



Rural Community Immigration Pilot

# Employer Designation Additional Information Form

## RCIP – Additional Employer Information

Introduction: This form is designed to collect additional information from employers applying under the Rural Immigration Pilot (RCIP) program. The information provided will help assess business stability, workforce composition, fraud prevention, program integrity and the ability to support ongoing employment. All data collected is confidential and used solely for the purposes of program assessment.

**Employer/Business Name:**

**Business Address (Steinbach):**

**Date:**

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### Employer Details

1. Most recent gross revenue:  
\$
2. Revenue trend:  
 Increased from last year  
 Stable or same as last year  
 Decreased from last year
3. Is this business in receivership or bankruptcy or are you considering either:  
 Yes  No
4. Average length of employment for positions in your company in the last 5 years:
5. Reason for recent turnover:
6. Total number of staff on payroll: \_\_\_\_\_  
Total annual payroll (approximate range):  
 \$100K  \$150–300K  \$500K–\$1M  \$1M+
7. Payroll history in last 5 years:  
 Consistently processed on time, with rare exceptions that were promptly addressed.  
 Generally issued on schedule, with infrequent and minor delays.  
 Strong record of timely payroll processing, with any occasional variances quickly resolved.

### Required Documents to Be Uploaded With This Form

- Written workplace safety & Health Policy (if applicable)
  - MB WCB Clearance Letter
  - MB WCB Annual Rate Notification
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### Documents That May Be Requested

Only provide the following documents if requested by the Steinbach RCIP Coordinator.

1. Tax records or payroll Summaries:  
Purpose: To demonstrate 2+ years of active business operation under the same management.
    - Tax records
    - Payroll summaries
  2. Proof of business registration:  
Purpose: to verify the legal status of the business.  
Steinbach RCIP may request one or more of the following documents:
    - Business Number / GST Registration (CRA)
    - Certificate of Incorporation
    - Business name registration (Sole Proprietorship / Partnership)
    - Corporate registry summary / Company Profile
    - Articles of Incorporation
    - Most recent Annual Return Filing Receipt
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### Acknowledgement of Current RCIP Priorities & Policies

**Check the boxes to agree and acknowledge current SED RCIP priorities & policies:**

- I agree to a site visit to meet the owner and/or representative on site and tour of the organization.
- I understand that the Steinbach Economic Development (SED) may conduct audits to ensure compliance.
- I understand that the foreign nationals' immigration status may be tied to their employment until they receive permanent residency. I commit to not exploiting or abusing this situation by threatening or imposing unfair working conditions, including withholding wages, forcing employees to work under duress, or leveraging their immigration status for personal or professional gain.
- I agree to an exit visit, should the candidate withdraw a recommendation or if employment is terminated by the business.

- I confirm that the business is willing and able to train Canadian citizens or permanent residents and will not rely solely on immigration for hiring.
- If hiring from abroad, I confirm that the foreign national, if hired, does not replace or displace current employees.
- I acknowledge that I understand that neither employer approval nor position approval:
  - Guarantees a recommendation or endorsement spot.
  - Guarantees a recommendation or endorsement for a candidate.
  - A recommendation or endorsement does not guarantee permanent residency or work permit approval by IRCC.
- The business agrees to:
  - Notify SED, to the best of the company's ability, of the following key milestones: the date the candidate arrives in Manitoba, their first day on the job, and if applicable, the date they are no longer employed with the company.
  - If hiring from abroad, to vet the candidate's work experience.
  - An exit visit with SED if a candidate chooses to withdraw their recommendation.
- I acknowledge that SED may decline this application or withdraw an approval if:
  - I have submitted any false statements or concealed a relevant or significant fact, constituting misrepresentation. SED is obligated to report any infractions or concerns to IRCC. This may result in legal repercussions.
  - I received any form of compensation to employ a candidate.
  - I intentionally select a candidate who does not meet the required qualifications for the job, to facilitate their immigration process.
  - A job offer submitted by the business is an "employment of convenience"; where an employer and a foreign national enter a job arrangement primarily to facilitate the foreign national's immigration to Canada rather than a genuine employment need.
  - The employment does not meet provincial employment and wage standards.
  - There is evidence of harassment, discrimination, or abuse related to the employee's immigration status being tied to the employer, or if the work environment is found to be unsafe or exploitative.
  - For reasons, other than the preceding statements, that do not align with the purpose and intent of the program.

**Note:** If two individuals will sign below, second signer must sign first; document will lock after business owner signs.

**Business Owner Name:**

**Business Owner Signature:**

**Name of Authorized Signing Officer (if different from above):**

**Signature of Authorized Signing Officer:**

**Title:**