

Checklist for Work Permit Application – Intra-Company Transferee

工作许可申请审核表—跨国公司调派人员

Name: _____ (姓名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)		
	Yes/ 有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1.	Completed “Application for a Work Permit” (IMM 1295). If the applicant’s spouse or common-law partner and/or children are planning to accompany the applicant, they will need to complete their own application using the appropriate application form. 填写完整的“工作许可申请表”(IMM 1295)。如果申请人的配偶或普通法伴侣、及/或子女计划与之同行, 他们也需使用正确的申请表格填写完整其各自的申请信息。		
2.	Completed “Family Composition Information and Details of Education and Employment” form for the applicant, completed in English or French AND Chinese. 申请人完整填写“家属表和教育及就业细节表”, 请使用中英文或中法文填写。		
3.	Three (3) identical photos, colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of one photo in each set, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 申请人需递交三张相同的在最近六个月内拍摄的彩色或黑白照片, 背景为纯白色或浅色。相片外框大小为35毫米 X 45毫米。每张照片后面以拼音注明此人的姓名及出生日期(日/月/年)。		
4.	A valid passport. There must be one completely blank page other than the last page, available in the passport and the passport must be valid for at least six (6) months prior to travel 本人有效护照。护照须包含除最后一页外的至少一整页空白页、且必须在行程前至少六个月内有效。		
5.	Two (2) self-addressed adhesive labels with applicant’s current address in Chinese characters (no envelope). 两份用中文写有申请人现行住址的粘性贴纸(无需信封)。		
6.	The correct application processing fee paid in cash. Fee is non-refundable. 以现金支付正确的申请受理费。受理费不予退还。		
7.	“Use of a Representative” form (IMM5476E) if someone has assisted you in making this application. 如有第三方人士帮助你准备此次申请, 请填写代理人信息表(IMM5476E)。		

8.	<p>A notarized copy of applicant's No Criminal Activity Certificate. You must obtain a police certificate from each country or territory where you have lived for six consecutive months or longer since reaching the age of 18.</p> <p>无犯罪记录证明的公证件。申请人年满 18 岁后，若在中国以外某国家或地区曾连续居住六个月或以上、均必须从此国/地区获取警方无犯罪记录证明。</p>			
9.	<p>A copy of the employment contract signed by the applicant and the employer in Canada OR an original letter of offer with a detailed description of expected duties and length of employment.</p> <p>申请人和加方雇主签署的雇佣合同副本，或一份包含未来工作职责详述及雇佣期限的工作机会函原件。</p>			
10.	<p>The Labour Market Opinion provided by HRSDC OR Documentation explaining that applicant is applying to a Labour Market Opinion exempt occupation, specifying which exemption applicant is applying under OR an occupation that permits him/her to apply concurrently for a Labour market Opinion and a Work Permit.</p> <p>加拿大人力资源和社会发展部提供的劳务市场意见，或说明因何种情况免劳务市场意见正在申请之中的文件，或说明此职业允许劳务市场意见和工作许可同时进行申请的文件。</p>			
11.	<p>If the Labour Market Opinion provided by HRSDC indicates the need for membership in a professional association in Canada, please provide proof of this membership.</p> <p>如果加拿大人力资源和社会发展部提供的劳务市场意见中注明需要某专业社团的成员资质，请提供有关此资质证明。</p>			
12.	<p>An original letter of employment from applicant's current employer in China granting leave of absence, and including the following information: applicant's name, position and current salary. This letter must include employer's name and address in Chinese characters as well as telephone and fax number.</p> <p>在中国的现任雇主出具的准假雇佣信原件，并包括以下信息：申请人的姓名、职务和目前收入。此信必须包含用中文注明的雇主全称、地址，以及电话和传真号码。</p>			
13.	<p>All original occupational and professional certificates (e.g. Occupational Qualification Certificate), if relevant to employment in Canada.</p> <p>与在加工作相关的所有职业和专业证书原件(如职业资格证书)。</p>			
14.	<p>If working in Québec, evidence of a valid <i>Certificat d'acceptation du Québec</i> (CAQ).</p> <p>如在魁北克工作，请递交有效的魁北克省接收函(CAQ)。</p>			
15.	<p>A notarized copy of any college diploma, undergraduate degree or graduate degree granted, relevant to the position in Canada.</p> <p>与在加职位相关的所有已获得的学院学历、大学学位或硕士学位的公证件。</p>			

16.	Detailed letter of invitation outlining exact duties in Canada and specifying why applicant is required. 概述申请人在加具体职责以及详述为何需要此申请人的邀请信。			
17.	Proof of inviter's business' establishment in Canada including Notices of Assessment (issued by Canada Revenue Agency) for past two years, Articles of Incorporation, business licence and balance sheet. 邀请方公司在加情况证明，包括最近两年的税单（加拿大税务总局出具）、公司章程，营业执照以及资产负债表。			
18.	Description and supporting evidence of relationship between enterprise in Canada and enterprise in the PRC. 加拿大企业与中国企业之间关系的说明及相关证明。			

Please note/请注意:

All Documents in Chinese must be accompanied by an English or French translation.

所有中文文件必须附有英文或法文的翻译件。

The processing fee is non-refundable for any application that is withdrawn or refused.

任何撤销或被拒签的申请受理费用都不予退还。

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit

申请人已经确认她/他不提交其他文件

OR 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交请。

Application processing Fee (申请受理费)		NAME OF TRAVEL AGENT 代理名称:	
Logistic Fee (申请递送费)		ADDRESS 地址	
Courier Fee(If any) 快递费(如选)			
Other Fees (其他费用)		TEL 电话	

*The applicant/agent understands that the documents on the right side of the file will not be returned.

* 申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期:

Applicant's Signature (申请人签名)

SO	
DO	
DC	
SCAN	
QC	