

# Application for Employment Insurance benefits online

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## Confirmation and Information

Thank You - We have received your application.

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Confirmation Number: 85474067

Name: Rati Khetan

Date Received (Atlantic Time): 15-03-2016 18:53

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If you have additional information or changes to make **DO NOT** complete another application online; call 1-800-206-7218 or contact us in writing.

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## Documents or Information required

### Before your claim can be finalized, you must:

1. Submit the "Employee's copy Part 1 or Fisher's copy Part 1" of your Record(s) of employment (unless your employer is submitting your Record of employment electronically) from:

### List of Employers

<u>Name</u>	<u>First Day</u>	<u>Last Day</u>
a. Dawn Info Tek Inc.	19/01/2015	15/03/2016

You can view your records of employment that were submitted electronically by your employer via My Service Canada Account.

2. Provide a copy of all of your work permits/employment authorization for all periods of employment in the last 52 weeks.

**Failure to submit any required documents or information may create a delay in processing your claim and may affect your entitlement to benefits.**

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If necessary, mail any documents or additional information to:

Service Canada Centre  
Mississauga  
P.O. Box 2602  
Mississauga ON  
L4T0B1

Or deliver them in person to the Service Canada Centre **where you live**  
**<http://www1.servicecanada.gc.ca/cgi-bin/hr-search.cgi?ln=e&pc=L5B4M8>**

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## Electronic forms if required

Download and print a blank copy of:

- **Request for Record of Employment** <http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=ins3166&ln=eng>

or obtain one from a Service Canada Centre or call 1-800-206-7218.

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## Additional Notes

**For more information on Employment Insurance Maternity and Parental Benefits**  
**<http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml>**

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## What's next?

- We will mail you a **Benefit statement** indicating your **Access Code**. Access the **Instructions** on how to complete your reports with our **Internet Reporting Service** or our **Telephone Reporting Service**.
- If you had an EI claim within the last month, you will not receive a new Access Code in the mail. You can use the same Access Code that you previously used to complete your bi-weekly reports and access your EI claim information.

To obtain information on your claim, or to update your mailing address and/or direct deposit information, consult **My Service Canada Account** or call our Telephone Information Service at 1-800-206-7218.

### **Benefit statement**

[http://www.servicecanada.gc.ca/eng/ei/application/benefit\\_statement.shtml](http://www.servicecanada.gc.ca/eng/ei/application/benefit_statement.shtml)

### **Access Code.**

[http://www.servicecanada.gc.ca/eng/ei/application/applying\\_for\\_benefits.shtml#code](http://www.servicecanada.gc.ca/eng/ei/application/applying_for_benefits.shtml#code)

### **Instructions**

<http://www.servicecanada.gc.ca/eng/ei/publications/receiving-reports.shtml>

### **Internet Reporting Service**

[http://www.servicecanada.gc.ca/eng/ei/service/interdec\\_report.shtml](http://www.servicecanada.gc.ca/eng/ei/service/interdec_report.shtml)

### **Telephone Reporting Service.**

[http://www.servicecanada.gc.ca/eng/ei/service/teledec\\_card.shtml](http://www.servicecanada.gc.ca/eng/ei/service/teledec_card.shtml)

### **My Service Canada Account**

<http://www.servicecanada.gc.ca/eng/online/mysca.shtml>

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