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Applicant's Guide:

Application for *Ex-Gratia* Symbolic Payments to Living Chinese Head Tax Payers

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APPLICANT'S GUIDE: APPLICATION FOR *EX-GRATIA* SYMBOLIC PAYMENTS TO LIVING CHINESE HEAD TAX PAYERS



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WHO IS ELIGIBLE FOR AN *EX-GRATIA* SYMBOLIC PAYMENT?

Applications will be assessed against specific criteria to determine the eligibility of an applicant. To be eligible for a \$20,000 *ex-gratia* payment, the applicant must:

- have paid the Head Tax, or have had the Head Tax paid on his or her behalf, in Canada or in the Dominion of Newfoundland; and
- be a Canadian citizen, or permanent resident, or, in the opinion of the Minister of Canadian Heritage, have a long-standing connection to Canada; and
- be alive as of February 6, 2006.

All criteria must be met in order to be eligible for an *ex-gratia* payment.

WHAT IS AN *EX-GRATIA* PAYMENT?

An *ex-gratia* payment is a payment made voluntarily, for which there is no legal liability on the part of the Crown.

WHO CAN SIGN THE APPLICATION FORM?

- The applicant OR
- A person legally authorized to represent the applicant (if so, proof that the person is legally authorized to represent the applicant is required).

This application is not intended for persons who were in a conjugal relationship with a Head Tax payer who is deceased. The Department of Canadian Heritage is developing a separate application process and form for persons who were in a conjugal relationship with a Head Tax payer who is deceased. It is expected that applications will be available in the fall of 2006.



WHY IS INFORMATION REQUESTED ON THE IDENTITY OF THE HEAD TAX PAYER?

The information on identity is required for the purpose of processing applications for an *ex-gratia* payment of \$20,000 to living Head Tax payers.

Personal information will be stored in a personal information bank and will be accessible to the individual upon request. A refusal to provide the information will lead to this application not being processed and the impossibility of issuing a payment.

WHAT IF THE HEAD TAX PAYER NO LONGER HAS PROOF THAT HE OR SHE PAID THE HEAD TAX?

If the Head Tax certificate number, the port of entry or the date of entry are known, or a certified copy of the Head Tax certificate is attached to the application form, this will expedite the verification process.

If an applicant cannot provide documents to prove he or she paid the Head Tax, a search of historical records with Library and Archives Canada and Citizenship and Immigration Canada will be undertaken upon the consent of the applicant, to verify the information provided in the application.

WHAT IF THE HEAD TAX PAYER DOES NOT HAVE PROOF OF CANADIAN CITIZENSHIP OR PERMANENT RESIDENCY?

If an applicant cannot provide documents to prove he or she is a Canadian citizen or permanent resident, a search of historical records of Citizenship and Immigration Canada and/or Library and Archives Canada will be undertaken, upon the consent of the applicant, to verify the information provided in the application.

If the applicant is not a permanent resident or a Canadian citizen, additional information will be required to determine that the applicant has a long-standing connection to Canada in order to be eligible for the payment. If this is the case, please contact the Department of Canadian Heritage at 1-888-776-8584.



MUST ORIGINAL DOCUMENTS BE PROVIDED?

No. Applicants are asked **not** to provide original documents. However, **certified** true copies of any documents that will support an application must be provided. An applicant cannot certify copies of their own documents. Original documents must be presented to a Commissioner for Oaths who will certify that the documents pertain to the applicant. A Commissioner for Oaths must certify the documents and include his or her name, position and date on the certified copy. They must also write in capital letters the following statement on the photocopy they are certifying:

I CERTIFY THAT THIS PHOTOCOPY IS A TRUE COPY OF THE ORIGINAL DOCUMENT, WHICH, TO THE BEST OF MY KNOWLEDGE, HAS NOT BEEN ALTERED IN ANY WAY.

The following, by virtue of their status, may receive oaths:

- court clerks and deputy clerks
- lawyers
- notaries
- mayors, clerks and secretary-treasurers in all municipalities, but only within the limits of their municipality
- justices of the peace

Documentation is required to assist us in processing your application. Failure to accurately provide any of the information or documentation requested in the application could result in a delay in processing your request for a payment.

ACCEPTABLE DOCUMENTS TO PROVE INFORMATION REQUIRED:

Information	List of documents that are acceptable (not exhaustive)
Identity (proof of family and given names, date of birth)	<p>One of the following: Birth Certificate Passport Provincial driver's license Provincial health card Old Age Security Card Other provincial identification card</p>
Paid the Head Tax in Canada or Newfoundland	<p>One of the following: Head tax certificate Head tax certificate number (if no certificate) Date of entry to Canada to allow for further verification</p>



Canadian citizen	One of the following: Certificate of Naturalization (issued before January 1, 1947) Certificate of Canadian Citizenship (issued on or after January 1, 1947) Certificate of Retention of Canadian Citizenship
Permanent resident/ landed immigrant	One of the following: Immigration Record of Landing (form IMM1000) Permanent Resident card (wallet-sized card) (issued June 2002 or later) Verification of admission/entry (certified copy of immigration record, issued by Citizenship and Immigration Canada)

TO ENSURE THAT YOUR APPLICATION IS PROCESSED AS QUICKLY AS POSSIBLE, PLEASE BE SURE TO REVIEW THE FOLLOWING CHECKLIST:

Checklist	
<input type="checkbox"/>	Proof that a person is legally authorized to sign for the applicant (if applicable)
<input type="checkbox"/>	Proof of family name(s) and given name(s)
<input type="checkbox"/>	Proof of date of birth
<input type="checkbox"/>	Proof Head Tax paid (if not available, then date of entry to Canada or the Dominion of Newfoundland and port of entry)
<input type="checkbox"/>	Proof of Canadian citizenship or permanent residency
<input type="checkbox"/>	Signature of applicant or representative on Privacy Act Statement and Affidavit
<input type="checkbox"/>	Signature of Commissioner for Oaths on documents and Affidavit

MUST THE APPLICANT SIGN THE AFFIDAVIT?

Yes. The applicant must take the application form to a Commissioner for Oaths to make oath/declare that the information on the application is true and accurate. Knowingly making a false or fraudulent application could result in criminal prosecution.

IS THERE A DEADLINE FOR APPLYING?

The application deadline is March 31, 2008. Where an application is submitted after March 31, 2008, the application may be accepted if the Minister of Canadian Heritage is satisfied that the applicant was unable to submit the application before that date because of facts or circumstances beyond the control of the applicant.



HOW WILL ELIGIBLE APPLICANTS RECEIVE THE PAYMENT?

Eligible applicants will receive one cheque of \$20,000, by mail.

HOW DO I APPLY?

Complete and mail the Application Form to:

Multiculturalism Program
Department of Canadian Heritage
25 Eddy Street, 11th Floor
Gatineau, Quebec K1A 0M5

HOW DO I OBTAIN AN APPLICATION FORM?

Application forms in both official languages (English and French) are available [on-line](#) or by contacting Canadian Heritage at 1-888-776-8584. Application forms are also available at any of the 320 Service Canada centres throughout the country. For the Service Canada centre near you, contact the national 1-800-O-Canada call centre at 1-800-622-6232 or for online services, through servicecanada.gc.ca. Service Canada also offers TTY, or teletypewriter service (a telecommunications device for hearing-and speech-impaired persons), at 1-800-926-9105.

As a reference tool, application forms and the applicant's guide are available in Chinese (traditional and simplified). However, application forms must be completed in English or in French.

WHAT IF I NEED HELP COMPLETING THE APPLICATION?

If you require assistance in completing your application, please call Canadian Heritage at **1-888-776-8584**.