

July 18, 2017

**Delivered by Hand**

Canada Border Services Agency

Lester B. Pearson International Airport

Toronto, Ontario

**Attention: Border Services Officer (Immigration)**

Dear Sir or Madam:

Re: Request for Entry as a Business Visitor

[NAME HERE] – DOB M/D/Y – [POSITION] for TV Commercial

Production: [PRODUCTION]

I am writing in my capacity as In-House Coordinator of OPC to request that [NAME] be admitted to Canada as a Business Visitor of pursuant to subsection 186(a) and section 187 of the *Immigration and Refugee Protection Regulations* (“IRPR”).

Based in Toronto, Ontario, OPC is a production service company that offers first-class shooting experience from concept through to completion. We supply all the essential skills and services to ensure a successful project, including a modern production space that is fully equipped, accessible and conveniently located to function as a satellite office for foreign-based productions.

We have been recently engaged by [FOREIGN PRODUCTION COMPANY] in [CITY] to produce a television commercial for it’s client, [CLIENT] who in turn, has been contracted by their client [NAME OF JOB]. The filming of this commercial will take place in Toronto, Ontario from [START DATE] to [END DATE]. [FOREIGN PRODUCTION COMPANY] has allocated [BUDGET] to be spent in Canada on filming this commercial. To that end, we have hired Canadian crew, locations, equipment rentals, hotel bookings and other related Canadian services being contracted for this production.

[NAME HERE], a(n) [NATIONALITY] national, has been engaged by [FOREIGN PRODUCTION COMPANY] to provide services as a producer on this TV commercial. [She/He] has been hired for this project based on [her/his] exceptional skills that have been requested both by the client. [She/He] is required on set as [POSITION] to ensure that what is captured on camera is done in-line with the particular aesthetic the production is required to achieve. [NAME] was chosen because [her/his] abilities best suit the aims of this production. While in Canada [NAME] will be paid exclusively by [FOREIGN PRODUCTION COMPANY] and will not receive any remuneration from a Canadian source.



[NAME] ability to work on this commercial is of great importance to OPC and to the Canadian crew and the related services, equipment and locations that have been hired to work on this project. Should [she/he] be unable to begin working on this project, OPC may suffer irreparable harm as the integrity of the shoot would be compromised; we may lose all the locations and equipment for which contracts have been entered and it is uncertain whether they will be available in the future. Moreover, it will also translate into loss of work for the crew who have been committed to the project and potentially jeopardize our relationship with the client. Should they experience financial losses on this project, it is very unlikely that they will bring future projects to Canada, which is bad not only for business but for the film industry as a whole which is largely dependent on foreign funded projects.

Under the International Mobility Program: Authorization to work without a work permit – Business Visitor [R186(a)] we understand that foreign workers coming in for commercial (i.e. advertising) shoots may be admitted to Canada as Business Visitors if they meet Section 187 of the Immigration and Refugee Protection Regulations (IRPR) criteria.

We submit that [NAME] meets the criteria of both subsection 186(a) and section 187 of the *IRPR* and therefore qualifies for entry to Canada as a Business Visitor, based on the following considerations:

* [NAME] is employed as a [POSITION] by a foreign-based company and is coming to Canada to use the space, equipment and services provided by OPC
* [NAME]’s stay in Canada is for a temporary period – lasting [DAYS IN CANADA].
* [NAME]’s business activities while in Canada are international in scope in that:
  + [Her/His] primary source of remuneration will remain outside of Canada;
  + The principle place of [her/his] employer’s business is located outside of Canada;
  + The actual accrual of profits of [her/his] employer is from outside of Canada; and
* [NAME] will not be entering the Canadian labour market.

If there are any questions in regards to [NAME], please do not hesitate to contact me directly at 416.643.7340 ex 1.

Sincerely,

// OLIVIA D’OLIVEIRA in-house coordinator

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