



CODE OF CONDUCT FOR REPRESENTATIVES AND APPLICANT DECLARATION TO THE SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM

All applicants and their representatives must read the Code of Conduct and sign the appropriate sections of this form. By appointing a representative, the applicant authorizes the representative to conduct business on their behalf with the SINP. The applicant also authorizes the SINP to provide information regarding their application to the representative.

The SINP will not process applications through, or communicate with a representative unless:

- (a) The representative reads, signs and agrees to abide by the Code of Conduct; and,
- (b) The applicant reads and understands the Code of Conduct, initials the first page and completes the declaration in Section C.
- (c) The application includes a duly signed *Code of Conduct for Representatives and Applicant Declaration Form*.

SECTION A: CODE OF CONDUCT FOR REPRESENTATIVES

As a representative (whether paid or unpaid), I have read and I understand and agree to abide by the following Code of Conduct:

1. Before being appointed as a representative of an applicant of the Saskatchewan Immigrant Nominee Program (SINP), I will advise the applicant and be satisfied that the applicant understands that:
 - a) I am acting as an independent agent and **not** as a representative of the Province of Saskatchewan or any of its ministries and agencies;
 - b) the SINP does not require the applicant to use my services and the applicant may contact the SINP directly even while represented by me;
 - c) the applicant has the right to cancel my appointment at any time and the applicant is required to immediately advise the SINP of such cancellation;
 - d) using my services will not result in any special consideration or priority processing of the applicant's SINP application;
 - e) SINP forms are available free of charge on the Government of Saskatchewan website and I cannot charge the applicant for those forms;
 - f) In Saskatchewan, by law, employers are responsible for any fees associated with the recruitment of workers; I will not, at any time, directly or indirectly collect such fees from the applicant; and,
 - g) the SINP requires that the applicant must have a genuine intention to settle (live and work/be an entrepreneur) in Saskatchewan.
2. I will refrain from stating or implying any special access to, or influence over the SINP.
3. I will provide all of my assistance/services to the applicant in a fair, honest, open, timely and competent manner and only with respect to matters that I am capable of handling.
4. I will forward to the applicant, all communications addressed to or for the applicant from the SINP without alteration or undue delay.
5. I will hold in strict confidence, all applicant information related to the SINP and will not divulge such information unless authorized by the applicant or required by law.
6. I will not knowingly submit or continue with an application on behalf of an applicant whom I have reason to believe does not intend to settle (live and work/be an entrepreneur) in Saskatchewan.
7. I will immediately and fully disclose to the applicant and the SINP, any personal, business or professional interests that may be in conflict with those of the applicant and the name of any potential applicant's employer for which I also act respecting this application.
8. I will provide truthful, accurate and complete information in all communication with the applicant and the SINP at all times.
9. I have advised the applicant not to make any false or inaccurate statement, or present any falsified document, which may mislead the SINP about the applicant's identity, background, qualifications, experience, or any other relevant matter.
10. I will not encourage applicants who do not have a reasonable chance of being eligible for nomination to apply to the SINP.
11. I will not engage in any unlawful activity in connection with this or any other application to the SINP and I will not collaborate with anyone who is engaged in any unlawful activity.
12. I will be personally accountable to the applicant and the SINP respecting all aspects of the application.
13. I will not behave or conduct myself in an inappropriate manner towards the SINP or any of its officials in an attempt to influence decisions regarding the applicant's application.
14. I will not provide advice or create false expectations which would lead the applicant to divest assets, quit their job or relocate without certainty of legal residence and right to work in Canada.

Applicant's Initials _____

Code of Conduct & Applicant Declaration

SECTION B: REPRESENTATIVE DECLARATION

Before a representative can conduct business on behalf an SINP applicant, the representative must complete this section.

- ☐ I am an UNPAID representative and I declare that I have not accepted any kind of fee, remuneration or reward directly or indirectly from the applicant in exchange for assisting the applicant in making this application, and I will not at any future time accept any such fee, remuneration or reward in connection with this application; OR
- ☐ I am a PAID representative and I declare that I am a member in good standing of the Canadian Society of Immigration Consultants (CSIC) or a Law Society in Canada or the *Chambre des notaires du Québec*. I shall, before being retained or accepting a retainer, disclose an itemized description of all fees, services and disbursements that I may charge the applicant.

I have read and understand and agree to abide by the terms and conditions contained in this Code of Conduct. I agree that the SINP has the authority to refuse to process applications through, or communicate with me, should the SINP determine that I have breached the terms of this Code of Conduct.

Representative's Full Name: _____

Company Name: _____

Street Address: _____

City/Town: _____ Zip/Postal Code: _____

Province/State: _____ Country: _____

Telephone No: _____ E mail Address: _____

Professional Association: _____ Membership No: _____

Representative's Signature

Date

SECTION C: APPLICANT DECLARATION

ALL applicants must complete this section whether or not they have appointed a representative.

Please check one of the following three options:

- ☐ I declare that I have appointed _____ (please provide name of individual) as my representative to conduct business on my behalf with the SINP. I further declare that my representative has explained to me and I clearly understand the code of conduct expected of my representative.
- ☐ I declare that I have not appointed a representative to conduct business on my behalf with the SINP; however I received advice or assistance from _____ (please provide name of individual or organization) in completing this SINP application.
- If you choose one of the above options, please check one of the following:
- ☐ I have paid/will pay the above-named individual for the service/assistance provided.
- ☐ I have not paid/will not pay the above-named individual for the service/assistance provided.
- ☐ I declare that I completed this SINP application on my own with no paid/unpaid assistance from anybody/organization and I have not appointed a representative to conduct business on my behalf with the SINP.

Applicant's Signature

Date

Spouse's Signature

Date

Please note that it is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If you have a representative and do not disclose the name of your representative to the SINP, your application may be refused. A representative who advises an applicant to provide false or misleading information is also breaking the law.