

# Document checklist for certificate of registration applications and renewals

In order to register as an employer for a certificate of registration you will need to provide documents to prove the following:

- Applicant identification
- Genuineness of business
- Financial stability of business

Employers are required to submit the following documents. The Foreign Worker Recruitment and Protection Unit may also ask for more documentation that is not listed below.

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| <p><b>Restaurant employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Corporate Register from the Information Services Corporation (ISC)</li> <li><input type="checkbox"/> Health permit</li> <li><input type="checkbox"/> Commercial lease agreement OR rental agreement OR proof of ownership</li> <li><input type="checkbox"/> Franchise agreement (if applicable)</li> <li><input type="checkbox"/> Tax return (T2) - whole document OR schedules 100 and 125</li> <li><input type="checkbox"/> Payroll summary for the past three months from the date of application - must include the number of employees</li> </ul> | <p><b>Agriculture employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Corporate Register from the Information Services Corporation (ISC)</li> <li><input type="checkbox"/> Land title OR mortgage documents OR lease agreement</li> <li><input type="checkbox"/> Farm insurance policy</li> <li><input type="checkbox"/> Payroll summary for the past three months from the date of application - must include number of employees (if applicable)</li> </ul>  |
| <p><b>Live-in caregiver employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government issued picture identification</li> <li><input type="checkbox"/> Land title OR mortgage statement OR lease agreement</li> <li><input type="checkbox"/> Previous year's tax return</li> </ul>  | <p><b>All other employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Corporate Register from the Information Services Corporation (ISC)</li> <li><input type="checkbox"/> Commercial lease agreement OR rental agreement OR proof of ownership</li> <li><input type="checkbox"/> Franchise agreement (if applicable)</li> <li><input type="checkbox"/> Tax return (T2) - whole document OR schedules 100 and 125</li> <li><input type="checkbox"/> Payroll summary for the past three months from the date of application - must include the number of employees</li> </ul> |

## Renewal checklist

An employer's certificate of registration expires every two years. As an existing employer, you will receive three reminder emails at 90 days, 60 days and 30 days before your certificate is set to expire that your certificate is up for renewal. To renew your registration, log into your account and update any information that has changed. You will need to provide documents to prove that:

- your business/organization is still in operation, and
- your business/organization still meets the criteria for a certificate of registration.

Employers are required to submit the following documentation with their renewal application. The Foreign Worker Recruitment and Protection Unit may also ask for more documentation that is not listed below.

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| <p><b>Restaurant employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated lease if your previous lease has expired/ended or if your business/organization has moved</li> <li><input type="checkbox"/> Payroll for past three months from the date of renewal application - must include the number of employees</li> <li><input type="checkbox"/> Most recent tax return (T2) - whole document OR schedules 100 and 125</li> <li><input type="checkbox"/> Updated public health permit</li> </ul> | <p><b>Agriculture employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated land title or mortgage statement or lease agreement (if your previous lease has expired/ended or if your business/organization has moved)</li> <li><input type="checkbox"/> Payroll for past three months from the date of renewal application - must include the number of employees (if applicable)</li> <li><input type="checkbox"/> Most recent tax return (T2) - whole document OR schedules 100 and 125</li> <li><input type="checkbox"/> Farm insurance policy</li> </ul> |
| <p><b>Live-in caregiver employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Land title OR mortgage statement OR lease agreement if your previous lease has expired/ended or you have moved</li> <li><input type="checkbox"/> Government picture identification if your previous identification has expired</li> <li><input type="checkbox"/> Most recent tax return</li> </ul>   | <p><b>General employers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated lease if your previous lease has expired/ended or if your business/organization has moved</li> <li><input type="checkbox"/> Payroll for past three months from the date of renewal application - must include the number of employees</li> <li><input type="checkbox"/> Most recent tax return (T2) - whole document OR schedules 100 and 125</li> </ul>   |