



Request for Administrative Review Scientific Research & Experimental Development (SR&ED) Program

When and how to use this form:

You can use this form only after you receive the proposal letter for the claim for which you want to request an administrative review. This will ensure that you have all the information you need to present your case.

You must complete **all** sections of this form. In section 2 of the form, do not enter statements such as "See attached". Send your completed form and any other useful documents to the address below. We recommend that you obtain delivery confirmation.

National SR&ED Administrative Review Intake Centre

427 Laurier Street
Enterprise Building, 13th Floor
Ottawa ON K1A 0L5

To help you understand the SR&ED administrative review process, see Guidelines for Resolving Claimant's SR&ED Concerns.

Section 1 – Identification

Claimant's name						Business number											
Tax year		From		Year		Month		Day		to		Year		Month		Day	
Mailing Address (Apt No. – Street No., Street name, PO Box, RR)																	
City										Province/State				Postal or ZIP code			
Country (if outside Canada)																	
Contact name									Position in the company								
Daytime telephone number									Alternate telephone number								

Section 2 – Reason for requesting an administrative review

2.1 Select the primary reason:

Due Process – I was not given an opportunity to present all of my information / the review team (research and technology advisor and financial reviewer) has not considered all of the information I have submitted.

Communications – I do not understand the decision(s) made about my claim.

Eligibility – The eligibility of work and/or financial determinations made about my claim are not consistent with the current CRA policies and legislation.

2.2 Please describe the nature of your concern in detail, including any errors or omissions on the part of the Canada Revenue Agency.

2.3 When did you first bring your concern to the review team? What did they say and/or do about your concern?

2.4 When did you bring your concern to a manager (Research and Technology Manager or Financial Review Manager)? What did they say and/or do about your concern?

Section 3 – Certification

I certify that the information provided on this form and on all documents attached is true, correct and complete.

Name Signature Date (yyyy-mm-dd)

Privacy Notice
We collect your personal information under the authority of section 220 of the Income Tax Act for the purpose of responding to your request for an administrative review and to resolve concerns related to your SR&ED claim(s). If you do not provide us your information, we cannot process your request.
Personal information is described in Scientific Research and Experimental Development CRA PPU 441 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. If you are not satisfied with our handling of your information, you can complain to the Office of the Privacy Commissioner of Canada.