



Application to the Appeal Division – Employment Insurance

Également disponible en français

Fill out, sign, and submit this application to the Appeal Division if you want to apply for leave (permission) to appeal a General Division decision. We must receive your application within **30 days** from the date you received the General Division decision.

We will share any documents you give us with any other parties to your appeal.

A community organization might be able to help you with your appeal. Find organizations that can help on our website here: <https://www.sst-tss.gc.ca/en/your-appeal/help-other-people-or-organizations>

We publish final Appeal Division decisions online so that people can understand how the Tribunal works. When we publish the decision in your appeal, we will first remove any information that reveals your identity.

1 – The General Division decision you want to appeal
<p>Please provide <u>at least one</u> of the following:</p> <div><div>The Tribunal File Number at the General Division (begins with GE) is:</div><div>OR</div><div>The date of the General Division decision is:</div><div>OR</div><div>I am attaching a copy of the General Division decision</div></div>
<p>Please also provide the following information:</p> <div><div>I received the General Division decision on (Year - Month - Day):</div><div><div></div></div><div>or I don’t remember when I received it</div></div>

2 – Applicant / contact person information	
<div><div>The applicant is (please select only one):</div><div><div>an individual</div><div>an employer</div><div>the Canada Employment Insurance Commission</div></div></div>	
2A. Individual	2B. Employer
First name	Contact person’s first name
Last name	Contact person’s last name
<div><div>(Optional) How would you like us to refer to you? We’re asking because we want to communicate with you in a respectful way.</div><div><div>he/him</div><div>she/her</div><div>they/them</div><div>other (please specify):</div></div></div>	Full business name (if applicable)

3 – Contact information

Email address:

I don't have an email address.

I give the Tribunal permission to send me messages and documents about my file by email and I understand that the Tribunal isn't responsible for the privacy and security of email communication.

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)	
I don't have a phone		

4 – Reason(s) for getting permission to appeal

An appeal to the Appeal Division is different from an appeal to the General Division. You must first get permission to appeal to the Appeal Division. To get permission to appeal, you must raise an arguable case that the General Division made one of the mistakes below.

Explain in detail why you are appealing the decision of the General Division. Only the following reasons can be considered by the Appeal Division:

The General Division didn't follow procedural fairness. For example, the General Division relied on a document, but you didn't have a chance to see or comment on that document.

The General Division made an error of jurisdiction. For example, the General Division didn't decide something it had to decide, or it decided something it didn't have the power to decide.

The General Division made an error of law. For example, the General Division relied on the wrong section of the applicable law.

The General Division made an important error of fact. For example, the General Division found that you had stopped working for personal reasons without considering the reports that said that you had stopped working because you were sick.

You can find more information about the grounds of appeal on our website at EI Appeal Division:
<https://www.sst-tss.gc.ca/en/your-appeal/ei-appeal-division-your-reasons-appealing>

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).

5 — Hearing

If permission to appeal is granted, the Appeal Division will need to decide whether the General Division made a mistake and, if so, what should be done about it. The Appeal Division will consider the evidence that the General Division had when it made its decision. The Appeal Division won't hear from witnesses at a hearing. You can find more information about appeals to the Appeal Division on our website at <https://www.sst-tss.gc.ca/en/your-appeal/ei-appeal-division-second-level-appeal>

If you get permission to appeal, what kind of hearing would you prefer?

No preference

- By videoconference from your personal computer or mobile device (Connect to the videoconference from a location convenient to you such as your home or your representative's office. This option requires a high-speed internet connection.)
- By videoconference at a Service Canada Centre (You will travel to a Service Canada Centre near you and participate using their videoconference system. The Appeal Division member will join from a different location.)
- By phone (Call from a location convenient to you such as your home or your representative's office.)
- In person (Your hearing will take place at a Service Canada Centre near you. The Appeal Division member will be in the same room as you.)
- In writing (The Appeal Division member will make their decision based on the written arguments that the parties (including you) send in.)

You can find more information about hearings on our website at <https://www.sst-tss.gc.ca/en/your-appeal/ei-appeal-division-prepare-your-hearing>

Is there any reason for your preference?

6 – Language	
I want the hearing to be in: English French	Please write to me in: English French
I am not comfortable speaking either English or French. At a hearing, I will need an interpreter. (The Tribunal will get an interpreter for you.)	
The interpreter must speak this language:	My dialect or country of origin (if applicable):

7 – Alternate arrangements

Please tell us if you need any alternate arrangements for your appeal. We want to ensure that everyone can participate in our proceedings on an equal basis.

An alternate arrangement (or accommodation) is an arrangement to remove a barrier so you can participate fully in an appeal. We’ll accommodate you if you have needs related to a **disability** or any of the **other grounds** found in the [Canadian Human Rights Act](#). To request accommodation for a particular need, please contact us by phone, email, fax, or mail. All our contact information is at the end of this form.

You can find more information on our accommodation and accessibility policy on our website at www.sst-tss.gc.ca/en/decisions-laws-and-policies/alternate-arrangements-policy

8 – Late application for permission to appeal (if applicable)

We must receive this completed application within **30 days** from the date you received your General Division decision. If we receive your application after the 30 days, you **must** explain why it is late. The Appeal Division member will then decide whether your application can go forward. Note that we can’t accept an application filed **more than one year** from the date you received your General Division decision.

Explain why your application is late. Tell us why your explanation is reasonable. You may attach supporting documents.

9 - Representative information		
You don't need a representative. If you choose to have a representative, you are responsible for any costs.		
<div>I am represented by:</div> <div><div>myself (go to Section 10)</div><div>the same representative I had at the General Division (go to Section 10)</div><div>a new representative</div></div> <div>If you have a representative:</div> <div>The Tribunal will share all information about your appeal with your representative. The Tribunal will normally communicate only with your representative and you will personally receive information only about the hearing and the final decision.</div>		
<div>If you have a new representative, please indicate which category of representative and fill out their information below.</div> <div><div>Lawyer / legal clinic</div><div>Paralegal / notary</div><div>Advocacy group</div><div>Union representative</div><div>Family member / friend</div><div>Appeals Officer of the Canada Employment Insurance Commission</div><div>Other Please specify: _____</div></div>		
First name	Last name	
<div>(Optional) How would your representative like us to refer to them? We're asking because we want to communicate with them in a respectful way.</div> <div><div>he/him</div><div>she/her</div><div>they/them</div><div>other (please specify):</div></div>		
Name of company, law firm, association, or organization (if applicable)		
<div>I have confirmed with my representative that they want the Tribunal to send them correspondence and documents by email.</div> <div><div>Yes → Email address: _____</div><div>No</div></div>		
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)	
10 - Signature of applicant		
		Year - Month - Day

How to submit this application
Fill out, sign, and send us one copy of this form by email, fax, or mail.
Email: info.sst-tss@canada.gc.ca
Fax: 1-855-814-4117 (toll-free in Canada and the United States) 1-613-941-5121 (long distance charges may apply)
Mail: Social Security Tribunal of Canada PO Box 9812 Station T Ottawa ONK1G 6S3

Questions?
Email us at info.sst-tss@canada.gc.ca or call us at 1-877-227-8577 (toll-free in Canada or the United States) or 1-613-437-1640 (from outside Canada and the United States – long distance charges may apply).
TTY – for those who are deaf or hard of hearing: 1-866-873-8381 (toll-free in Canada and the United States) or 1-613-948-8181 (from outside Canada and the United States – long distance charges may apply).
You can call us from 7:00 a.m. to 7:00 p.m. Eastern Time – Monday to Friday. Please leave a message if we can’t answer the phone and we’ll call you back.
Website: www.sst-tss.gc.ca/en

Privacy
We understand that parties may have privacy concerns. We try to respect those concerns. At the same time, the law requires us to be open about the Tribunal’s work. Learn more about how we balance open justice and privacy by reading our open justice and privacy statement on our website here: www.sst-tss.gc.ca/en/decisions-laws-and-policies/open-justice-and-privacy

Tips
<ul style="list-style-type: none">▶ Email is the fastest way to send us information.▶ You must tell us if your contact information changes. If we can’t reach you, we may proceed in your absence.▶ Keep all letters and documents the Tribunal sends you. They are numbered for easy reference. If a hearing is held, you will need these documents at your hearing.▶ If you change your representative, tell us right away.▶ Everything you send us must be in either English or French. If you need information about translation, visit our website here: www.sst-tss.gc.ca/en/your-appeal/interpreters-and-translation