



DOCUMENT CHECKLIST - Sponsorship Agreement Holders (SAH)

COMPLETION CHECKLIST:

	Prior to submitting your application to, RASOPSR-PPPROSRA.IRCC@cic.gc.ca, please review your application to ensure that:
<input type="checkbox"/>	You provided complete and detailed answers to all questions in the application form, in accordance with the Sponsorship Agreement Holder Instruction Guide [IMM 0108], and signed the form.
	<p>You have attached the following mandatory documents:</p> <p><input type="checkbox"/> 1. Articles of incorporation (a copy of the certificate issued in Canada by a provincial entity or a federal agency indicating the incorporation has been in effect for at least 2 years). If you are unsure whether your document is acceptable, please check with RSTP at etraining@rstp.ca.</p> <p><input type="checkbox"/> 2. Financial statements for the most recently completed financial year available, dated within 18 months of the form submission date, and audited by a Chartered Professional Accountant that meets the relevant licensing requirements to conduct audits in the province in which the SAH organization is based.</p> <p><input type="checkbox"/> 3. A certificate of training issued by the Refugee Sponsorship Training Program for the organization's president or equivalent, main contact and each organization representative that will have the signing authority to submit sponsorship undertakings.</p> <p><input type="checkbox"/> 4. A signed Sponsor Assessment Form (IMM 5492) for President or equivalent, Main Contact, and each organization representative that will have the signing authority to submit Sponsorship Undertakings. Please refer to footnote 3 for additional details.</p> <p><input type="checkbox"/> 5. Proof of citizenship, Registered Indian or Permanent Residence status for the organization's president, main contact, and any organization representative that will have the signing authority to submit sponsorship undertakings.</p> <p><input type="checkbox"/> 6. Criminal record check (non-vulnerable sector check) issued within 6 months of application submission for the organization's President or equivalent, main contact, and any organization representative that will have signing authority to submit sponsorship undertakings.</p> <p><input type="checkbox"/> You confirmed your understanding of the SAH responsibilities and principles as described in Section F of the SAH application form.</p>

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