



Notice of Appeal - Employment Insurance Form Social Security Tribunal of Canada - General Division

Également disponible en français

You may appeal to the Social Security Tribunal of Canada if you disagree with a reconsideration decision from the Canada Employment Insurance Commission (the Commission) on Employment Insurance (EI) matters. Your appeal begins when the Tribunal receives this completed form and the reconsideration decision.

The Tribunal must receive your appeal form within **30 days** after the day on which you received the reconsideration decision.

You **must** attach a copy of the reconsideration decision to this form. Contact Service Canada for a copy of the reconsideration decision if you do not have one. The Tribunal cannot register your appeal without this information.

Refer to the Notice of Appeal Instructions for additional information when completing this form.

Please **PRINT** in ink or **TYPE**

1 - Appeal

I am:

- An individual (complete only the Individual side of section 2)
- An employer / business (complete only the Employer / Business side of section 2)

2 - Appellant / Contact Person Information

Individual	Employer / Business	
First Name of Appellant	First Name of Contact Person for this Appeal	
Last Name of Appellant	Last Name of Contact Person for this Appeal	
Social Insurance Number of Appellant	Full Business Name	
	Canada Revenue Agency (CRA) Business Number	
	If applicable, this appeal relates to the following employee/former employee:	
	First Name	Last Name

3 - Address and Contact Information

Home / Business Address (No., Street, R.R.)		Apt. / Unit	City / Town
Province / Territory	Postal Code	Country	
Do you have a telephone number? <input type="radio"/> No <input type="radio"/> Yes (If yes, you must provide it)	Telephone Number including Area Code	Other Telephone Number including Area Code	
Do you have a fax number? <input type="radio"/> No <input type="radio"/> Yes (If yes, you must provide it)	Fax Number including Area Code		
Do you have an email address? <input type="radio"/> No <input type="radio"/> Yes (If yes, you must provide it)	Email Address		
Mailing address: <input type="radio"/> Same as above (go directly to Section 4) <input type="radio"/> Different from Home / Business address (complete this section, then go to Section 4)			
Address (No., Street, R.R.)		Apt. / Unit	City / Town
Province / Territory	Postal Code	Country	

4 - Communications

Please write to me in:

- English
 French

If there is a hearing, I want the language at the hearing to be:

- English
 French

I cannot communicate effectively in English or French and if there is a hearing, I will need an interpreter.

The interpreter must speak the following language:

Please specify any dialect or country of origin for the language of the interpreter :

The Tribunal member will decide if there will be an oral hearing (in person, videoconference or teleconference hearing) or if the appeal will proceed without an oral hearing (based on the file or by written questions and answers). Please indicate if you prefer a certain form of hearing, and include information to explain why below (use extra paper if you need it). The member will consider your reasons in deciding how to proceed. Do you prefer a certain form of hearing? If yes, please specify.

- No Yes (specify):

5 - Appeal of Reconsideration Decision and Deadline

I am attaching a copy of the reconsideration decision.

I understand that it must be provided and that my appeal will not be registered until the Tribunal receives this form and a copy of the reconsideration decision.

Year - Month - Day

I received the reconsideration decision on:

or I do not remember when I received the reconsideration decision.

Important: You have **30 days** from the time you received the reconsideration decision for your appeal form and copy of the reconsideration decision to reach the Tribunal. If your appeal is late, you must explain why. **Please see the Notice of Appeal Instructions for additional information on how to explain why your appeal is late.** A Tribunal member will decide if your late appeal can go forward. **If your appeal is late, use the following space to explain why.**

My appeal is late because (use extra paper if you need it):

6 - Reasons for Appeal

I do not agree with the reconsideration decision. I am filing this Notice of Appeal for the following reasons (use extra paper if you need it):

7 - Documents to Support the Appeal

If you have documents to support your appeal, please include copies with your completed Notice of Appeal form (this form).

Please see the Notice of Appeal Instructions for examples of documents that may be used to support your appeal.

I am including documents with this form:

- Yes
 No

8 - Representative Information

I am representing myself. *Go directly to Section 10.*

I have a Representative.
Complete this Section with your Representative's information and have your Representative sign and date Section 9, then go to Section 10.

First Name	Last Name
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Name of company, association, or organization if applicable (optional)

Address (No., Street, R.R.)	Apt. / Unit	City / Town
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Province / Territory	Postal Code	Country
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Telephone Number including Area Code	Other Telephone Number including Area Code (optional)
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Does your Representative have a fax number? No Yes (If yes, you must provide it) Fax Number including Area Code:

Does your Representative have an email address? No Yes (If yes, you must provide it) Email Address:

9 - Signature of Representative

Signature of Representative	Year - Month - Day
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10 - Declaration and Signature of Appellant

I declare that all the information and supporting documentation in this Notice of Appeal form are true to the best of my knowledge.

In addition, when the Appellant has appointed a representative:
 I authorize the Tribunal to disclose any information about my appeal to my Representative, either orally or in writing. I understand that the Tribunal will communicate only with my Representative and that I will personally receive information only about the hearing and the final decision.

Signature of Appellant	Year - Month - Day
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Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act* (DESD Act) and the *Employment Insurance Act* for the purpose of filing a Notice of Appeal.

The Social Insurance Number (SIN) is collected under the authority of the *Employment Insurance Act* and in accordance with the Treasury Board Secretariat Directive on the SIN, which lists the *Employment Insurance Act* as an authorized user of the SIN. The SIN will be used as a file identifier.

Providing your personal information is voluntary, but refusal to provide the specified personal information may prevent the appeal from being properly filed.

The information you provide will be shared with all the parties to the appeal, including Employment and Social Development Canada (ESDC), and may also be shared with ESDC for the purpose of reporting.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the *DESD Act*, the *Employment Insurance Act*, the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, and correction of your personal information. It will be retained in Personal Information Bank PPU 150. Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following website address: <http://www.infosource.gc.ca/>

Info Source may also be accessed online at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: <https://www.priv.gc.ca/>

Instructions

Submitting Your Notice of Appeal

The Tribunal must receive your complete Notice of Appeal Form and the reconsideration decision from the Canada Employment Insurance Commission (the Commission) you are appealing within 30 days after the day on which you received the reconsideration decision.

You may submit these documents by mail, fax or email:

Mail

Social Security Tribunal of Canada
Attention: General Division – Employment Insurance (GD-EI)
PO Box 9812 Station T
Ottawa, ON K1G 6S3

Fax

1-855-814-4117 (toll free)

Email*

info.sst-tss@canada.gc.ca

Please submit only **one** copy of your Notice of Appeal form and reconsideration decision, and then wait for the Tribunal to send you an acknowledgement letter. If you send two or more copies of your documents, this may cause a delay in processing your appeal.

*Documents that contain a signature should be scanned if sent by email. Please note that email is not a secure form of communication. Any information contained in emails or in documents attached to emails, including personal information, could be intercepted, accessed or stored by third parties.

Questions?

Call the Tribunal between 7 a.m. and 7 p.m. Eastern Time (ET)
1-877-227-8577 (toll free from inside Canada or the United States)
1-613-437-1640 (collect call from outside Canada or the United States)
TTY 1-866-873-8381

Website

www.canada.ca/en/sst/

Deadline for Filing an Appeal

Deadline: within 30 days after the day on which you received the reconsideration decision.

Filing your “Notice of Appeal” form by mail?

The Tribunal must receive your “Notice of Appeal” form by the deadline date.

Filing your Notice of Appeal Form by fax?

The Tribunal must receive your “Notice of appeal” form before midnight of the deadline date, Eastern Time.

The Tribunal can register your appeal only when it has received a complete “Notice of Appeal” form and a copy of the reconsideration decision.

Your complete “Notice of Appeal” form and reconsideration decision must be received by the deadline. The Tribunal will contact you if required information is missing from the “Notice of Appeal” form or if you do not send a copy of the reconsideration decision. This could result in your appeal being late or not accepted. Submit a separate “Notice of Appeal” form for each reconsideration decision you are appealing. You may choose which reconsideration decision you are appealing if you received more than one.

If your appeal is late, it is up to a Tribunal member to decide if the appeal can still go forward.

Changes to Contact Information

Please always keep your contact information up-to-date. You **must** let the Tribunal know as soon as possible when your contact information changes. Call, email, or send a letter by mail to the Tribunal when, for example, you move or change your telephone number. If you do not keep your contact information up-to-date, it could result in the Tribunal being unable to reach you or send you important information. Your appeal could also proceed in your absence. Representatives should also keep their contact information up-to-date.

Record-Keeping

Please keep the originals of any documents you send to the Tribunal (for example: your completed “Notice of Appeal” Form and any other documents). Please also keep any letters or documents the Tribunal sends to you, in the order that you have received them, as they are numbered and the Tribunal will not send you other copies at a later date.

Parties to an appeal:

An appeal before the Tribunal involves at least two parties.

- The Appellant: the person who filed the appeal of the reconsideration decision
- The Respondent: the Canada Employment Insurance Commission (the Commission)

Other parties may be added to the appeal at a later date, because they have an interest in the outcome of the appeal. These parties are called “Added Parties” and they have the same rights as the Appellant and Respondent, which include the following rights:

- filing their own documents with the Tribunal
- participating at a hearing (if a hearing is scheduled)
- receiving copies of all documents associated with the appeal
- inquiring about the status of the appeal

Information About the “Notice of Appeal” Form

Use the “Notice of Appeal – Employment Insurance” form when you do not agree with a reconsideration decision regarding EI and want the Tribunal to look at all the facts again and make its own decision.

Section 2

Individuals must provide their Social Insurance Number (SIN).

Employers and businesses must provide their full business name and Canada Revenue Agency (CRA) business number. When the appeal concerns an individual, provide the name of the employee or former employee.

Section 3

Make sure your contact information is correct. The Tribunal will contact you using this information. You may miss important information about your appeal when your contact information is incomplete or inaccurate. Your appeal file may also be closed if the Tribunal is unable to contact you.

Section 4

Choose the official language in which you want the Tribunal to write to you: English or French.

Your appeal will be decided by a Tribunal member, with or without a hearing. The Tribunal member has the discretion to schedule a hearing and to decide the form of hearing. The nature of the documents filed by the parties may be relevant to the form of hearing that will be held, if a hearing is scheduled. You may also indicate if you prefer a certain form of hearing and include information to explain why.

If scheduled, a hearing will proceed orally or in writing.

Oral hearings include: teleconference, videoconference, in-person. Hearings in writing proceed by written questions (from Tribunal member) and answers (from parties).

You can choose English or French as the language you prefer for a hearing. If you cannot answer questions in English or French effectively during an oral hearing, indicate the language and any dialect you speak so that the Tribunal can provide you with an interpreter. The Tribunal provides an interpreter only for an oral hearing. Services of an interpreter at the oral hearing are not provided to facilitate your understanding of the documents that make up the appeal file. The interpreter will translate what is said for you and translate your answers. An interpreter does not provide advice about your appeal.

Information About the “Notice of Appeal” Form, continued

Section 5

You must include a copy of the reconsideration decision or of the letter stating a reconsideration decision will not be issued with your “Notice of Appeal” Form as your appeal will not be registered without it. Service Canada can provide you with a copy if you did not keep a copy of it. Look for the Service Canada office nearest you in the telephone directory, or go to www.canada.ca.

You must provide the date you received the reconsideration decision. If you do not remember the date check the box “I do not remember”. In this case, the Tribunal will normally consider the decision received ten (10) days after the date on the reconsideration decision.

The Tribunal must receive your complete “Notice of Appeal” form and a copy of the reconsideration decision by the deadline. The deadline is within 30 days after the day on which you received the reconsideration decision.

Late appeal: When your appeal is late, you **must** explain why. A Tribunal member will decide if your appeal will still move forward. You may use additional paper if you do not have enough space on the Form. Provide the following information to explain to the Tribunal member the reasons for the delay in filing your appeal:

- That you have a reasonable explanation as to why your appeal is late
- The steps you took that show that you were always planning to appeal (continued intention)
- The arguments you have to support your appeal and show that it has a chance of success
- Why allowing the late appeal is not unfair to the other party

You may also include documents that back-up your explanation. For example, a copy of a record of employment.

The Tribunal cannot accept an appeal filed more than one year after the day on which you received the reconsideration decision.

Section 6

Set out all the reasons why you do not agree with the reconsideration decision and be as specific as possible. You may use additional paper if you do not have enough space on the Form. Please provide as much detail as possible when describing why you do not agree with the reconsideration decision: explain why you think the reconsideration decision is wrong and why the Tribunal member should change it.

Section 7

Send the Tribunal photocopies of documents. Keep the originals in your own file.

Include with the form **copies** of any documents that support the reasons for your appeal.

Examples of documents that may support an appeal are:

- Pay stubs
- Record of employment
- Collective agreement
- Employment contract
- Bank statements
- Medical reports or certificates (for example : doctor's report or specialist's report)
- Proof of residence
- Any other helpful documents

Documents you submit to the Tribunal must be in either English or French.

When you want to submit a document written in another language for your appeal, complete these steps:

- Have the document translated into English or French
- Send a copy of the original document and the translated version to the Tribunal with this information:
 - Name of the translator
 - Contact information of translator (address, telephone number, email)
 - Statement from translator: I have translated this document to the best of my abilities and believe my translation to be complete and accurate.
 - Translator's signature and date.

The translator does not need to be a professional translator but you are responsible for the costs and its accuracy.

Information About the “Notice of Appeal” Form, continued**Section 8**

You must indicate if you will present your own appeal or if someone else will represent you. Your Representative may be a family member, friend, agency worker, lawyer, or another professional. If you have a Representative, Section 8 must be completed. It must be signed by your Representative in Section 9. Employers and businesses may be represented by a staff member.

When you choose to have a Representative act for you, you are giving the Tribunal permission to share your information and communicate directly with that person about your appeal.

The Tribunal will send information to your Representative and it will be up to your Representative to keep you informed. You are responsible for any costs associated with your Representative.

Changes in Representative: You must let the Tribunal know as soon as possible when you change your Representative, decide not to have a Representative any more, or decide to get a Representative. Call, email, or send a letter to the Tribunal right away. You may find the Authorization to Disclose Form, available on the Tribunal’s website, helpful.

Note that there are provincial rules about who may practice law, which Tribunal members may have to follow. You may wish to discuss this with your Representative and/or consult your provincial/territorial law society.

Section 10

By signing the “Notice of Appeal” form, you are saying that the information provided - in the Form and the documents you send in with the Form - is true to the best of your knowledge.