

## Before you start

This form must be filled out using Adobe software, such as Adobe Reader or Adobe Pro.

In order to ensure that your submission form is filled out accurately and completely, you must use Adobe software to fill out this form.

Although your form may *appear* to be filled out correctly when using non-Adobe software, Adobe software is the only software that will properly retain your submission form details.

Non-Adobe software includes your internet browser (e.g. Google, Firefox, Internet Explorer).

Applicants who complete this form using non-Adobe software will be required to **redo and resubmit** their submission form using Adobe software before it can be accepted.

## TO COMPLETE THIS SUBMISSION FORM:

1. Download a free version of Adobe Reader if you do not already have it installed on your computer. <https://get.adobe.com/reader/>
2. Save this submission form to your computer before you begin filling it out.
  - File > Save As > [give the file a name] > Save.
  - Do NOT fill out this form in your internet browser window.
3. Open the file from your computer.
  - Make sure that the file is opening in the Adobe software.
  - You can work on completing the submission form at any time. Remember to save your file along the way.
  - Once complete, save the file.
4. Email the Adobe-completed PDF submission form as an attachment to [AgRuralPrograms@ontario.ca](mailto:AgRuralPrograms@ontario.ca)
  - Do not send your document using Adobe Cloud.



**IMPORTANT:** Before you start, please complete the following steps:

To receive payment, the Business must be registered in Transfer Payment Ontario, and be registered to receive direct deposit payments through Supply Chain Ontario. Any business can register.

**Confirm the Business is registered:**

The Business is registered in Transfer Payment Ontario.

Visit [Transfer Payment Ontario](#) to register or to update the Applicant's information.

The Business is registered to receive direct deposit payments through Supply Chain Ontario. Visit [Supply Chain Ontario](#) to register or to update the Business's information.

**Section 1: Business Information**

**A. Business Contact and Business Name(s)**

First Name Last Name Job Title

Operating Name of Business/Organization (Name under which the business operates)

Legal Name of Business/Organization (Complete name business is registered under)

Same as Operating Name or:

Business Email Address Phone

**Business Mailing Address**

Address City/Town

Municipality Province Postal Code  
Ontario

**B. Gross Business Revenue**

Under \$10,000	\$10,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$99,999
\$100,000 - \$249,999	\$250,000 - \$499,999	\$500,000 - \$999,999	\$1M - \$1.99M
\$2M - \$4.99M	\$5M - \$9.99M	\$10M - \$49.9M	\$50M - \$99.9M
\$100M - \$199M	\$200M and over		



## G. Number of Employees

Employees	Number	Breakdown		
		Domestic Workers	Temporary Foreign Workers	Seasonal Workers
Full-time (30 hours or more/week)				
Part-time (less than 30 hours/week)				

## H. How many Temporary Foreign Workers (TFWs) as of Oct 16, 2020 experienced a delay in obtaining the necessary travel exemption forms required to return home?

## I. Additional Document

Please submit a copy of the businesses' written plan that documents steps in place to limit the spread of COVID-19 throughout the operation. Visit [COVID-19 Workplace Safety Plan](#) for more information.

## Section 3: Declaration, Acknowledgements, Consent and Submission

NOTICE OF COLLECTION OF PERSONAL INFORMATION: Ontario may collect the Social Insurance Number (SIN) of a sole proprietor, partner in a partnership or a member of an unincorporated entity where they do not have a Canada Revenue Agency business number, in order to meet its obligations under the Income Tax Act (Canada), and for the purposes of auditing and collection of over-payments, as set out in the Minister's Order 0004/2020. If you have any questions or concerns regarding the collection of this information, please contact: Administrative Services Representative, Rural Programs Branch, Ontario Ministry of Agriculture, Food and Rural Affairs, at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 266-979-7884.

By submitting this submission form, I certify that:

- I have read, understand and agree to all the requirements set out in the Support for Stranded Temporary Foreign Workers Guidelines ("Program Guidelines")
- I am authorized by the applicant business ("Business") to submit this submission form on behalf of the Business and to bind the Business to its contents and to the requirements set out in the Program Guidelines.
- The Business meets the eligibility requirements under the Program.
- All information submitted on this submission form is true and complete, to the best of my knowledge, belief and understanding

Authorized Signing Officer Name

Title

Email

Date (YYYY/MM/DD)

Submit your form from the authorized signatory's email account to [AgRuralPrograms@ontario.ca](mailto:AgRuralPrograms@ontario.ca)

- Only send files smaller than 10MB
- Only send files that do not contain live links