

Employer Designation Document Checklist

ATLANTIC IMMIGRATION PROGRAM (AIP)



Business Operating Name: _____ Business Legal Name: _____

Did you use a Representative: ___ Yes ___ No

To become a designated employer under the Atlantic Immigration Program (AIP) you must show compliance with all applicable federal and provincial legislation and regulations related to employment. Please refer to the [Guidelines for Designation Application](#) and [Guidelines for Endorsement Application](#) under AIP.

Employers must currently be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the Immigration, Refugee and Protection Act (IRPA) or Immigration, Refugee and Protection Regulations (IRPR).

Please submit the following documents and or complete all required sections of this application for designation:

- 1. [Employer Designation Application](#)
- 2. Proof the business has a minimum 2 years continuous operation in Newfoundland and Labrador by showing proof of good standing with [Companies and Deeds Online \(CADO\)*](#)– This can be obtained by searching the [Registry of Companies](#). Please print and include the results of your search. *NOTE: (If the company cannot be found on "CADO", a *Proof of Business may include Revenue Canada Business Remittance/ Sole Proprietorship Taxes, Incorporation, etc.*)
- 3. Certificate of Clearance from [Workplace Health, Safety and Compensation Commission \(WHSCC\)](#).
- 4. Labour Standards Clearance Certificate from the [Labour Standards Division](#) – To request a Clearance Certificate please call toll-free 1-877-563-1063, or request by e-mail at labourstandards@gov.nl.ca.
- 5. If applicable, companies with a minimum 2 years continuous business operation and that may be relocating or expanding to Newfoundland and Labrador may require a "[Confirmation of Engagement](#)" letter from the Department of Industry, Energy and Technology (IET). If you require information on this please contact the Office of Immigration and Multiculturalism.
- 6. Proof of completion of mandatory Onboarding Training, administered by Immigration, Refugees and Citizenship Canada (IRCC).
- 7. This completed Employer Designation Document Checklist.

NOTE: If designated, proof of local and national [recruitment activities](#) may be required to be submitted with each endorsement application. The Department of Immigration, Population Growth and Skills reserves the right to request additional information to assess designation applications. Missing documents will result in delays in the processing of your application.

OFFICE USE ONLY:

AIP FILE #: _____

DATE RECEIVED: _____

USE OF A REPRESENTATIVE COMPANY NAME: _____