



## Notice of Appeal – Employment Insurance – Appeal Division

Fill out this form if you want to appeal an Employment Insurance (EI) decision from the General Division at the Social Security Tribunal (SST) or from the Board of Appeal. We must receive your form within **30 days** from the date you received the 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>.**

<b>1 – The decision you want to appeal</b>	
<b>General Division decision</b>	<b>Board of Appeal decision</b>
Please provide <b>at least one</b> of the following: SST file number at the General Division (begins with GE): The date of the General Division decision:  I am including a copy of the General Division decision	Include a copy of the Board’s decision with this form.

<b>2 – When you received your decision</b>
The date you received your decision could affect the date your Notice of Appeal is due.
I received the decision on _____ Or I don’t remember

<b>3 – Appellant information</b>	
You are (please select only one): an individual (fill out section 3A) an employer (fill out section 3B) the Canada Employment Insurance Commission	
<b>3A. Individual</b>	<b>3B. Employer</b>
First name	Full business name (if applicable)
Last name	Canada Revenue Agency business number

Social Insurance Number (SIN) – we collect your SIN as a way of confirming your identity	Contact person’s first and last name
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 – Contact information</b>		
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	Email	

<b>5 – Other parties</b>	
If your (former) employer or employee was a party at the Board of Appeal, tell us their name and contact information (if available).	
Name of company (if applicable)	
First name	Last name
Contact information	

## **6 – Reason(s) for your appeal (your arguments)**

Why are you appealing the decision from the General Division or the Board of Appeal? Tell us what mistakes were made. Use the space below. You can include extra pages if necessary. We'll ask for more details about your arguments later.

## 7 – Hearing

Your Appeal Division hearing will be different from the one you had at the General Division or Board of Appeal. Generally, the Appeal Division won't hear from witnesses or accept any other new evidence. Instead, it considers the evidence that the General Division or Board of Appeal had when it made its decision.

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>.

## 8 – 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):

## 9 – 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>.

## 10 – Late appeal (if applicable)

We must receive this completed form within **30 days** from the date you received your General Division decision or Board of Appeal decision. If we receive it after the **30 days**, you **must** explain why it's late. The Appeal Division member will then decide whether to give you more time to appeal. The Appeal Division can't accept an appeal filed **more than 1 year** from the date you received your decision.

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

**11 – Questions of constitutional law, including the Charter  
(required only if you’re appealing a Board of Appeal decision)**

The law doesn’t allow the Board of Appeal to consider questions of constitutional law, including ones involving the Canadian Charter of Rights and Freedoms (Charter). Instead, those questions are decided by the Appeal Division.

If your appeal includes a question of constitutional law, tell us as soon as possible because it will change the process for your appeal. **In these cases, the Appeal Division can consider evidence that wasn’t presented to the Board of Appeal.** As a result, the appeal process has more steps and can take much longer.

If you’re arguing that one of the following laws violated your Charter rights, give us the specific section(s).

*Employment Insurance Act*, section(s) \_\_\_\_\_

*Employment Insurance Regulations*, section(s) \_\_\_\_\_

Another law or regulation (be specific) \_\_\_\_\_

Tell us which Charter rights or freedoms you’re relying on, if any. Be specific. Give us section numbers if you can. You can read about the Charter to see the rights and freedoms that it protects at <https://www.canada.ca/en/canadian-heritage/services/how-rights-protected/guide-canadian-charter-rights-freedoms.html>.

## 12 – Representative information

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

Do you have a representative?

Yes      No (go to Section 13)

### 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

Appeals Officer of the Canada Employment Insurance Commission

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): \_\_\_\_\_

### 13 – 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've 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.

### 14 – 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.
- We'll share what you send in with any other parties to your appeal.
- 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 <https://www.sst-tss.gc.ca/en/your-appeal/interpreters-and-translation>.
- If we publish the decision in your appeal, we'll remove any information that reveals your identity.
- Learn 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)