

Application for exemption from coverage for a partner or executive officer in construction

Submit this form at employeraccounts@wsib.on.ca

Partners or executive officers can be exempt from mandatory coverage if:

- You or one of your fellow executive officers or partners do not perform any construction work or provide direct on-site supervision of employees. Only one executive officer or partner can apply for an exemption from coverage.
- Your business strictly does home renovations and you are always hired and paid by the home's owner or resident. You must still have coverage for your employees.

Exemption from coverage does not apply to an independent operator in construction who is incorporated.

Declaration for partners and executive officers in construction requesting an exemption from mandatory coverage

The partner or executive officer or an authorized business representative must complete this form.

Business legal name (Legal entity)	Account number or firm number
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I certify that I do not perform any construction work as defined above, that I am a partner or executive officer, that this declaration form is being filed to confirm my exemption from WSIB coverage and the information provided below is true.

I am aware and understand that:

- I voluntarily requested an exemption from compulsory WSIB coverage.
- I am not considered a worker for WSIB purposes once exempted from coverage and while the exemption is in effect.
- I remain ineligible for benefits under the Workplace Safety and Insurance Act, 1997 (WSIA) in the event of a work-related injury or occupational disease arising out of and in the course of employment.

By signing this declaration form, I am confirming eligibility for the exemption and wish to be exempt from coverage under WSIA.

First name (print)	Last name	Title	
Signature		Telephone	Date completed (dd/mm/yyyy)

Check this box if you are submitting this form electronically. This represents your signature. You must fill out the date above.

Authorized business representative

I am aware and understand that:

- If the above partner or executive officer engages in any construction work or there is a material change in circumstances in connection with this exemption, the individual, partnership or corporation must notify the WSIB within 10 days.
- The WSIB has the right to determine if the individual qualifies as a partner or executive officer and meets the criteria for exemption. They may request proof of ownership or executive officer status at any time.
- If the WSIB discovers the above individual did not qualify for the exemption, a premium adjustment may be made to the employer's account.
- The partnership or corporation is required to report the insurable earnings and pay premiums on for all non-exempt partners or executive officers.
- It is an offence to knowingly make a false or misleading statement or representation in this declaration for exemption or in connection with this declaration for exemption.
- The exemption takes effect the day the WSIB receives the declaration. If the partner or executive office was previously exempt the effective date will be no earlier than three months from the date they were last covered. The individual and the business will receive confirmation that the exemption has been approved and the effective date.

Contact accessibility@wsib.on.ca if you require this communication in an alternative format.

7. Exemptions remain in effect until the WSIB receives a written request to cancel it.

By signing this declaration form, I am certifying that the above partner or executive officer meets the criteria for this exemption from coverage.

Is this declaration form being completed to change a previously exempted partner or executive officer?			Yes	No
First name (print)	Last name		Title	
Signature		Telephone	Date completed (dd/mm/yyyy)	
Check this box if you are submitting this form electronically. This represents your signature. You must fill out the date above.				

Personal information on this form is collected under the authority of the WSIA to administer and enforce the WSIA. If you have any questions, please call 416-344-1000 or 1-800-387-0750.

Terms:

Construction refers to any of the industries listed under Class G construction in the WSIB Employer Classification Manual.

Construction work is any manual work of a skilled or unskilled nature, operation of equipment or machinery, or direct on-site supervision of workers. Periodic site visits are not consider construction work as long as the partners or executive officers are not performing construction work.

Partner operates a business together with one or more partners, though you may or may not share the business equally.

Executive officer controls the direction of the entire organization or key functions of the organization (e.g. operations or finance). Titles such as President or Vice President do not automatically make you an executive officer. To be considered an executive officer, you must be listed as such on corporate documents and be empowered to act on behalf of the organization.