

General information

The sponsorship that you wish to undertake is subject to financial requirements. You must therefore complete this form to enable us to assess your financial situation and determine whether you have had sufficient financial resources over the past 12 months to provide for the basic needs of individuals who you wish to sponsor and their family members, whether accompanying them or not, and if you will continue to have these resources through the entire duration of your undertaking (Sections 3 to 5 of the form). Our evaluation will take into account:

- Your overall income and that of your spouse or de facto spouse who co-sponsors the undertaking
- The income necessary to provide for the basic needs of your own family unit
- The income necessary to provide for the basic needs of the individuals who you wish to sponsor and, where applicable, their family members, whether or not they are accompanying the sponsored individuals
- The income necessary to provide for the basic needs of any individual who you have already sponsored

Note that we take into account only annual income from Canadian sources such as:

- Your gross salary and that of your spouse or de facto spouse who co-sponsors the undertaking
- Your net corporate or self-employment income and that of your spouse or de facto spouse who co-sponsors the undertaking
- The true amount of your dividends (received as income) and those of your spouse or de facto spouse who co-sponsors the undertaking.

If your personal employment income is insufficient to meet the regulatory requirements, your spouse or de facto spouse may cosponsor the undertaking with you. The spouse must complete the form (Sections 2.2 and 6 to 8) and provide his or her own financial documents. Both of you will thus be bound by this undertaking and will be jointly and severally liable for the obligations contracted with regard to the individual(s) who you are sponsoring.

To learn the **scales in effect for the current year**, consult our website at www.immigration-quebec.gouv.qc.ca, [Family reunification](#) heading, section on "[Evaluation of your financial capacity](#)." You can also use the [electronic calculator](#) learn the income requirements for your situation.

If you estimate that your personal employment income, combined with that of your spouse or de facto spouse, is insufficient to meet the financial requirements, you must then answer the questions concerning your other assets and income sources (Sections 5 and 8) and provide all the requested documents. This information will enable us to carry out a comprehensive examination of your assets and determine whether you have the financial capacity to assume an undertaking.

Important

With the exception of optional sections, any refusal to answer or any omission may result in the rejection of your application or cause delays in the processing of your file.

Make sure to attach all required documents to the form or your application may be returned to you.

Do not send original documents unless otherwise indicated, since the submitted documents are not returned. We therefore advise you to keep photocopies of all your documents.

1. Composition of your family

Write your family and first name(s) in block letters on the screen or by hand in blue or black ink.

1.1 Information on your identity

Family name at birth	First name(s)

1.2 Information on the identity of your spouse or de facto spouse

Family name at birth	First name(s)

	Status:	<input type="checkbox"/> Spouse	<input type="checkbox"/> De facto spouse
Date of birth (year/month/day)			

If your personal income is insufficient to satisfy the scales in effect, your spouse may co-sign the undertaking with you.

1.3 Is your spouse or de facto spouse co-sponsoring the undertaking with you?

Yes No

If yes, he or she must complete Sections 2.2, 6, 7, 8, provide all the required documents depending on his or her situation and sign and date Section 10.

Enter the information requested for each of your children and those of your spouse who meet the stated criteria, including children who do not live with you and those who live outside Canada.

1.4 Information on the identity of your dependent children

Enter all children, indicating for each of them the letter corresponding to their situation based on the following criteria:

A Child under 22 years of age who is neither married nor a de facto spouse

B Child aged 22 or older who is financially dependent due to a physical or mental disability

Family name	First name(s)	Sex Male (M) Female (F)	Date of birth (year/month/day)	Situation: A or B
Children from your current union				
Children from your previous unions				

1.5 Check the box if you have no children, or if none of your children meet the criteria described in A or B (Point 1.4).

1.6 Check the box if your spouse or de facto spouse has no children, or none of his or her children meet the criteria described in A or B (Point 1.4).

You must declare all your undertakings either as a sponsor, co-sign or co-signer.

Provide the information requested on each person who you have already sponsored and who has obtained the status of permanent resident or is awaiting his status.

► 2. Previous undertakings

2.1 Undertakings assumed by the sponsor

Have you already assumed one or more sponsorship undertakings before this one?

If yes, provide the requested information

Yes

If not, go to Section 2.2

No

Family name	First name(s)	Sex Male (M) Female (F)	Date of birth (year/month/day)	Date permanent resident status obtained, where applicable

Your spouse must complete this section only if he or she is co-sponsoring the undertaking.

► 2.2 Undertakings assumed by the co-sponsoring spouse

Have you assumed one or more sponsorship undertakings before this one, apart from those already listed in Point 2.1?

If yes, provide the requested information

Yes

If not, go to Section 3

No

Family name	First name(s)	Sex Male (M) Female (F)	Date of birth (year/month/day)	Date permanent resident status obtained, where applicable



Before completing this section, consult the **scales** in effect for the current year. They can be found in the [Financial Capacity Evaluation](#) section of our website. You can also use the [electronic calculator](#) to find out the income requirements based on your situation.

SOURCE OF INCOME OR OTHER ASSETS OF THE SPONSOR

Only annual income from Canadian sources is taken into account.

3. Information on your employment		Documents to provide
3.1 Do you currently hold one or more paid jobs? <i>If not, go to Point 3.3</i>	Yes No	See # 5 and 6 in appendix
3.2 Enter the start date of each of your current jobs	<input type="text"/> (year/month/day) <input type="text"/> (year/month/day) <input type="text"/> (year/month/day)	
3.3 Have you temporarily stopped working? <i>If yes, give the reason:</i> <i>If not, go to Point 3.5</i>	Yes No	
3.4 Enter the expected date of your return to work.	<input type="text"/> (year/month/day)	See # 5 and 7 or 8 in appendix
3.5 In the last 12 months, have you held another job that ended?	Yes No	See # 7 or 8 in appendix

4. Information on self-employment or the operation of a business		Documents to provide
4.1 Are you a self-employed worker, owner of a personal business (sole proprietor) or of a general partnership?	Yes No	See # 9, 10 and 11 in appendix

If your employment income combined with that of your spouse or de facto spouse who is **co-sponsoring undertaking with you** are insufficient to meet the scale in effect, you must answer the questions in Section 5 and submit the documents that correspond to your situation.

5. Information on your other assets and income sources		Documents to provide
5.1 Do you receive income from the government: income replacement indemnity for a work accident (CNESST) or car accident (SAAQ), parental insurance benefits (QPIP), Old Age Security allowances or other?	Yes No	See # 12 in appendix
5.2 Do you receive pension income from a private plan?	Yes No	See # 12 in appendix
5.3 Do you receive support payments (alimony) for yourself or your children?	Yes No	See # 13 and 14 in appendix
5.4 Do you own immovable property?	Yes No	See #15, 16, 17 and 18 in appendix
5.5 Do you receive rental income from a building that you own or co-own?	Yes No	See # 19 in appendix
5.6 Do you have capital invested in investment funds: Registered Retirement Savings Plan (RRSP), Tax-Free Savings Account (TFSA), etc.?	Yes No	See # 20 in appendix

SOURCE OF INCOME AND OTHER ASSETS OF THE CO-SPONSORING SPOUSE

If you are the spouse or de facto spouse of the sponsor and you are cosponsoring the undertaking, you must complete Sections 6 and 7. Only annual income from Canadian sources is taken into account.

		Documents to provide
6. Information on your employment		
6.1 Do you currently hold one or more paid jobs? <i>If not, go to Point 6.3</i>	Yes No	See # 5 and 6 in appendix
6.2 Enter the start date of each of your current jobs <div style="text-align: center;"> <input style="width: 150px; height: 20px; margin-bottom: 5px;" type="text"/> (year/month/day) </div> <div style="text-align: center;"> <input style="width: 150px; height: 20px; margin-bottom: 5px;" type="text"/> (year/month/day) </div> <div style="text-align: center;"> <input style="width: 150px; height: 20px;" type="text"/> (year/month/day) </div>		
6.3 Have you temporarily stopped working? <i>If yes, give the reason:</i> <div style="border-bottom: 1px solid black; width: 50%; margin-left: 20px;"></div> <i>If not, go to Point 6.5</i>	Yes No	
6.4 Enter the expected date of your return to work. <div style="text-align: center;"> <input style="width: 150px; height: 20px;" type="text"/> (year/month/day) </div>		See # 5 and 7 or 8 in appendix
6.5 In the last 12 months, have you held another job that ended?	Yes No	See # 7 and 8 In appendix
7. Information on self-employment or the operation of a business		
7.1 Are you a self-employed worker, owner of a personal business (sole proprietor) or of a general partnership?	Yes No	See # 9, 10 and 11 in appendix
8. Information on your other assets and income sources		
8.1 Do you receive income from the government: income replacement indemnity for a work accident (CNESST) or car accident (SAAQ), parental insurance benefits (QPIP), Old Age Security allowances or other?	Yes No	See # 12 in appendix
8.2 Do you receive pension income from a private plan?	Yes No	See # 12 in appendix
8.3 Do you receive support payments (alimony) for yourself or your children?	Yes No	See # 13 and 14 in appendix
8.4 Do you own immovable property?	Yes No	See #15, 16, 17 and 18 in appendix
8.5 Do you receive rental income from a building that you own or co-own?	Yes No	See # 19 in appendix
8.6 Do you have capital invested in investment funds: a Registered Retirement Savings Plan (RRSP), Tax-Free Savings Account (TFSA), etc.?	Yes No	See # 20 in appendix

If you are cosponsoring the undertaking and your employment income combined with that of the sponsor is insufficient to meet the scales in effect, you must answer the questions in Section 8 and provide the documents required depending on your situation.

9. Protection of personal information

Pursuant to Section 65 of the Act respecting Access to documents held by public bodies and the Protection of personal information, the Ministère advises you that the personal information collected on this form, along with information that will be subsequently added to your file, will be treated confidentially and will be consulted only by individuals qualified to receive it where this information is necessary to the exercise of their duties. However, certain information may be shared or obtained without your consent in accordance with exceptions provided by the Act respecting Access to documents held by public bodies and the Protection of personal information or in the framework of agreement reached between bodies pursuant to this Act.

The Ministère may also use this information for the purpose of studies, statistics and program evaluation, or to contact you in order to improve the quality of services provided.

The Ministère also informs you that the Act respecting Access to documents held by public bodies and the Protection of personal information provides a right of access and correction in sections 83, 85, and 89 to 93. To obtain your file, please address a request to the Official at the Ministère who is responsible for access to and protection of personal information.

Read the declaration carefully before signing it.

You must send the form, duly completed and bearing the original signature.

10. Declaration

I acknowledge that I have read the notice concerning the protection of personal information in Section 9 of this form.

I understand and accept the following:

- The Ministère may verify or have a third party verify the accuracy of the information and documents provided, and that I am committing an offence and am liable to a fine if I give the Ministère, an investigator or inspector any information that I know or should have known to be false or misleading.
- The Ministère may reject any application that contains false or misleading information or documents or an application that does not contain documents deemed relevant.
- The Ministère may refuse to examine an application for an undertaking from a person who, within the past two years, has provided any false or misleading information or documents.
- The Ministère may cancel an undertaking if the application contains false or misleading information or documents, or if the conditions required for its acceptance cease to exist;

I declare that the information provided in this application and any appended documents is accurate and complete.

<input type="text"/>	<input type="text"/>
Signature of sponsor	Date (year/month/day)

<input type="text"/>	<input type="text"/>
Signature of co-sponsoring spouse	Date (year/month/day)

If you do not provide the required documents, your application may be rejected. Do not send original copies, unless indicated otherwise, since the submitted documents will not be returned. We therefore advise you to keep photocopies of all your documents.

	Compulsory documents	Sponsor	Cosponsor
All these documents must be provided by the sponsor and, where applicable, by the co-sponsoring spouse. ▶	1	The original of the Financial Capacity Evaluation form, duly completed and signed	
	2	A copy of all your tax slips (Relevé 1, etc.) from the last income tax year	
	3	A copy of your Québec personal income tax return for the last income tax year, including all schedules used, for example: Schedule L, Schedule G, TP-80 (Business or Professional Income and Expenses), etc.	
	4	A copy of the Notice of Assessment issued by Revenu Québec for the last income tax year	
Documents to provide depending on your situation			
If you are currently employed ▶	5	<p>The original of a recent letter from each of your current employers containing the following information:</p> <ul style="list-style-type: none"> • the date the job began and, if applicable, the anticipated end date • employment status (regular, part-time, seasonal, on-call, etc.) • number of hours worked per week • your gross annual salary • your cumulative gross earnings for the current calendar year <p><i>If you have temporarily stopped work, the letter must also state:</i></p> <ul style="list-style-type: none"> • the reason and start date of your absence • the actual or anticipated date of your return to work 	
	6	For each job: a copy of your two (2) last pay slips or two (2) last cashed paycheques (stamped by the bank)	
If you held one or more jobs that ended in the last 12 months or if you temporarily stopped working. ▶	7	<p>A copy of:</p> <ul style="list-style-type: none"> • the record of employment issued for employment insurance purposes (if available) or • the two latest pay slips or • a letter from your previous employer(s) stating the end date of your employment <p><i>If you stopped work temporarily in the last 12 months, the letter from the employer must also state:</i></p> <ul style="list-style-type: none"> • the reason and start date of your absence • the actual or anticipated date of your return to work 	
	8	A copy of the document issued by the Québec government confirming the start and end dates for benefits paid under the Québec Parental Insurance Plan	

		Documents to provide depending on your situation (<i>cont'd</i>)	Sponsor	Co-Sponsor
If you own a company ▶	9	A copy of the information return for the Business Register (Schedule 0) or a copy of the registration of your business or the incorporating document (statutes) of your company		
	10	A copy, if they are available , of the financial statements of your company comparing the last two years of business, signed by an accountant (CPA)		
	11	The original of a letter signed by an accountant (CPA) indicating your gross taxable salary solely from income from your company		
Other documents to provide if your employment income is not sufficient				
Income from government or a private plan ▶	12	A copy of official and personal documents stating: <ul style="list-style-type: none"> • benefits from the Old Age Security pension and any other retirement plan • benefits for handicapped children (copy of the benefits slip from Québec paid for a handicapped child) • permanent employment income replacement indemnity (CNESST, SAAQ, private plan, etc.) • allowances or other permanent government benefits 		
	Support payment paid to the sponsor or co-sponsoring spouse ▶	13	A copy of all pages of the judgment granting support payment	
14		A copy of the last two support payment cheques cashed and stamped by the bank or a document from Revenue Quebec that confirms the collection of your support payment		
Immovable property and rental income ▶	15	A copy of your latest municipal or school tax account on which the value of your property is given		
	16	A copy of all pages of the notarized agreement to purchase your property		
	17	If available, a copy of pages of a report from a certified appraiser, a member in good standing of the Ordre des évaluateurs agréés du Québec, indicating the address of your property and its market value		
	18	A document stating the balance of your mortgage: <ul style="list-style-type: none"> • The original of a letter from your financial institution stating the balance of your mortgage or • a copy of a recent account statement on your mortgage stating the address of the property and the balance of the mortgage or • the original of a letter from a notary attesting that the property is clear of mortgage 		
	19	A copy of the tax return reporting rental income from immovable property: TP-128 (Income and Expenses Respecting the Rental of Immovable Property)		
Financial resources excluding your current accounts ▶	20	The following documents, depending on the case: <ul style="list-style-type: none"> • a copy of your most recent account statements (investments, RRSP, TFSA, etc.) • the original of a letter signed by the bank stating the name of the holder, the opening date and balance of your accounts, term deposits, RRSP, TFSA, etc. • proof that you hold bonds • any other financial document 		