

**BEFORE YOU BEGIN**

This Guide explains how to complete and file the **Contact Information Form [2026-07-01]** under the:

- Employment Standards Act, RSBC 1996, c 113 (the “**ESA**”), and/or
- Temporary Foreign Worker Protection Act, SBC 2018, c 45 (the “**TFWPA**”).

This Guide should be read together with:

- the Contact Information Form [2026-07-01];

This Guide is **not** legal advice and is **not** binding on individual Tribunal Members.

The Freedom of Information and Protection of Privacy Act applies to the Employment Standards Tribunal. The Tribunal collects personal information to process appeals and reconsideration applications under the Employment Standards Act and the Temporary Foreign Worker Protection Act. The Tribunal’s Privacy Policy can be found on its website: [www.bcest.bc.ca](http://www.bcest.bc.ca).

**WHAT INFORMATION IS REQUESTED IN THIS FORM?**Part A: Appellant / Applicant Information

Current contact information for the appellant / applicant.

If the appellant / applicant is self-represented, the Tribunal will use the email or mailing address provided in this section to communicate with the appellant / applicant about the appeal / reconsideration application.

The Tribunal requires the appellant’s / applicant’s contact information be provided even if the appellant / applicant has a representative.

The appellant / applicant must provide the Tribunal with written confirmation, including their signature, that they have authorized a person to represent them during the appeal / reconsideration process at the Tribunal. The signed authorization may be provided as a separate document or included in the Appeal Submission / Reconsideration Submission.

**Note:** if the appellant’s / applicant’s representative is a lawyer in good standing with the Law Society of BC or a law society in Canada, the Tribunal will accept the lawyer’s written notice to the Tribunal that they are representing the appellant / applicant as written confirmation of representation.

Part B: Appellant’s / Applicant’s Representative Information

Current contact information for the appellant’s / applicant’s representative.

If the appellant / applicant has a representative, the Tribunal will use the email or mailing address provided in this section to communicate with the representative about the appeal / reconsideration application.

The Tribunal will usually only communicate with a single person representing the appellant / applicant.

Part C: Appellant / Applicant Demographic Information (optional)

The appellant's / applicant's demographic information includes information about indigenous identity, racial identity, and primary language. This information is confidential. The Tribunal wants to ensure that everyone can access and use its process. This information may be used to help us evaluate how the Tribunal's appeal process/reconsideration process work for different groups.

**WHAT WILL THE TRIBUNAL DO WITH THE FORM AND THE INFORMATION YOU PROVIDE IN IT?**

The Tribunal will use the contact information you provide in the form to communicate with you or your representative, if applicable, about the appeal / reconsideration application. If you provide the Tribunal with an email address, that will be the Tribunal's primary method of communication with you or your representative.

The Tribunal may provide the information in Part A of the Contact Information Form to the Director of Employment Standards. The Tribunal will not provide a copy of this Form to the respondent(s) or their representative(s) unless required by law.

**WHAT IF YOU NEED ASSISTANCE COMPLETING THIS FORM?**

For help completing this form, contact the Tribunal by telephone at 604-775-3512 or by email at [registrar@bcest.bc.ca](mailto:registrar@bcest.bc.ca).