

Use of a Representative Form

A representative is someone who provided advice or guidance to you at any stage of the application process, whether that person received compensation or not, and who has your permission to conduct business on your behalf with the Province of Prince Edward Island. You may have one representative only per application. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

You must use this form to appoint a paid or unpaid representative to conduct business with the PEI Office of Immigration.

You must also use this form to:

1. **Notify PEI Office of Immigration if your representative's contact information changes,**
2. **If you wish to cancel the appointment of your current representative and represent yourself, or**
3. **If you wish to cancel the appointment of your current representative and appoint a new representative.**

I am appointing a representative. **Complete Section A, B, and D**

I am cancelling the appointment of a representative. **Complete Section A, C, and D.**

Section A [Applicant Information]

First Name:

Last Name:

Date of Birth (dd/mm/yyyy):

Section B [Appointment of a Representative]

- I authorize the following individual to serve as my representative and to conduct business on my behalf with PEI Office of Immigration.
- I authorize PEI Office of Immigration to release information from my case file and that of my dependent children to my representative.

Note: Even if a representative is being paid or compensated by someone other than you (the applicant), the representative is still considered to be a compensated representative.

Representative's First Name:

Representative's Last Name:

1. Your representative: (choose one) is UNCOMPENSATED and is a:

- Friend or Family Member
- Member of the College of Immigration and Citizenship Consultants (CICC), a Canadian Provincial or Territorial Law Society, or the Chambre des notaires du Québec
- Other (Please Specify):

2. Your representative is or will be paid and is a member in good standing of:

- College of Immigration and Citizenship Consultants (CICC)
- A Canadian Provincial or Territorial Law Society
- Chambre des notaires du Québec

Membership ID Number:

Province or Territory:



3. Your Representative's Contact Information:

Name of Firm or Organization (if applicable):

Mailing Address:

Telephone Number:

Email:

Website:

Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with PEI Office of Immigration.

Signature of Representative

Date (dd/mm/yyyy)

Section C [Cancel the Appointment of a Representative]

- I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with PEI Office of Immigration.

Representative First Name:

Representative Last Name:

Name of Firm or Organization (if applicable):

Section D [Your Declaration]

- I declare that the information I have given is truthful, complete and correct.
- I understand all the previous statements, having asked for and obtained an explanation for every point that was not clear to me.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Spouse (if applicable)

Date (dd/mm/yyyy)

Personal information on this form is collected under section 31 (c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for PEI PNP and will be used for the purpose of immigration and determining eligibility under the program. If you have any questions about this collection of personal information, you may contact the Office of Immigration at 94 Euston Street, Charlottetown, Prince Edward Island, C1A 7M8. Telephone: (902) 620-3628 Facsimile: (902) 368-5886 Email: immigratepei@gov.pe.ca Website: immigratepei.ca



1. Representative Code of Conduct

The Office of Immigration requires all immigration agents and/or representatives (individual representatives who receive a fee) who act on behalf of applicants under the PEI PNP agree to abide by the following principles of professional conduct.

All immigration representatives who wish to represent an applicant to the PEI PNP must be members in good standing of the College of Immigration and Citizenship Consultants (CICC) or a Law Society in Canada and must comply with the following minimum standards:

- To indicate clearly at all times and in all materials that they act as independent agents and do not represent in any way the Province of Prince Edward Island or any of its departments (including the Department of Workforce, Advanced Learning and Population, Island Investment Development Inc., the Office of Immigration and the PEI PNP, or any other departments or agencies of the Government of Prince Edward Island.
- To disclose to the Province of Prince Edward Island the fact that they are representing their clients, and to relay all correspondence from the province pertaining to a client's file directly to the client without modification or undue delay.
- To act responsibly, with due diligence and in a timely manner in the handling of their clients' cases.
- To sign, submit or otherwise be associated with any application letter, report or other document provided by or submitted with respect to a client, which contains false or misleading information.
- To hold in strict confidence all information acquired in the course of the professional relationship concerning the affairs of their clients, and to not divulge any such information unless authorized by their client or required to do so by the PEI PNP or law.
- To use diligence in avoiding conflicts of interest and upon becoming aware of the existence of a conflict, to fully disclose at the earliest possible opportunity the existence and circumstances of the conflict to the client, and to the Province of Prince Edward Island, if the conflict in any way relates to the PEI PNP.
- To provide clients, with complete and accurate information, in relation to the PEI PNP and all other matters pertaining to their clients' interest in immigration.
- To advise their clients of the requirement that applicants under the PEI PNP have a bona fide intent to reside and work or do business in Prince Edward Island, and to not knowingly submit or continue with PEI PNP applications on behalf of clients who do not possess this bona fide intent.
- To be truthful in all forms of communications, media, and to refrain from misleading statements, exaggerations or innuendo. (E.g., an immigration representative cannot guarantee acceptance under the PEI PNP, or on immigration status or citizenship; or claim to have a special relationship or arrangement with or connection to the Department of Workforce, Advanced Learning and Population, Island Investment Development Inc., the Office of Immigration and the PEI PNP, or any other departments or agencies of the Government of Prince Edward Island which implies preferential treatment, etc.)
- The Province of Prince Edward Island does not have any special or preferential arrangements with any immigration consultant or lawyer.
- The PEI PNP reserves the right to withdraw eligibility of agents that do not adhere to the above code of conduct.

I have read, understand and agree to the terms and conditions contained in this Representative Registration and Code of Conduct.

Signature of Representative

Date (dd/mm/yyyy)