Canada/Saint Lucia Agreement

Applying for a Saint Lucian retirement benefit

Here is some important information you need to consider when completing your application.

Please ensure you sign the application. If you are signing with a mark, (for example: “X”) the signature of a witness is required.

Your application must be supported by documentation. Please submit the documents requested. Failure to complete the application and provide the requested documentation may result in delays in processing your application.

Where original documents are specifically requested, originals must be submitted with your application. You should keep a certified true copy of any originals you send us for your records. Some countries require original documentation which will not be returned to you.

You may submit the original or a photocopy that is certified as true for any of the documents where originals are not required. It is better to send certified copies of documents rather than originals. If you choose to send original documents, send them by registered mail. We will return the original documents to you. We can only accept a photocopy of an original document if it is legible and if it is a certified true copy of the original. Our staff at any Service Canada centre will photocopy your documents and certify them free of charge. If you cannot visit a Service Canada Centre, you can ask one of the following people to certify your photocopy:

Accountant; Chief of First Nations Band; Commissioner for Oaths; Employee of a Service Canada Centre acting in an official capacity; Funeral Director; Justice of the Peace; Lawyer, Magistrate, Notary; Manager of Financial Institution; Medical and Health Practitioners: Chiropractor, Dentist, Doctor, Naturopathic Doctor, Nurse Practitioner, Ophthalmologist, Optometrist, Pharmacist, Psychologist, Registered Nurse; Member of Parliament or their staff; Member of Provincial Legislature or their staff; Minister of Religion; Municipal Clerk; Official of a federal government department or provincial government department, or one of its agencies; Official of an Embassy, Consulate or High Commission; Officials of a country with which Canada has a reciprocal Social Security Agreement; Police Officer; Professional Engineer; Social Worker; Teacher, University Professor.

People who certify photocopies must compare the original document to the photocopy, state their official position or title, sign and print their name, give their telephone number and indicate the date they certified the document.

They must also write the following statement on the photocopy: **This photocopy is a true copy of the original document which has not been altered in any way.**

If a document has information on both sides, both sides must be copied and certified. You cannot certify photocopies of your own documents, and you cannot ask a relative to do it for you.

Return your completed application, forms and supporting documents to:

International Operations
Service Canada
P.O. Box 2710 Station Main
Edmonton, AB T5J 2G4
CANADA

Disclaimer:

This application form has been developed by external sources in cooperation with Employment and Social Development Canada. The content and language contained in the form respond to the legislative needs of those external sources.

National Insurance Corporation

Form RB 1
Reg. 58)

CLAIM FOR RETIREMENT BENEFIT

I hereby apply for Retirement Benefit under the National Insurance Corporation Act, 2000, and furnish my Birth certificate and other supporting documents together with the following particulars:

PARTICULARS OF CLAIMANT

My full name is _____

My Nat. Ins. No. is _____

My date of birth is _____

My full address is _____

My last/present Employer's name and address were/are _____

Name of Employer _____

Address _____

I declare that I have reached the age of _____ will reach the age of _____on the _____ day of _____ 20_____. I further declare that I am continuing in employment/retired from gainful employment.

I understand that a False statement or Misrepresentation makes me liable to a penalty under the National Insurance Corporation Act, 2000.

_____ _____
Date Signature or mark of Claimant

If unable to sign, mark X and have it Witnessed by a responsible person (Lawyer, J.P., Doctor, Senior Civil Servant or permanent Establishment, etc.)

Signature of Witness _____

Name of Witness _____

Profession or Occupation _____

Address _____

Date _____

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Documents and/or information required to support your application [RB-1] for a Saint Lucian retirement benefit

Original or certified documents to be submitted:

- Your birth certificate or valid passport
- Marriage certificate, if you are married
- Your employment history in Saint Lucia
- Consent form for the acceptance of retirement grant at age 60, if grant is payable

Information to be submitted:

- Your contact information, such as your telephone number, email address and fax number, if applicable

IMPORTANT: If you have already submitted any of the documents required when you applied for a Canada Pension Plan or Old Age Security benefit, you do not need to resubmit them.