

A person or body authorized to make a request for internal review under section 34 of the *Ontario Immigration Act, 2015*, S.O. 2021, c. 25, Sched. 20, s. 5 (the “Act”) must complete and file a notice of request for internal review form (“Notice of Request”) in order to request internal review of a decision or order of the director appointed under the Act (the “Director”).

The purpose of internal review is to determine whether the Director erred in making a decision or order under the Act. The internal reviewer appointed under the Act (the “Internal Reviewer”) may confirm, revoke or vary the decision or order that is the subject of the internal review. A decision made by the Internal Reviewer is final.

You must file your completed Notice of Request, including all supporting documents within 30 calendar days after you receive notice of the decision or order. Please see the Appendix for detailed filing instructions.

### Section A. Type of Internal Review Request

**Note:** You must complete and file a separate Notice of Request for each decision or order that you would like reviewed.

I am requesting internal review of the:

- decision to refuse my application for a certificate of nomination/approval of an employment position;
- decision to approve my application for a certificate of nomination/approval of an employment position subject to conditions or restrictions;
- decision to cancel the approval of my application for a certificate of nomination/approval of an employment position;
- order imposing an administrative penalty on me;
- order banning me from making an application for approval/acting as a representative.

### Section B. My Information

If you are requesting internal review of a decision or order relating to your **application for a certificate of nomination**, please provide the following information:

File Number (if requesting internal review of a decision)				Case Number (if requesting internal review of an order)			
Last Name			First Name			Middle Name(s) (if applicable)	
Unit Number	Street Number	Street Name		PO Box	City/Town		
Province/State			Country			Postal Code/Zip Code	
Telephone Number		Personal Email Address					

Or

If you are requesting internal review of a decision or order relating to your **application for approval of an employment position**, please provide the following information:

File Number (if requesting internal review of a decision)				Case Number (if requesting internal review of an order)			
Legal Name of Business				Business Operating Name (if different from legal name)			

#### Business Signing Officer

Last Name			First Name			Middle Name(s) (if applicable)	
Unit Number	Street Number	Street Name		PO Box	City/Town		

Province/State	Country	Postal Code/Zip Code
Telephone Number	Personal Email Address	

**Or**

If you are requesting internal review of an order for a ban or an administrative penalty imposed against you **in relation to you acting as a representative**, please provide the following information:

Case Number	Canadian Law Society Number/Immigration Consultants of Canada Regulatory Council Number				
Last Name		First Name		Middle Name(s) (if applicable)	
Business Name (if applicable)					
Unit Number	Street Number	Street Name		PO Box	City/Town
Province/State			Country		Postal Code/Zip Code
Telephone Number		Email Address			

### Section C. Authorized Representative Information

**Please check one:**

- I am** using an Authorized Representative. If so, you must attach a completed [Appointing or Cancelling a Representative Form](#). Please submit a new [Appointing or Cancelling a Representative Form](#) even if you used the same representative for your application.
- I am not** using an Authorized Representative.

### Section D. Document Checklist

**Please place a check beside all documentation that you are attaching:**

- [Appointing or Cancelling a Representative Form](#) (**Required** if you indicated that you are using an Authorized Representative in **Section C**. Please submit a new [Appointing or Cancelling a Representative Form](#) even if you used the same representative for your application).
- Copy of the decision or order upon which you are seeking internal review (**Required**).
- Written reasons for your request for internal review (**Required**). **See Appendix, Step 2 for further details.**
- Additional documentation supporting the written reasons for your request for internal review (**Optional**). Do not include any new evidence that was not submitted to the Director before the decision or order was made, unless it was not reasonably available at that time. **See Appendix, Step 2 for further details.**

### Section E. Declaration

I hereby declare that the information I have provided is true, complete and accurate.

Requester Name	Signature of Requester	Date (yyyy/mm/dd)
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Ministry of Labour, Training and Skills Development (MLTSD) is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c. F.31 ("FIPPA"). The Ontario Immigrant Nominee Program ("Program") is authorized under the *Ontario Immigration Act, 2015*, S.O.2015, c. 8. Any personal information collected by MLTSD in connection with this form will be used for the purposes of ensuring the Program's proper administration, as well as for Program integrity, Program evaluation and statistical purposes. In this form, personal information has the same meaning as under FIPPA. Questions about the collection may be directed to the FIPPA Coordinator, Ontario Immigrant Nominee Program, 400 University Ave, 2nd Floor, Toronto, ON M7A 2R9, Telephone: 1-866-214-6820.

## Appendix to Notice of Request for Internal Review

### Instructions for Filing a Request for Internal Review

- **Step 1:** Complete this notice of request for internal review form (“Notice of Request”).

**Note:** You must complete and file a separate Notice of Request for each decision or order that you would like reviewed.

- **Step 2:** In a separate document, clearly identify an error or errors in the director’s decision or order that, if not made, would have resulted in the decision or order being decided differently ([see subsection 10\(1\)\(a\) of Ontario Regulation 421/17 \(General\)](#)).

Please ensure that you provide detailed **reasons** for why you believe the decision or order contains an error or errors. For instance, if the director has refused your application for a certificate of nomination on the basis that you have not satisfied an eligibility requirement, you must provide detailed reasons in your request for why you believe the director erred in the assessment of that eligibility requirement.

Please note that you must not include any evidence that was not submitted to the director before the decision or order was made, unless the evidence was not reasonably available at that time (see [subsection 10\(1\)\(b\) of Ontario Regulation 421/17 \(General\)](#)).

- **Step 3:** Submit your completed Notice of Request and all supporting documents by email to [internalreview-revisioninterne@ontario.ca](mailto:internalreview-revisioninterne@ontario.ca) as follows:

Your completed Notice of Request and all supporting documents must be submitted within **30 calendar days** after receiving notice of the decision or order (see subsection 34(2) of the [Ontario Immigration Act, 2015](#), S.O. 2021, c. 25, Sched. 20, s. 5).

#### **Please note the following:**

The subject line of the email containing your request for internal review must reference your File Number or Case Number, whichever is applicable.

The size of your email must not exceed 8 MB, including attachments (you may send multiple emails if your attachments exceed 8 MB). Attachments must be in one of the following formats: .doc, .docx, .xls, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types in .jpeg, .bmp, .png, .gif, and .tiff. All text and images must be clear, legible, and complete.

You must remove/black out any credit card number(s) and/or the last six social insurance numbers on all document(s).

If any of your supporting documents are not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. The translations must be completed by a certified translator accredited by the Association of Translators and Interpreters of Ontario.

If there are any changes to your personal information since the date of your decision or order, you must submit a **Change of Personal Information Form**.

#### **Extension Requests**

The director appointed under the *Ontario Immigration Act, 2015*, S.O. 2015, c. 8 has the authority to extend the time period for submitting a request for internal review if he or she considers it appropriate in the circumstances (see [subsection 34\(3\) of the Ontario Immigration Act, 2015, S.O. 2015, c. 8](#)).

If you are submitting your Notice of Request and supporting documents after the applicable time period (see [subsection 34\(2\) of the Ontario Immigration Act, 2015, S.O. 2021, c. 25, Sched. 20, s. 5](#)), you must indicate that you are requesting an extension to the time period for submitting your request and provide detailed reasons to support your request, including documentation if applicable.

Late requests for internal review submitted without a request for an extension and reasons supporting the request may not be accepted.

If your request is deemed eligible for internal review, you will be notified after a decision has been made. Please be advised that a decision made on internal review is **final**.