

# MPNP Code of Conduct



For immigration representatives of applicants to the Manitoba Provincial Nominee Program

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Manitoba Education and Training requires that all immigration representatives (individual representatives who receive a fee) who act on behalf of applicants under the Manitoba Provincial Nominee Program agree to abide by the following principles of professional conduct.

All immigration representatives who wish to represent an applicant to the Manitoba Provincial Nominee Program must be members in good standing of the Immigration Consultants of Canada Regulatory Council or of a Canadian law society and must comply with the following minimum standards:

- To indicate at all times and in all materials that they act as independent agents and do not represent in any way the Province of Manitoba or any of its departments (including Manitoba Education and Training) or agencies
- To advise all potential clients that applying to the Manitoba Provincial Nominee Program does not require them to use the services of an immigration representative, with this information to be provided to the client at the first contact or the earliest possible opportunity and again prior to the client signing the contract with the immigration representative
- To advise all clients that they are free to communicate directly with the Manitoba Provincial Nominee Program on their own behalf even while represented by the immigration representative
- To advise and accept assignments for only those services which the immigration representative is capable of providing and from which the immigration representative reasonably believes there will be real benefits to the client
- To disclose to the province the fact they are representing their clients and to relay all correspondence from the province pertaining to a client's file directly to the client without modification or undue delay
- To act responsibly, with due diligence and in a timely manner in the handling of their clients' cases
- Not to sign, submit or otherwise be associated with any application letter, report or other document provided by or submitted with respect to a client, which contains false or misleading information
- Not to engage in any unlawful activity personally on behalf of the client
- Not to work or collaborate in any way with others who are engage in any unlawful activity
- To hold in strict confidence all information acquired in the course of the professional relationship concerning the affairs of their clients and not to divulge any such information unless authorized by their client or required to do so by the Manitoba Provincial Nominee Program or by law
- To take care to avoid conflicts of interest, and upon becoming aware of the existence of a conflict to fully disclose at the earliest possible opportunity the existence and circumstances of the conflict to the client and to the Province of Manitoba if the conflict in any way relates to the Manitoba Provincial Nominee Program
- Not to allow any outside business or professional interests jeopardize their professional integrity, independence or competence as an immigration representative
- To provide clients with completed and accurate information regarding the Manitoba Provincial Nominee Program and all other matters pertaining to their clients' interest in immigration
- To advise their clients of the requirements that applicants under the Manitoba Provincial Nominee Program have a bona fide intent to reside and work or do business in Manitoba and not to knowingly submit or continue with Manitoba Provincial Nominee Program applications on behalf of clients who do not possess this bona fide intent
- To be truthful in all forms of communications and media, and to refrain from misleading statements, exaggerations or innuendo (ex: The Province of Manitoba does not have any special or preferential arrangements with any immigration representative or lawyer. Therefore an immigration representative cannot guarantee acceptance under the Manitoba Provincial Nominee Program, or immigration status or citizenship. Similarly, an immigration representative should not claim to have a special relationship or arrangement with or connection to Manitoba Education and Training or to the Province of Manitoba which implies preferential treatment etc.)
- Not to undertake to act for, charge or accept any fee that is not fully disclosed, fair and reasonable

**APPLICANT INITIALS** \_\_\_\_\_

# Representative declaration

I, \_\_\_\_\_ of \_\_\_\_\_  
Immigration representative – full name Name of firm organization (if applicable)

hereby confirm that I am familiar with the contents of the MPNP Code of Conduct and understand the described standards expected of my services as an immigration representative. I acknowledge that I will comply with the code in providing assistance to the Manitoba Provincial Nominee Program applicant named below.

Applicant – full name: \_\_\_\_\_

Representative mailing address and contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Work provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Immigration representative

\_\_\_\_\_  
Signature witness

\_\_\_\_\_  
Date

I am a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC) or of a Canadian law society and, as required, I have included proof of this membership with this application.

Yes: \_\_\_\_\_ No: \_\_\_\_\_ ICCRC number: \_\_\_\_\_

# Applicant declaration

I, \_\_\_\_\_  
Applicant – full name

hereby confirm that I am familiar with the contents of this code of conduct and understand that it describes the standards expected of any immigration representative who I have engaged to assist me in preparing my application for the Manitoba Provincial Nominee Program.

I have paid or will pay the individual named below in connection with the preparation of my application:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Work provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Applicant

\_\_\_\_\_  
Signature witness

\_\_\_\_\_  
Date