



APPLICATION TO THE APPEAL DIVISION – INCOME SECURITY

Également disponible en français.

Complete, sign, and submit this application to the Appeal Division to:

- Appeal the General Division's summary dismissal of your appeal. In this case, the Tribunal must receive your application as soon as possible.
- OR**
- Apply for leave (permission) to appeal a General Division decision. In this case, the Tribunal must receive your application within **90 days** after the date you received the General Division decision. The Tribunal will decide whether leave to appeal is granted.

Please contact the Tribunal if you are not sure what type of decision the General Division sent to you.

You **must** provide the personal information below. This information is required by the Social Security Tribunal Regulations. Any documents you give us will be shared with other parties to your appeal. Our proceedings are open to the public (in most cases) and your final decision might be published online. If your decision is published, any reference to your identity will be removed.

If you have any questions about how to complete this form, call the Tribunal's toll-free line at 1-877-227-8577 (TTY: 1-866-873-8381), Monday-Friday between 7:00 a.m. and 7:00 p.m. Eastern Time.

1 – APPLICATION		
I am (please select only one):		
<input type="radio"/> appealing a General Division summary dismissal decision		
<input type="radio"/> appealing any other General Division decision		
2 – APPLICANT / CONTACT PERSON INFORMATION		
Tribunal File Number at General Division (begins with GP):		
The applicant is (please select only one):		
<input type="radio"/> an individual (fill out Section 3)		
<input type="radio"/> the Minister of Employment and Social Development Canada (go directly to Section 4)		
3 – CONTACT INFORMATION		
First name	Last name	
I authorize the Tribunal to correspond with me by email using the email address below. (If you do not authorize email communication, and then email us during the course of your appeal, we will continue to communicate with you by email.)		
<input type="radio"/> Yes → Email address:		
<input type="radio"/> No		
Home / Business address (No., Street, R.R.)	Apt. / Unit	City / Town
Province / Territory	Postal code	Country
Phone number (with area code)	Other phone number (with area code)	Fax number (with area code)
<input type="radio"/> I do not have a phone.		

4 – HEARING

If leave (permission) to appeal is granted, the Tribunal will decide whether there will be a hearing and the form of the hearing. Please indicate your preference:

- No preference
- Videoconference (at a Service Canada Centre)
- By phone
- In-person (at a Service Canada Centre)
- Written questions and answers
- On the record (the appeal will be decided based only on the information that has been submitted to the Tribunal)

Is there any reason for your preference? If you have selected an in-person hearing, please explain why the hearing cannot be held by videoconference. Provide details, including any accommodations that should be considered (e.g. wheelchair access):

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:

Specify your dialect or country of origin, if applicable:

5 – REASONS FOR YOUR APPEAL

An appeal to the Appeal Division is different than an appeal to the General Division. Leave (permission) to appeal to the Appeal Division must be granted before the General Division decision can be reviewed. However, if you are appealing a summary dismissal decision of the General Division, leave to appeal (permission) is not required. If leave to appeal is granted, the Appeal Division will determine whether an error was made and whether procedural fairness was respected. Note that parties **cannot** submit new evidence or reargue their case.

This section is about the grounds (reasons) for your appeal. Your appeal must be based on at least one of the following grounds (select one or more):

- The General Division failed to observe a principle of natural justice or otherwise acted beyond or refused to exercise its jurisdiction.** (For example, you submitted a medical report to the General Division, but the document was not included in the appeal file.)
- The General Division erred in law in its decision.** (For example, the General Division member based the decision on the wrong section of the applicable law.)
- The General Division based its decision on an important error regarding the facts in the appeal file.** (For example, the General Division member indicated that no medical report had been submitted by the appellant, when one had been submitted and was in the General Division appeal file.)

In the space below, give specific examples of how the General Division made at least one of these errors. Give as much detail as possible (attach extra pages if necessary).

6 – LATE APPLICATION FOR LEAVE (PERMISSION) TO APPEAL

The Tribunal must receive this complete and signed application within **90 days** after the date after you received the General Division decision (other than a summary dismissal decision). If your application is late, you **must** explain why, and the Tribunal will decide whether your late application can go forward. Note that the Tribunal cannot accept an appeal filed **more than one year** after the date you received the General Division decision.

Explain why your application is late. Attach extra pages if necessary.

Make sure to include:

- A reasonable explanation for why your appeal is late
- The steps you took that show you did not give up on your intention to appeal
- The arguments you have to support your appeal and show that it has a reasonable chance of success
- Why allowing the late appeal would not be unfair to the other party

7 – REPRESENTATIVE INFORMATION

You do not need to have a representative to file an appeal. If you choose to have a representative, you are responsible for any costs.

I am representing myself. (Go directly to Section 9.)

I am represented by:

- the same representative I had at the General Division. (Go directly to Section 9.)
- a new representative. (If so, complete this section with your representative's information and have your representative sign and date Section 8, then go to Section 9.)

First name	Last name
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Name of representative's company, law firm, association, or organization (if applicable)

I, the representative, authorize the Tribunal to correspond with me by email.

- Yes Email address:
- No
- I do not have email.

Address (No., Street, R.R.)	Apt. / Unit	City / Town
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Province / Territory	Postal code	Country
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Phone number (with area code)	Other phone number (with area code)	Fax number (with area code)
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I do not have a phone.

8 – DECLARATION AND SIGNATURE OF REPRESENTATIVE

I confirm that I represent the above party. As their representative, I understand that the Tribunal will normally communicate only with me and that I am responsible for providing the above party with all information related to their appeal.

Signature of representative:	Year - Month - Day
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9 – DECLARATION AND SIGNATURE OF APPLICANT

I declare that, to the best of my knowledge, all the information in this application and in any supporting documentation is true.

If you have 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 normally communicate only with my representative and that I will personally receive information only about the hearing and the final decision.

Signature of applicant:

Year - Month - Day

HOW TO SUBMIT THIS APPLICATION

Submit one copy of your completed and signed form, along with copies of any supporting documents by email, fax, or mail. Keep all your original documents.

Email

info.sst-tss@canada.gc.ca

Fax

1-855-814-4117 (toll free in Canada)

Mail

Social Security Tribunal of Canada
PO Box 9812 Station T
Ottawa ON K1G 6S3

QUESTIONS?

Email us at info.sst-tss@canada.gc.ca or call our toll-free line at 1-877-227-8577 (TTY: 1-866-873-8381). Or call collect from outside Canada or the United States at 1-613-437-1640.

Website

www.canada.ca/en/sst

TIPS

- ✓ The fastest way to send information to the Tribunal is by email.
- ✓ Send one completed and signed form for each decision you want to appeal.
- ✓ You must inform the Tribunal if your contact information changes. If the Tribunal cannot reach you, it may proceed in your absence or close your appeal file.
- ✓ Keep all letters or documents the Tribunal sends you. They are numbered for easy reference and may be needed at your hearing.
- ✓ If you change your representative, complete the [Appointment of a Representative and Authorization to Disclose form](#).