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Reconsideration No.

Service Request No. (ICM)

REQUESTOR INFORMATION

Requestor Name

Requestor Address (Physical address documents should be delivered to:

City

Postal Code

File Number

DECISION UNDER CONSIDERATION (Summarize the request and original decision)

SUMMARY OF FACTS (Summarize the relevant facts, based on the request and the evidence provided)

APPLICABLE LEGISLATION

RECONSIDERATION DECISION

ENCLOSED: ALL DOCUMENTS CONSIDERED BY THE MINISTRY NOTICE OF APPEAL TO THE EMPLOYMENT AND ASSISTANCE APPEAL TRIBUNAL

SIGNATURE

NAME AND TITLE (please print)

DATE (YYYY MMM DD)

If this decision is appealable to the Employment and Assistance Appeal Tribunal, and you wish to appeal this decision, you may complete the enclosed Notice of Appeal to the Employment and Assistance Appeal Tribunal form and return it to the Appeal Tribunal. This Reconsideration Decision and attached documents constitute the appeal record. A sealed copy of this appeal will be kept by the ministry.

Pursuant to subsection 22(4) of the Employment and Assistance Act, a tribunal panel may admit as evidence only:

- (a) the information and records that were before the minister when the decision being appealed was made, and**
- (b) oral or written testimony in support of the information and records referred to in paragraph (a).**