



LMIA — Employer Document Checklist

For Canadian employers preparing a Labour Market Impact Assessment application. Prepared with our employer (LMIA) service.

How to use this: Tick each box as you gather the document. Bring the completed file to your CHK consultation so we can review it before you submit.

Business legitimacy

- Incorporation / business registration and business licence
- Recent financial statements; T4 Summary and PD7A / payroll records

The position

- Detailed job description with NOC/TEER, duties, hours, and work location
- Wage at or above the regional median for the occupation

Recruitment

- Advertising proof (Job Bank plus two additional methods) and a recruitment report
- Transition plan (for high-wage positions, where required)

Contract, compliance & fees

- Signed employment contract and the LMIA application schedule
- Attestations regarding layoffs and labour disputes
- Processing fee and completed forms