiting Canada, or is working in a province or territory other than Ontario (see proof of recruitment efforts in Section 2.3 Supporting Documents for more details on this requirement).

**IMPORTANT: POSITIONS THAT ARE NOT ELIGIBLE**

The following are not considered permanent, full-time employees even if they work 1,560 hours in a 12-month period:

- seasonal, or part-time employees regardless of their working hours;
- subcontractors or agency workers; and,
- employees who do not work on the company’s premises, such as employees who work from home, or employees who work in a “virtual” location, and serve the employer by telecommuting.

**1.3 MULTIPLE POSITIONS**

Employers inside the GTA can request one position for every 5 full-time employees. Employers outside of the GTA can request one position for every 3 full-time employees. For reference:

Companies inside of the Greater Toronto Area:

- 1 position requested = 5 existing full-time, permanent employees.
- 2 positions requested = 10 existing full-time, permanent employees.
- 3 positions requested = 15 existing full-time, permanent employees.

Companies outside of the Greater Toronto Area:
• 1 position requested = 3 existing full-time, permanent employees.
• 2 positions requested = 6 existing full-time, permanent employees.
• 3 positions requested = 9 existing full-time, permanent employees.

Employers can request up to a **maximum of 20 positions** per calendar year. Requests for more than 20 positions will be reviewed by OINP on a case-by-case basis.

Employers must complete only one Pre-screen Application form even when seeking approval for multiple positions. All positions must be listed on a single application. See Section 3, Part C for more information.

## 2. PREPARING THE APPLICATION

### 2.1 OBTAINING THE FORMS

The Employer Pre-screen Application form is available for free download on OINP website.

- Employer Pre-screen Application form (Required)
- Authorizing or Cancelling a Representative form (Optional)

Detailed instructions for completing the Employer Pre-screen Application forms can be found in Section 3.1: Completing the Pre-screen Application.

Employers who have applied to OINP and were approved in the previous 12 months may use the **Employer Pre-screen Application for Previously Approved Employers** (see Section 3.3 for detailed instructions).

### 2.2 AUTHORIZING A REPRESENTATIVE

Employers are not obliged to hire a representative.

However, if the employer receives help from an individual in applying for OINP and the employer wishes to authorize this individual to act on their behalf with OINP, the employer must submit the **Authorizing or Cancelling a Representative form** with their application.
An employer may only have one representative at a time, and this representative may only be appointed through the Authorizing or Cancelling a Representative form. If a new representative is appointed, a new Authorizing or Cancelling a Representative form must be submitted. The previous representative will no longer be authorized to conduct business on behalf of the employer, or receive information about the application.

Paid Authorized Representatives are defined by the Immigration and Refugee Protection Act (IRPA). Paid authorized representatives are:

- Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- Lawyers who are members in good standing of a Canadian provincial or territorial law society, along with students-at-law under their supervision; or,
- Notaries who are members in good standing of the Chambre des notaires du Quebec.

If an applicant authorizes a paid representative who does not qualify as a paid authorized representative, the applicant will be contacted by OINP and advised that the individual must be removed or replaced as the representative. If the applicant designates a new authorized representative, any communications will be forwarded to the new representative. Otherwise, processing of the applicant’s file will continue without representation.

See Section 3.2 for more information on completing the Authorizing or Cancelling a Representative form.
2.3 SUPPORTING DOCUMENTS

The completed Employer Pre-screen Application form must be accompanied by a number of supporting documents which will help establish that the employer meets OINP eligibility criteria. Employers can use this checklist to ensure that they have all of the supporting documents required.

IMPORTANT: DOCUMENT TRANSLATION

If a supporting document is not in English or French, the applicant must provide a copy of the document and a complete, certified translation of the document.

If the applicant is applying from within Ontario, the translations must be completed by a certified translator accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit http://www.atio.on.ca/

If the applicant is applying from outside Ontario, the translation can be completed by any translator. However, the translation must be notarized. OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

Applications with translations that are not complete, certified or notarized are considered incomplete and will not be processed.

Translations that are completed by the applicant, the applicant’s representative, or other individuals with personal ties to the applicant are not acceptable in any case even if these individuals are certified translators.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
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<tbody>
<tr>
<td>Minimum # of Employees</td>
<td>Copy of:</td>
</tr>
<tr>
<td>Inside GTA: Five (5) permanent full-time employees</td>
<td>Revenue Canada T4 Summary for previous fiscal year.</td>
</tr>
<tr>
<td>Outside GTA: Three (3) permanent full-time employees</td>
<td>Companies with 10 full-time employees* or less (regardless of being inside or outside the GTA or the number of positions requiring approval) must provide a list of the current permanent full-time employee positions as per the template provided in the application form (See Section 3.1: Part A).</td>
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<tr>
<td>CRITERIA</td>
<td>SUPPORTING DOCUMENTS</td>
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<tr>
<td>Note that only Canadian citizens or Permanent Residents can be considered part of the Employer's permanent, full-time staff. Note: Employers may submit other evidence to support the number of employees with their company (i.e. Ceridian or ADP report) in lieu of a T4 Summary.</td>
<td></td>
</tr>
<tr>
<td>Minimum <strong>gross annual revenue</strong> of $1,000,000 (inside of the GTA) and three years of continuous business operation in Canada.</td>
<td>Copy of: Revenue Canada Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for the past three years; OR Company’s financial statements for the past three fiscal years, signed by a Certified Accountant (C.A.), Certified Management Accountant (C.M.A.) or Certified General Accountant (C.G.A.)</td>
</tr>
<tr>
<td>Minimum <strong>gross annual revenue</strong> of $500,000 (outside of the GTA) and three years of continuous business operation in Canada.</td>
<td>Copy of: Deed to the property comprising the premise; showing the employer as owner, plus the latest tax document listing the company address; OR A valid lease or offer of lease, or license, or valid notice of license registered on title; and landlord/licensor’s name, address and telephone number.</td>
</tr>
<tr>
<td><strong>Proof of premises</strong> in Ontario “Proof of premises” refers to the location where prospective nominee will actually work. The employer’s head office or other regional office is not considered “proof of premises” unless the prospective nominee will work at that location.</td>
<td></td>
</tr>
<tr>
<td><strong>Not affect</strong> the settlement of any labour dispute or affect the employment of a person involved in such a dispute, or adversely affect employment or</td>
<td>Proof of recruitment efforts: Suggested documents that can be included: • copy of all advertising efforts made to recruit a Canadian citizen or Permanent Resident for the position,</td>
</tr>
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IMPORTANT: PRIVACY AND CONFIDENTIALITY

Although the employer may consider some information in the application form or the supporting documents submitted to OINP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with the employer’s consent, and where required by law or if required by a court or tribunal.

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<th>CRITERIA</th>
<th>SUPPORTING DOCUMENTS</th>
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<tr>
<td>training opportunities for Canadian citizens or permanent residents of Ontario. Applies only to employers recruiting an individual who currently lives abroad, is visiting Ontario or is visiting/working in a province or territory other than Ontario.</td>
<td>• A summary of recruitment efforts including the number of individuals that applied, the number interviewed and the specific reasons why they did not hire a Canadian citizen or permanent resident for the position if one applies.</td>
<td></td>
</tr>
</tbody>
</table>

OINP will assess the requirement that companies must be **in compliance** with all **provincial labour laws** using information shared by the Ontario Ministry of Labour. However, employers may be requested to provide additional supporting documents to demonstrate compliance.

Officers assessing the application may request other documents not listed above if they deem that these documents are necessary to assess the application. Failure to provide the requested documents in the timelines requested by officers will result in the refusal of the application.

**IMPORTANT: PRIVACY AND CONFIDENTIALITY**

Although the employer may consider some information in the application form or the supporting documents submitted to OINP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with the employer’s consent, and where required by law or if required by a court or tribunal.
3. COMPLETING THE APPLICATION

3.1 COMPLETING THE PRE-SCREEN APPLICATION FORM

The following refers to the Employer Pre-screen Application for employers who have not been previously approved by OINP within the last year. For information on completing the Employer Pre-screen Application for Previously-Approved Employers, see Section 3.3.

Please print clearly. All fields in the form must be completed. If questions are not applicable, mark the space with “N/A”.

Part A: Company Information

Provide the following:

- Organization ID for OINP e-Filing System (only required if a previously approved employer, please write “N/A” in the field if not applicable);
- Name of company;
- Full mailing address of company (P.O. Boxes are not accepted);
- Year of incorporation, jurisdiction of incorporation and the incorporation number:
  - For a company incorporated, continued or amalgamated in Ontario, the Incorporation Number appears on the top-right corner of the corporation’s Certificate of Incorporation/Continuation or Amalgamation or in the company’s Letters of Patent;
  - For a company incorporated, continued or amalgamated in a jurisdiction other than Ontario, this number appears in the top-right corner of the Extra Provincial License issued to the company. If the company does not require a license, the number is assigned upon filing the Initial Return/Notice of Change by an Extra-Provincial Corporation (Form 2) with Service Ontario.
- Year and gross revenues for the previous fiscal year;
- Number of permanent, full-time employees who are Canadian citizens or permanent residents at the location of employment of the prospective nominee. Temporary foreign workers cannot be counted as permanent, full-time employees;
• Description of the main business sector (e.g. aerospace, construction, life sciences) in which the company operates;

• Description of company’s business activities and operations.

**Part B: Company Signing Officer Information**

A signing officer is an officer of the company with authority to bind the organization to a legal agreement or contract. Signing officers may be contacted by the officer assessing the application. If the signing officer is not directly involved in the application, the Authorizing or Cancelling a Representative form must be included with the Pre-screen Application so that the officer assessing the application can contact the appropriate individual.

Provide the following information for the company signing officer:

• Last name (family name), first name (given name) and middle name(s)

• Business telephone number

• Cell phone number (optional)

• Fax number (optional)

• Email address (business)

**IMPORTANT: COMMUNICATING WITH OINP**

Employers are strongly encouraged to provide a valid business email address to facilitate communication regarding the application. Company signing officers can designate a representative that OINP will contact with regards to the application by completing the Authorizing or Cancelling a Representative form. See Section 3.2 for more information about this form.

**Part C: Position(s) requested**

Provide the following information for each position requested:

• Title of requested position

• Hourly or weekly rate of pay

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• Number of work hours per week
• Employment address (where prospective nominee will work)
  o indicate whether employment address is located inside or outside the GTA
  o if prospective nominee will be conducting his/her work off-site, this would be the location where the prospective nominee reports and/or receives assignments
• Four-digit National Occupation Classification Code (NOC) and Skill Level of the position\(^5\)
• Legal status of prospective nominee by indicating if prospective nominee is an individual who is:
  o in Ontario currently working with valid status (except for refugee claimants with open work permits, who are ineligible);\(^6\)
  o currently studying in Canada;
  o in another Canadian province or territory working on a valid Temporary Work Permit; or,
  o currently living abroad or is visiting Ontario.
• Prospective nominee’s current employment status (e.g. currently employed with the company)
• Prospective nominee’s duties and responsibilities
• Language the prospective nominee will use to perform duties

**Part D: Assistance with Application**

The employer must indicate whether they received help preparing their OINP Prescreen Approval Application package (other than assistance provided by OINP directly) and if they have paid this individual for the assistance provided.\(^7\)

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\(^4\) Information about wage levels in different occupations can be found on the Government of Canada Job Bank (http://jobbank.gc.ca) and selecting Explore Careers: Wages.

\(^5\) For information the National Occupation Classification, and for information on how to find the NOC Code for the position to be filled, see the Appendix: Finding the Position NOC Code on Page 20 of this Application Guide.

\(^6\) Current refugee claimants are not eligible for program participation. Work permits issued with the class code 28 denote a refugee claimant work permit, which does not confer temporary resident status.

\(^7\) See **Section 2.2: Authorizing a Representative** for information on paid authorized representatives.
See Section 3.2 for more information on completing the Authorizing or Cancelling a Representative Form.

**Part E: Learning About the Ontario Immigrant Nominee Program**

OINP is interested in how the employer or their company learned about the program. This information will be used solely for Program evaluation purposes. The employer should check only one box.

**Part F: Application Checklist**

Check the appropriate boxes to indicate that all of the required supporting documents have been included in the application package.

**Part G: Authorization and Certification**

Employers should carefully read and understand the authorizations and certifications set out in this application. If the employer does not agree with any of these, or is not prepared to abide by them, they should not submit an application. If any amendments are made to the authorizations and certifications in the form, the application will be treated as an incomplete application and will be returned to the applicant.

The employer must check the box under the **Authorization for the Purposes of the Program Evaluation** to indicate that they understand and are in agreement with the authorization and certification statements in Part G. By checking this box, the employer declares that all of the statements made and information provided in this application are correct and complete, and to make the declaration that the Employer has read and understood the **Authorization and Certification**, the **Warning** and the **Freedom of Information and Protection of Privacy Act: Notice of Collection** sections of the application.

The company signing officer must then print their first and last name and sign and date the application.

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**3.2 COMPLETING THE AUTHORIZING OR CANCELLING A REPRESENTATIVE FORM**

Review Section 2.2 for information on Authorizing Representatives.

The employer must check the appropriate box to indicate whether they are appointing a representative or cancelling an appointment of a representative.
Employers appointing a representative must complete Sections A, C, and E.

Employers cancelling a representative must complete Sections A, D, and E.

**Part A: Company Signing Officer Information**

Company signing officer must provide the following information:

- Last name (family name), first name (given name) and middle name(s)
- Title or position of company signing officer
- Company Name
- Full Mailing Address of company (P.O. Boxes are not accepted)

**Part B: Prospective Nominee Information**

Applicable only to prospective nominees. Please write “N/A” on each field.

**Part C: Appointment of a Representative**

The employer must read and ensure that they understand the authorization statements at the beginning of Part C.

Employer must provide the following information about the representative to be appointed:

- Last name (family name), first name (given name) and middle name(s)
- Paid or Unpaid
- The name of the firm or organization
- Full mailing address
- Telephone number, including country code and area code
- Email address

Representative must read, understand, and sign and date the declarations presented at the bottom of Section C.

**Part D: Cancel the Appointment of a Representative**

Employer must provide the following information about the representative whose appointment is to be cancelled:

- Last name (family name), first name (given name) and middle name(s)
• The name of the firm or organization

**Part E: Declaration**

The employer must:

• Read and ensure the statements at the beginning of the section
• Print Last name (family name), first name (given name) and middle name(s)
• Sign and date the form

**3.3 COMPLETING THE PRE-SCREEN APPLICATION FORM FOR PREVIOUSLY-APPROVED EMPLOYERS**

The following refers to the Employer Pre-screen Application for employers who have been approved by OINP within the last year.

**Part A: Company Information**

The employer must provide:

• Company ID (unique number assigned to Employer’s organization by OINP)
• Most recent Employer Pre-screen File Number (i.e. EGEN-XX-XXXXXXX or ESTU-XX-XXXXXXX)
• Most recent Employer Pre-screen approval date
• Company Name
• Full Mailing Address
• Year and Gross Revenues for the previous fiscal year
• Number of permanent, full-time employees at the location of employment of the prospective nominee.

For instructions regarding the completion of Part B, C, D, F and G of the Pre-screen Application Form for Previously Approved Employers, see the applicable parts of Section 3.1 of this application guide.

**3.4 SUBMITTING THE COMPLETE APPLICATION PACKAGE**
Completed Pre-screen Application packages will include the following:

- Pre-screen Application form (required)
- Supporting Documents (use the checklist in the application form)
- Authorizing or Cancelling a Representative form (if applicable)

Submit this completed application package by mail, courier or personal delivery to:

**Ontario Immigrant Nominee Program**  
**Ministry of Citizenship, Immigration and International Trade**  
**400 University Avenue, Ground Floor**  
**Toronto, Ontario**  
**M7A 2R9**

Incomplete Employer Pre-screen Applications will not be accepted by OINP and will be returned to the employer.

The application may be deemed incomplete if:

- Application form is illegible or incomplete (all fields must be completed and questions that are not applicable should be marked “N/A”),
- Required Supporting Documents are not provided, or
- documents requiring translation are not certified or notarized.

Employers submitting applications in person must note that reception staff are not authorized to provide application advice or review applications for completeness. When submitting the application in person, applicants must place the complete application package in a drop box in the reception area. Applicants will receive correspondence from OINP by mail.

### 4. AFTER SUBMISSION

OINP aims to complete assessment of employer applications within 90 calendar days of receipt of a complete application.
Employers will receive an acknowledgment letter to indicate that their application has been received if the application is complete.

Case-specific status inquiries must be made in writing and addressed to OINP at ontarionominee@ontario.ca or sent by mail to the address above.

Enquiries made within 90 calendar days of the date the application was received by OINP will not be answered as this period is the usual processing period for applications and Program resources will be concentrated on completing application evaluations.

5. AFTER APPROVAL

5.1 APPROVAL OF OINP APPLICATION

Employers whose Pre-screen Application is approved will receive a package of nominee materials which will allow them to proceed to the next step of the application process. This package consists of:

- **Employer Pre-screen Approval letter**
  o This letter advises the employer that the application has been approved by OINP for the position(s) indicated in the letter. It is possible that an employer may be approved for some, but not all, of the positions requested.

- **Pre-screen Position form**
  o This is the official document that identifies the position that the employer is entitled to fill. A position form will be issued for each approved position, and the form will include:
    - Pre-screen File Number
    - Position Title
    - NOC Code
    - Date of Employer Pre-screen Approval
    - Expiry Date
This form must be completed by both the employer and the prospective nominee and must contain original signatures from both parties. This form must be included in the nominee application.

- **Application package for each prospective nominee**

The employer is responsible for ensuring that all of the information is correct in the material they will submit.

The Pre-screen Approval letter is an essential document. If this document is lost, stolen or destroyed, please contact OINP immediately. Nominee applications will not be processed without the original Pre-screen Approval letter.

Prospective nominee applications must be received within 60 calendar days of the issue date of the Pre-screen Position form.

If the nominee application is not received within 60 days of the date of issue of the Pre-screen Position form, then the approved position is no longer eligible for submission to the Program and the employer will be required to reapply. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working day.

**5.2 PROVIDE A JOB OFFER TO PROSPECTIVE NOMINEE**

The approved employer must provide the prospective nominee with an original signed and dated job offer. The job offer must meet the following requirements:

- Printed on company letterhead and identify company address, telephone/fax numbers, email, and website addresses;
- Identify the responsible Officer/Supervisor and include his/her signature;
- Stamped with the company’s corporate seal (if applicable); AND
- indicate the following:
  - Occupation title
  - Wage for full-time, permanent position being offered
  - Duties and responsibilities
  - Number of hours per week and a number of weeks of work per year
  - Number of days/weeks of vacation
  - Workplace location
  - Employment start date, and
an indication that the offer being made is for a permanent, full-time position

Prospective nominees must include this job offer in the nominee application package.

5.3 COMPLETE THE JOINT VERIFICATION FORM

The Joint Verification Form can be found on OINP website. This form must be signed by the Employer and the prospective nominee, and must accompany the nominee application package (otherwise, the nominee application will not be processed).

To complete the form, the employer must provide:

- Company name
- Name of authorized signing officer
- Title of the position
- Name of employee (prospective nominee)
- Rate of pay per hour or week, number of hours worked per week
- Number of weeks per year
- Dated signature of signing officer.

Should an employer want to act for the nominee during the nominee application stage of the process, the nominee must submit an Authorizing or Cancelling a Representative form indicating the employer as the representative. This form must be signed by the nominee.

5.4 SUBMITTING THE COMPLETE NOMINEE APPLICATION PACKAGE

Completed nominee application forms must be submitted within 60 days. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working day. Prospective nominees can submit the completed nominee application package by mail, courier or personal delivery to:

Ontario Immigrant Nominee Program
Ministry of Citizenship, Immigration and International Trade
400 University Avenue, Ground Floor
IMPORTANT: FEEDBACK FOR THE PURPOSES OF PROGRAM EVALUATION

OINP may seek feedback from the nominee and the Employer up to 5 years after the successful nomination for permanent residency of the prospective nominee.
APPENDIX: FINDING THE POSITION NOC CODE

To find the NOC code of the offered position, visit the website of the National Occupational Classification (NOC) 2011, the authoritative resource on occupational information in Canada.

For example, if the offered position is Corporate Sales Manager in the Toronto Region, follow the steps below to find the NOC code:

**Step 1:** Visit the following NOC website and enter the title of the offered position in the quick search field: http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx.

**Step 2:** Select the most relevant result.
Step 3: Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the offered position, not just the title of the position. Choose the NOC code that most accurately reflects the offered position.

● Example: Selected: Corporate Sales Manager – NOC Code 0601