



## Application to the Appeal Division – Income Security

Fill out this form if you want to apply for leave (permission) to appeal a Social Security Tribunal (SST) General Division decision. The Appeal Division must receive your application within 90 days from the date you received the General Division decision.

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

### 1 – The decision you want to appeal

Please provide at least **one** of the following:

SST file number at the General Division (begins with GP):

The date of the General Division decision:

I am including a copy of the General Division decision

### 2 – When you received your decision

The date you received your decision could affect the date when your application is due.

I received my General Division decision on:

Or

I don't remember

### 3 – Applicant information

The applicant is (please select only one):

an individual

the Minister of Employment and Social Development Canada

First name

Last name

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	Email
Optional: How would you like us to refer to you? We're asking because we want to communicate with you in a respectful way. he/him      she/her      they/them      other (please specify): _____	

<b>4 – Reason(s) for getting permission to appeal (your arguments)</b>
An appeal to the Appeal Division is different from an appeal to the General Division. First, you'll need to get permission to appeal from the Appeal Division. To get permission to appeal, you must either: <ul style="list-style-type: none"> <li>• raise an arguable case that the General Division made a mistake in deciding the appeal, or</li> <li>• provide evidence that the General Division didn't have.</li> </ul>
Explain why you should get permission to appeal the General Division decision: <p>I think there is an arguable case that the General Division made a mistake in deciding the appeal:</p> <ul style="list-style-type: none"> <li>The General Division proceeded in a way that was unfair</li> <li>The General Division acted beyond its powers or refused to exercise those powers</li> <li>The General Division interpreted or applied the law incorrectly</li> <li>The General Division got the facts wrong</li> </ul> <p>Give specific examples of the General Division's mistake. Give as much detail as possible. Use the space below. You can attach extra pages if necessary.</p>

I have evidence that the General Division didn't have.

Explain the evidence that the General Division didn't have. Use the space below. You can attach documents to this application.

### **5 – Documents to support your appeal**

We'll add all the documents from your General Division appeal file to your Appeal Division appeal file. If you get permission to appeal, you'll have time to submit additional evidence. If you don't expect to submit additional documents later, please check the box below.

I don't plan on submitting more documents (other than those sent with this form)

If there's going to be a delay before you can submit your additional documents, please check the box below.

I won't be able to submit my new documents until: \_\_\_\_\_

## 6 – Hearing

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

### No preference

### By videoconference from your computer or mobile device

Connect to the videoconference from a location convenient to you, like your home or your representative's office. You'll need a high-speed internet connection.

### By videoconference at a Service Canada Centre

You'll travel to a Service Canada Centre near you and attend using their videoconference system. The Appeal Division member will join from a different location.

### By phone

Call from a location convenient to you, like 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. This means there won't be an oral hearing, and you won't be able to speak directly to the member.

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

## 7 – Language

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

## 8 – Accommodation

Tell us if you need an accommodation for your appeal. We want to make sure everyone can participate in appeals on an equal basis. An 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*. Learn more at <https://laws-lois.justice.gc.ca/eng/acts/h-6/>.

To ask for an accommodation for a particular need, contact us by phone, email, fax, or mail. Our contact information is in the “Contact us” section of this form.

You can find our accessibility and accommodation policy on our website at <https://www.sst-tss.gc.ca/en/decisions-laws-rules-and-policies/accessibility-and-accommodation-policy>.

## 9 – Late application for permission to appeal (if applicable)

We must receive this completed application within **90 days** from the date you received your General Division decision. If we receive your application after the **90 days**, you **must** explain why it's late. The Appeal Division member will then decide whether your application can go forward. The Appeal Division can't accept an application filed **more than 1 year** from the date you received your General Division decision.

- If your appeal is late, explain why. Tell us why your explanation is reasonable.
- Include supporting documents, if needed.

## 10 – Representative information

You don't need a representative. If you choose to have one, you're responsible for any costs.

I'm represented by:

myself (go to Section 11)

the same representative I had at the General Division (go to Section 11)

a new representative

### If you have a representative:

We'll share all the information about your appeal with your representative. Normally, we'll communicate only with your representative. But we'll send information about the hearing and the final decision to both you and your representative.

If you have a representative, choose their category and fill out their information below.

Lawyer / legal clinic

Paralegal / notary

Advocacy group

Union representative

Family member / friend

Representative of the Minister of Employment and Social Development Canada

Other Please specify: \_\_\_\_\_

First name

Last name

Name of company, law firm, association, or organization (if applicable)

Address (No., Street, R.R.)

Apt. / Unit

City / Town

Province / Territory

Postal code

Country

Phone number (with area code)

Email

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.

he/him    she/her    they/them    other (please specify): \_\_\_\_\_

## 11 – Ways to communicate about your appeal

- Online document exchange portal: This is the most secure way to send and receive documents about your appeal. Make sure your email on the document exchange portal matches the email on this application form.
- Email: We'll email appeal documents to you or your representative. Sending personal information by email may not be secure. If you choose to use email, you accept the risks involved.
- Regular mail: We'll send you all documents by regular mail.

### Appellant's communication preference

Select one

I've registered for the online document exchange portal and want to communicate using the portal.

I plan to register for the online document exchange portal. Until I'm registered, I want to communicate using the email I provided.

I want to communicate using the email I provided.

I want to communicate using regular mail.

### Representative's communication preference

Select one

My representative has registered for the online document exchange portal and wants to communicate using the portal.

My representative plans to register for the online document exchange portal. Until they're registered, they want to communicate using the email provided.

My representative wants to communicate using the email provided.

My representative wants to communicate using regular mail.

## 12 – Appellant's signature

Year - Month - Day

## Important

- Tell us if your contact information changes. If we can't reach you, we may proceed without you.
- If you change your representative or decide to represent yourself, tell us right away.
- Everything you send us must be in either English or French. If you need information about translation, visit our website at [www.sst-tss.gc.ca/en/your-appeal/interpreters-and-translation](http://www.sst-tss.gc.ca/en/your-appeal/interpreters-and-translation).
- We'll share what you send in with any other parties to your appeal.
- If we publish the decision in your appeal, we'll remove any information that reveals your identity.
- Learn about how we balance your privacy with open justice: <https://www.sst-tss.gc.ca/en/decisions-laws-rules-and-policies/open-justice-and-privacy>.

## Contact us

**Email:** [info.sst-tss@canada.gc.ca](mailto:info.sst-tss@canada.gc.ca)

**Phone:**

- 1-877-227-8577 (toll-free in Canada and the United States)
- 1-613-437-1640 (from outside Canada and the United States – long-distance charges may apply)

**TTY** – If you're deaf or hard of hearing:

- 1-866-873-8381 (toll-free in Canada and the United States)
- 1-613-948-8181 (from outside Canada and the United States – long-distance charges may apply)

Our regular business hours are from 7:00 a.m. to 7:00 p.m. Eastern Time, Monday to Friday.

**Website:** [www.sst-tss.gc.ca/en](http://www.sst-tss.gc.ca/en)