



**CAN ACCESS
IMMIGRATION
CANACCESS IMMIGRATION SERVICES (P) LTD.**

Agent Registration Form

The information collected in this secure form, will assist Canaccess Immigration in determining if your business is a match in terms of being able to offer Canaccess Immigration services (P) Ltd. The information collected in the form will NOT be shared or sold to any third parties, as this goes against the laws governing Privacy of Information in the Immigration Industry of Canada.

TELL US A LITTLE ABOUT YOURSELF

First Name *

Last Name *

Street Address *

Address Line 2

City & Province *

Postal Code *

Phone Number *

Email Address *

Disclaimer:

Canaccess Immigration makes every effort to ensure the quality of the information available in this Agent Application Form. Canaccess Immigration does not accept any liability for any loss or damage incurred by use of or reliance on the Agent application form or the information contained therein and cannot guarantee and assumes no legal liability or responsibility for the accuracy or completeness of the information entered by a user of the form.

Tell us about your Business

Business Registered Name *

Business Trading Name *

Business Entity Type (select one) *

- Sole Proprietor
- Partnership
- Limited Liability Partnership
- Close Corporation
- Corporation / Company
- Non-Profit Corporation
- Educational Institution
- Government Institution
- Other

Business Industry *

Country of Registration *

Business Registration Date *

Business Registration Number *

Business Website Address *

Main Social Media Profile Link *

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Provide a full description of business activities and services

Business Physical Address

Street Address *

Address Line 2

City & Province *

Postal Code *

Business Phone Number *

Business Fax Number *

Business Accounts Email Address *

Accounts Contact Name *

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Tell us about the Business Owners / Directors

Number of Owners / Directors *

- 1 2 3
 4 5 6
 7 8 9
 10 11+

OWNER / DIRECTOR #1

First Name *

Last Name *

Street Address *

Address Line 2

City & Province *

Postal Code *

Phone Number *

Email Address *

OWNER / DIRECTOR #2

First Name *

Last Name *

Street Address *

Address Line 2

City & Province *

Postal Code *

Phone Number *

Email Address *

OWNER / DIRECTOR #3

First Name *

Last Name *

Street Address *

Address Line 2

City & Province *

Postal Code *

Phone Number *

Email Address *

List the benefits and or opportunities*

How do you plan to integrate Canaccess Immigration, services into your business? *

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General Questions

How many employees are employed by your business? *

Please enter a value for each	
Full Time	<input type="text"/>
Part Time	<input type="text"/>

What Time Zone do you operate in? *

Will your staff be able to receive Training in English Only? *

- Yes
- No
- Not Sure

Will you and your staff be available for remote Video Conference training sessions? *

- Yes
- No
- Not Sure



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Security related questions

1. Did you serve in any Military, Militia, or Civil Defence unit or serve in a security organisation or police force (including non-obligatory national service, reserve or volunteer units)? *

- Yes
 No

2. Have you ever witnessed or participated in the ill treatment of prisoners or civilians, looting or desecration of religious buildings? *

- Yes
 No

3. Are you, or have you ever been a member or associated with any political party, or other group or organization which has engaged in or advocated violence as a means to achieving a political or religious objective, or which has been associated with criminal activity at any time? *

- Yes
 No

4. Have you ever held any Government positions (such as civil servant, judge, police officer, mayor, member of parliament, hospital administrator)? *

- Yes
 No

5. Since the Age of 18 or during the past 10 years, whichever is more recent, have you travelled to any country or territory other than the country of your citizenship or your current country or territory of residence? *

- Yes
 No

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Agreement to abide by CICC Agents Regulation

Please use the link below to download and read the CICC agents Regulation as required by CICC. The following questions ask for confirmation of having read each section.

[Agents Regulation \(UPDATED\)](#)

1. I confirm that I have read section 1 of the agent's regulation: **AUTHORITY**, on page 4 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

2. I confirm that I have read section 2 of the agent's regulation: **PURPOSE**, on page 4 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

3. I confirm that I have read section 3 of the agent's regulation: **DEFINITIONS**, on page 4 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

4. I confirm that I have read section 4 of the agent's regulation: **EXPECTATIONS**, on page 5 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

5. I confirm that I have read section 5 of the agent's regulation: **GENERAL CONTENT**, on page 5 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

6. I confirm that I have read section 6 of the agent's regulation: **CHANGES TO THE ORIGINAL AGENT AGREEMENT**, on page 6 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

7. I confirm that I have read section 7 of the agent's regulation: **ETHICAL DIRECTION**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

8. I confirm that I have read section 8 of the agent's regulation: **FEES FOR SERVICES**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

9. I confirm that I have read section 9 of the agent's regulation: **CLIENT RECORDS AND CLIENT PROPERTY**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

10. I confirm that I have read section 10 of the agent's regulation: **EXPENSES**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

11. I confirm that I have read section 11 of the agent's regulation: **PROMOTION**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

12. I confirm that I have read section 12 of the agent's regulation: **CONFIDENTIALITY**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

13. I confirm that I have read section 13 of the agent's regulation: **CONFLICT OF INTEREST**, on page 7 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

14. I confirm that I have read section 14 of the agent's regulation: ISSUES OF DISPUTE, on page 8 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

15. I confirm that I have read section 15 of the agent's regulation: TERMINATION, on page 8 of the regulation, and agree to conform and abide by this regulation. *

Yes

No

16. I confirm that I have read section 16 of the agent's regulation: PENALTY FOR BREACH OF REGULATION, on page 8 of the regulation, and agree to conform and abide by this regulation. *

Yes

No



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Business Policies

This section asks questions related to your business ethics, policies and practices. It also asks for information related to liability.

1. Does your business have a Confidentiality and Privacy Policy? *

- Yes
- No

IF NO: Please be aware that your business will be required to develop and implement one before being appointed as an Agent for Canaccess Immigration.

2. Does your business have Business Liability and Malpractice Insurance? *

- Yes
- No

IF NO: Please be aware that your business will be required to be insured with adequate Business Malpractice and Liability Insurance to the following values:

- Limit per claim/per policy period \$1,000,000.00 CAD
- Policy aggregate of \$5,000,000.00 CAD annually

3. Does your business have a workplace Health and Safety Plan in place? *

- Yes
- No

IF NO: Please be aware that your business will be required to produce and implement a workplace Health and Safety plan, to ensure that workers basic rights towards health and safety are maintained, and that clients who visit your address are afforded the protections in her rant in Health and Safety Plans.

4. Are your employees treated fairly and paid market related wages? *

- Yes
- No

IF NO: Please be aware that for Canaccess Immigration to engage with services of an Agent, we are required to follow the Employment Standards of Canadian Law. As such we extend these requirements to our Agents. If you don't have an HR Employment Standards Policy, please develop one, and implement it soonest. We cannot appoint a business that does not operate ethically.

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5. Does your business location have adequate office space and technology in place to facilitate a professional experience for clients when they visit you? We require that clients are served in private spaces to ensure compliance with privacy regulations. *

Yes

No

IF NO: Please be aware that for Canaccess Immigration to engage with services of an Agent, we are required to follow the regulations as set out by CICC which governs the immigration profession in Canada. If your location or premises are not adequately setup to provide private sessions with clients, we will not be able to appoint you as an agent.

6. Are you able to provide at least 3 written references that can verify your business Authenticity in the market. Reference letters can come from a Bank, from a Vendor or a Supplier. *

Yes

No

IF NO: Please be aware that for Canaccess Immigration to engage with services of an Agent, we require that you are an authentic business, and that you operate in accordance with your service levels promised to clients, vendors and suppliers. Without these attestations, we will be unable to work with your business.

7. Are you able to provide at least 3 written references that can verify your business Service Levels in the market. Reference letters can come from clients or reviews posted online. *

Yes

No

IF NO: Please be aware that for Canaccess Immigration to engage with services of an Agent, we require that you are an authentic business, and that you operate in accordance with your service levels promised to clients, vendors and suppliers. Without these attestations, we will be unable to work with your business.

8. Do you consent to providing Police Clearance Certificates for each staff member who will be working on immigration cases? Including the owners / directors? *

Yes

No

IF NO: Please be aware that for Canaccess Immigration to engage with services of an Agent, we require that you commit to providing police clearances for business owners / directors and any staff member that will be assigned to providing agent services within your business. Until such time as these clearances is provided, we are unable to appoint your business as an agency.

Staff Full Names

Declaration

By attaching your digital signature below, you agree that the information provided within this agent application form is true, is correct and is not in any shape or form a misrepresentation of you, your business or your staff that will be working on this project. Misrepresentation, if identified, is reported to CICC and to CBSA, which could be added to a record with the Canadian Government, and should such record be a case of Misrepresentation could affect future visa applications to enter Canada.

Digital Signature *

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