

Permanent Resident Instruction Sheet

- A clear copy of the Permanent Resident card, both front and back, **must** be affixed to the declaration (Form 1, Form 2, Form 4).
 - Even if the card itself is expired, still include a copy of it.
- If a Permanent Resident landed under a different name than the one currently held (i.e. maiden name) **or** if the Permanent Resident card contains any alternate spelling that would otherwise appear as though it belongs to a different person, please explain and/or provide clarification to avoid rejection.
- Ensure that the 'Consent of Permanent Resident(s)' schedule is signed by the Permanent Resident, him or herself, and the signature(s) is (are) appropriately witnessed. No other individual may provide this consent on behalf of the Permanent Resident; only the Permanent Resident, him or herself, may do this.
- If the declaration has been completed by a lawyer on behalf of his/her client(s), it is a requirement to explicitly name all Permanent Resident transferee(s) / caveator(s) in the foreign ownership declaration itself. Ensure to disclose the transferee(s) / caveator(s) name somewhere in or immediately following the selected and completed Clause 1 item (i.e. "... and who is (are) a Permanent Resident. The transferee(s) / caveator(s) who is (are) the Permanent Resident is: _____." Or, simply the name that this declaration applies to would also suffice under clause 1.