

Signing Officers, Delegated Contacts and Portal Users Atlantic Immigration Program (AIP)

To ensure the effective submission and management of AIP applications, it is essential to understand the roles and responsibilities of the key individuals involved. There are three primary roles: **signing officers, delegated contacts, and portal users**. Each role plays a vital part in the application process and can be appointed or removed by the employer using the appropriate sections of the AIP 60 Form.

It is crucial to follow the specified procedures when updating the roles of signing officers, contacts, and portal users. Do not make changes in the portal independently, as this may result in processing delays.

The AIP 60 Form must be completed and signed by a corporate director who can be verified through the Registry of Joint Stock Companies. This does not include recognized agents. If the form is not emailed to our branch by a corporate director, ensure they are copied on the email.

Signing Officers

- I am:** appointing a signing officer – **Complete Section A on page 2, Section B on page 2 and Section H on page 5**
- cancelling the appointment of a signing officer – **Complete Section A on page 2, Section C on page 3 and Section H on page 5**

Delegated Contact

- I am:** appointing a delegated contact – **Complete Section A on page 2, Section D on page 3 and Section H on page 5**
- cancelling the appointment of a delegated contact – **Completer Section A on page 2, Section E on page 3 and Section H on page 5**

Portal Users

- I am:** appointing a portal user – **Complete Section A on page 2, Section F on page 4 and Section H on page 5**
- cancelling the appointment of a portal user - **Complete Section A on page 2, Section G on page 4 and Section H on page 5**

Section A – Employer Information

Business owner listed in the Nova Scotia Registry of Joint Stock Companies

First name: _____

Last name: _____

Position within company: _____

Phone: _____

Email: _____

Company legal name:

AIP Designation number (**AIP-202X-DXXXXX**): _____

Signing Officers

The signing officer is actively involved in the day-to-day management of the company and oversees all associated responsibilities under the AIP.

The signing officer is registered in our program as an individual who **CAN** sign binding documents (such as job offers, IMM0157, Employer Declaration, Endorsement Agreement) on behalf of the employer for the purposes of the AIP.

Our branch will contact signing officers directly if additional information is required while assessing the application unless a delegated contact has been indicated.

Section B – Appointment of a Signing Officer

- **I authorize** the following individual to, on behalf of the business listed in Section A, correspond with Labour, Skills and Immigration – Immigration and Population Growth branch and sign binding documents relating to designation and endorsement applications under the AIP.

Signing officer's first name: _____

Signing officer's last name: _____

Signing officer's job title: _____

Signing officer's email address:

Signing officer's phone number:

Section C – Cancel the Appointment of a Signing Officer

- ***I withdraw my authorization*** for the following individual to, on behalf of the business listed in Section A, correspond with Labour, Skills and Immigration – Immigration and Population Growth branch and sign binding documents relating to designation and endorsement applications under the AIP.

Signing officer’s first name: _____

Signing officer’s last name: _____

Delegated Contact

The delegated contact is authorized to send and receive communications regarding applications and the company’s use of the AIP.

The delegated contact is **NOT** authorized to sign any documentation on behalf of the employer.

The delegated contact is an employee of the organization, officially appointed by the employer.

The delegated contact must comply with all relevant legal and regulatory requirements.

Section D – Appointment of a Delegated Contact

- ***I authorize*** the following individual to, on behalf of the business listed in Section A, correspond with Labour, Skills and Immigration – Immigration and Population Growth branch regarding designation and endorsement applications under the AIP.

Delegated contact’s first name: _____

Delegated contact’s last name: _____

Delegated contact’s job title: _____

Delegated contact’s email address: _____

Delegated contact’s phone number: _____

Section E – Cancel the Appointment of a Delegated Contact

- ***I withdraw my authorization*** for the following individual to, on behalf of the business listed in Section A, correspond with Labour, Skills and Immigration – Immigration and Population Growth branch regarding designation and endorsement applications under the AIP.

Delegated contact’s first name: _____

Delegated contact’s last name: _____

Portal Users

The business owner controls their AIP Online portal account. **Access credentials must be securely managed. Password sharing is not encouraged.**

Portal users are able to view and, prior to submission, edit all of the employer's designation and endorsement applications.

A portal user is an individual who is authorized to access the AIP Online portal account and may be a signing officer, delegated contact, employee of the organization or authorized employer representative. It is the employer's responsibility to ensure appropriate AIP portal access.

An authorized representative who wishes to represent an employer in the AIP must be a member in good standing of the College of Immigration and Citizenship Consultants (CICC) or of a Canadian law society.

To appoint an authorized representative, the employer must provide a completed and signed AIP 50 form. This form can be found on our website here: <https://liveinnovascotia.com/atlantic-immigration-program>

The appointed signing officer or delegated contact must be an employee and comply with all relevant legal and regulatory requirements regarding the use of the AIP portal.

Section F – Appointment of a Portal User

- ***I authorize*** the following individual to, on behalf of the business listed in Section A, access the company's AIP application portal, to enter application information during the submission process, and to upload documents as required.

Portal user's first name: _____

Portal user's last name: _____

Portal user's My NS Account username: _____

Email address associated with username: _____

Section G – Cancel the Appointment of a Portal User

- ***I withdraw my authorization*** for the following individual to, on behalf of the business listed in Section A, access the company's AIP application portal, to enter application information during the submission process, and to upload documents as required.

Portal user's first name: _____

Portal user's last name: _____

Portal user's My NS Account username: _____

Email address associated with username: _____

Section H – Your Declaration

Please ensure the signature provided below is a wet signature (in ink). Electronic signatures and digitally signed signatures are not accepted.

- ***I declare*** that the information I have given is truthful, complete and correct.
- ***I understand*** all the previous statements, having asked for and obtained an explanation for every point that was not clear to me.

Name of Employer: _____

Signature of Employer: _____

Date (dd/mm/year): _____