

PEI Business Representative Registration Form

This form is required to register your firm with the PEI Office of Immigration. All immigration representatives who wish to represent an applicant in the PEI Business Category must be approved by our Office before submitting an Expression of Interest or Application on their client's behalf.

Section A [Representative Information]

Surname:

First Name:

Email:

Mailing Address:

[Street Address]

[City, Province]

[Postal Code]

Physical Address:

[Street Address]

[City, Province]

[Postal Code]

Telephone:

Facsimile:

Website:

Are you a member in good standing of the College of Immigration and Citizenship Consultants (CICC)?

- Yes, please provide your CICC number: _____
 No

Are you a member in good standing of the College of a Canadian Law Society (CLS)?

- Yes, please provide your CLS number: _____
 No

What is the name of the firm of the organization you represent? (If you represent more than one, please complete the company profile for each company.)

- I understand that by signing this document my company and I have not entered into an exclusive relationship with the Province of Prince Edward Island nor will we profess to be a representative of the Province of Prince Edward Island or the PEI Business Category.
 I declare that the information I have given is truthful, complete, and correct. I will immediately inform your office if the information or the answers provided in my application form change.

Representative Signature

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 the PEI Business Category and will be used for the purpose of immigration and determining eligibility under these programs. 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

Section B [Representative Company Profile]

Representative Company Name:

Telephone:

Email:

Website:

Facsimile:

Mailing Address:

[Street Address]

[City, Province]

[Postal Code]

Physical Address:

[Street Address]

[City, Province]

[Postal Code]

What is your relationship with the company?

Employee: Yes No

Owner: Yes No If yes, what is the percentage of ownership:

Paid Consultant: Yes No

Other: Yes No If yes, please explain:

What is your company's average number of employees?

[In Canada]

[Outside Canada]

How long have you been associated with this company?

Please provide a history and description of this company:

Please provide a short history and bio of key management personnel and ownership structure of this company:

Please provide a brief overview of the current market(s) in which this company does business:

Section C [Representative Code of Conduct]

The Office of Immigration requires all immigration agents and/or representatives who provide advice or guidance and act on behalf of applicants under the PEI Business Category to abide by the [Code of Professional Conduct](#).

All immigration representatives who wish to represent an applicant to the PEI Business Category 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 but are not limited to 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 Workforce, Advanced Learning and Population, Island Investment Development Inc., the Office of Immigration and the PEI Business Category, 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 not 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 Business Category 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 Business Category.
- To provide clients with complete and accurate information, in relation to the PEI Business Category and all other matters pertaining to their clients' interest in immigration.
- To advise their clients of the requirement that applicants under the PEI Business Category 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 Business Category 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 Business Category, 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 Business Category, or any other departments or agencies of the Government of Prince Edward Island which implies preferential treatment, etc.)
- To maintain an office located in Prince Edward Island.
- The Province of Prince Edward Island does not have any special or preferential arrangements with any immigration consultant or lawyer.
- The PEI Office of Immigration 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 PEI Business Representative Form and Code of Conduct.

Representative Signature

Date (dd/mm/yyyy)

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