

LMIA Help

A JTD Immigration resource for Canadian employers

LMIA Employer Document Checklist

Gather these documents before we start your Labour Market Impact Assessment. Not every item is required for every case — we will tell you exactly what applies to yours.

Business legitimacy

- ☐ Business registration / Certificate of Incorporation
- ☐ CRA Business Number and RP account (if applicable)
- ☐ Current business license or permit
- ☐ Lease agreement or proof of business location
- ☐ Recent utility bill or bank statement in the business name

Financial & payroll records

- ☐ Last 6–12 months of payroll records
- ☐ T4 summaries for current Canadian staff
- ☐ Workers' compensation coverage proof
- ☐ Business bank statements (last 3 months)
- ☐ Recent corporate tax return or CRA Notice of Assessment

Job & recruitment details

- ☐ Detailed job description: duties, hours, wage, location
- ☐ Prevailing wage research for the role and region
- ☐ Job Bank employer account/access available, or willingness to create an account
- ☐ Log of recruitment ads and candidate responses
- ☐ Notes explaining why Canadian applicants were not selected

Hiring decisions remain yours — you review applicants, interview, and decide why someone was or wasn't hired. We handle the advertising and paperwork, not candidate selection.

Worker & position details

- ☐ Proposed start date and expected work location
- ☐ Signed employment contract or offer letter template
- ☐ Brief explanation of how the role supports your business
- ☐ Proof of past efforts to hire locally, if any

After the LMIA is approved

[] Positive LMIA confirmation letter and Annex

[] Records showing you will meet TFWP compliance conditions

Regulated provider

JTD Immigration — Canadian Employer Services

John Dalrymple, RCIC R707296