



SECTION 3:

Groups of Five

- ▶ UNDERTAKING/APPLICATION
- ▶ SETTLEMENT PLAN & FINANCIAL ASSESSMENT
- ▶ SPONSOR ASSESSMENT, DOCUMENT CHECKLIST, USE OF REPRESENTATIVE

The instruction guide [IMM 5413](#) contains various forms that must be completed as part of the sponsorship application your group submits to the Centralized Processing Office in Winnipeg (CPO-W).

Undertaking/Application IMM 5373

At the top of the Undertaking sponsors must identify the type of their sponsoring group: SAH or CG, Group of Five, or Community Sponsor.

The **Section B** of the Undertaking requires the Group of Five to provide its name and personal details of the group representative. It is important to provide a group name and to remain consistent in all of the forms with the group's name. Some groups choose to name themselves after the refugee or group representative, while others simply put the name of their favourite club.

All forms for sponsoring as a Group of Five are available online at:

<http://www.cic.gc.ca/english/information/applications/private.asp>

The group must also identify a group representative. Be sure to identify someone who is capable of effectively communicating in either of Canada's official languages and can be easily reached by the local CIC office and the CPO-W. The CPO-W will communicate with the group representative when issues arise in regards to the sponsorship application. Group representatives may also designate an individual as their representative in dealings with CIC, by filling out an IMM 5476 (discussed later).

In the **Section D** all five members of the sponsoring group must provide their personal and contact information. If your group has more than five members, they should include a copy of the relevant page of the form with the additional information. It is important that all group members or representatives indicate if they have ever signed any other undertaking to sponsor refugees or family members. If they have sponsored someone before they should provide the details of the other sponsorship(s) including name, date of birth, immigration file number, period of sponsorship and status of the sponsorship on a separate sheet and attach it to the Undertaking. This question is meant to assist the CPO-W in reviewing the sponsorship history of the group members and assessing whether group members or representatives are eligible to participate in the sponsorship. The CPO-W officer will have access to past sponsorship information and will verify if the groups members are involved in other sponsorships. The questions must be answered in an honest and truthful manner.

Sample Case

Ezekiel and his wife want to sponsor Malu and his family using a Group of Five. They have discussed this with their cousin, Rachel Toko (DOB: January 11, 1980), and friends, Samuel David (DOB: June 29, 1985) and Mohammad Ahmad (DOB: July 07, 1981). Ezekiel has known them since he started working with the City of Blueknife. All of them earn a decent income while his cousin owns a restaurant. All group members are Canadian citizens and reside in Blueknife and the surrounding areas.

Figure 1 illustrates completed sections of the undertaking for the group representative and one group member.

Figure 1

B - SPONSORSHIP GROUP - THIS SECTION MUST BE COMPLETED BY CONSTITUENT GROUPS, GROUPS OF FIVE AND COMMUNITY SPONSORS					FOR CIC USE ONLY	
Name of Sponsorship Group (CG/G5/CS)					Group identification no.	
The Blues						
Name of representative - Surname (Family name)		Given name(s)		Date of birth (YYYY-MM-DD)		
Ezekiel		Frederic		1980-03-15		
Other names used (include birth name, maiden, previous married name(s), aliases and nicknames)						
None						
Address (no. and street)		Apt. - Unit	City	Province	Postal code	
2200 Blue St.			Blueknife	AL	E90 1Q3	
Home telephone no.	Business or cell telephone no.	E-mail address (specify, if available)				
(111) 222-5555	(111) 222-0000	frederic@ezekiel.fam				

D - THIS SECTION MUST BE COMPLETED BY GROUPS OF FIVE ONLY					FOR CIC USE ONLY	
1 Group member - Surname					Group ID no.	
Ahmed						
Given name(s)					FOR CIC USE ONLY	
Mohammad					Client ID no.	
Other names used (include birth name, maiden, previous married name, aliases and nicknames)						
None						
Date of birth	Year	Month	Day	Relationship to principal refugee applicant		
	1	9	8	No relationship		
Address		Apt./Unit	City	Province	Postal code	
2000 Blue Ave.			Blueknife	AL	B0B 0B0	
Home telephone no.	Work or cell telephone no.	Ext.		E-mail address		
Area code No	Area code No.			ahmed@mohammad.fam		
(111) 333-4444	(111) 333-7666					
Have you ever signed any other undertakings to sponsor a refugee? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ▶ If yes, provide details on a separate sheet.						
2 Group member - Surname					FOR CIC USE ONLY	
					Client ID no.	
Other names used (include birth name, maiden, previous married name, aliases and nicknames)						
Date	Year	Month	Day	Relationship to principal refugee applicant		

Section E will allow your sponsoring group to list the personal and contact information pertaining to the refugee(s) you are identifying for sponsorship.

The individual with the stronger refugee case should be the principal applicant. It is important to list all family members in this section whether they are accompanying the principal applicant or not. The *One Year Window of Opportunity* provision provides a mechanism to reunite spouses and dependent children who are missing or unable to be processed together with the principal applicant as long as they are listed on the IMM 008.

The sponsor undertakes the legal responsibility to support all family members listed, even if they arrive through the *One-Year Window of Opportunity* Application.

One Year Window of Opportunity (OYW) is a regulatory mechanism that allows non-accompanying family members to submit an application and be eligible to be processed in the same class and category as the principal applicant (PA) for up to one year following the PA's arrival in Canada. All family members must be identified on the PA's application form. For more details refer to Paragraph 141(1) (b) of IRPR, IP3 and OP5.

If a family member has not been included in the Undertaking and IMM 0008 forms, they will be excluded from coming into Canada as family members.

It is important to provide the exact mailing address of the refugees, which should be accurate and kept up-to-date throughout the application process as during the sponsorship process it will be necessary for the visa office to contact the refugee applicants. If applicable, the group can also provide an alternate address.

Sample Case Continued

Ezekiel has received the completed IMM 6000 and required documents from his brother. When submitting the Undertaking/Application to Sponsor, the sponsor will be required to fill out two Undertaking/Application to Sponsor Forms - one for Malu and his family and one for Kimbala, because Kimbala is not his biological son nor legally adopted son. He is thus a de-facto dependent of Malu. Both files can be linked so that they can be assessed at the same time.

Figure 2 demonstrates how in Malu's application form Kimbala's is being linked. Similarly, Malu's application can be linked to Kimbala's application by putting his name and date of birth in section G of Kimbala's undertaking form.

Any discrepancy or contradiction of the refugee's personal information could raise credibility issues; sponsors should ensure that the personal information and spelling of the applicants names are accurate and consistent with what has been included in the IMM 6000 package and supporting documents.

In instances of sponsorship of cases that require separate undertakings but that relate to and/or emanate from the same grounds of persecution or involve family members (i.e. adult children, siblings, etc.) **Section G** allows sponsors to link multiple undertakings so that they can be processed at the same time. To do so simply indicate on each undertaking the name and date of birth of the principal refugee applicant that corresponds to the case you would like linked.

Figure 2

G - MULTIPLE UNDERTAKINGS - THIS SECTION MUST BE COMPLETED BY ALL SPONSORING GROUPS, IF APPLICABLE		FOR CIC USE ONLY
NAMES OF OTHER PRINCIPAL REFUGEE APPLICANTS LINKED TO THIS UNDERTAKING	Date of birth	Client ID no.
Kimbala Frederic	Y M D 1, 9, 9, 0 0, 2 0, 2	
	Y M D 	

In **Section H** the group should list any close relatives of the refugee who are already living in Canada. Relatives include parents, siblings, aunts, uncles, cousins and adult children. Friends are not considered relatives.

Sections J and K – each party to the sponsorship (all members of the Group of Five and the co-sponsor, if applicable) must read these sections, check the appropriate box, and then sign and date **sections J and K**, preferably in pen with blue ink.

The application will be returned if all relevant partners to the sponsorship do not sign it. **Signatures have to be original and dated.** Any photocopy, including a scanned copy, might not be accepted. By signing this section, each part to the sponsorship undertakes the legal responsibility of upholding the obligations of the sponsoring group that are listed in **Section I** of the Undertaking and the settlement plan.

If sponsors wish to state their reasons for sponsoring the applicants mentioned in the form, they can provide a “Sponsorship Rationale” on a separate sheet of paper and attach it to the Undertaking. Sponsors can also explain why they consider the refugees to be eligible for sponsorship, that the refugees do not have any other durable solution, and why Canada is the preferred choice for resettlement. Even though providing this information is optional, sponsoring groups are encouraged to do so.

Settlement Plan IMM 5373A

The [Instruction Guide](#) defines the settlement plan as a “planning tool for sponsoring groups to formulate how they intend to deliver the various aspects of settlement assistance needed to help the refugee applicant (s) establish successfully in Canada.” This is the tool used by the CPO-W to assess whether your group is providing the resettled refugee with the necessary settlement and financial support. The more details provided the easier it will be for the officer to make this assessment.

Section B allows for the members of the Group of Five to indicate the monetary and in-kind support they are offering and its corresponding dollar figure. In-kind deductions are donations that the group is committing to provide to the refugee in the form of goods, commodities or services. There is a cap on how much a group is permitted to pledge as in-kind donations to reduce the cost of the sponsorship; this

Sample Case Continued

Ezekiel and the other group members have collected some in-kind donations i.e. furniture and clothing, and the estimate dollar figure of these items are \$ 2,000 and \$ 1,000, respectively.

Figure 3 illustrates how Section B would be filled out in this case.

NOTE: Since the application involved two linked cases, the group should be prepared to provide the required financial amount. The sponsorship costs of the family equal \$34, 800. That is: \$ 23,000 (for Malu, his wife and son) plus \$11,800 (for Kimbala). Although the group completes two undertaking forms, if the family will be living together they can choose to fill out only one settlement plan.

calculation is given in the table on page 4 of the IMM 5373A.

By using in-kind deductions, a sponsoring group can reduce the amount of financial commitment that they need to show to CIC. If in-kind deductions are above the permitted maximum, the CPO-W will either reduce the amount to the permitted maximum or return the application if the finances are insufficient for the refugees' settlement needs.

Figure 3

B - SETTLEMENT NEEDS CHECKLIST

* *Settlement Needs:* For each settlement need, specify if your group can provide monetary or in-kind support and give the corresponding dollar figure.
 * *In-Kind:* means that your group will provide settlement need in goods, commodities or services instead of money.
 * *In-Kind Deductions:* Using the rates provided in the In-Kind Deduction Table, print the dollar value for each form of settlement assistance for which an in-kind support is available. The total value of the in-kind support will be deducted from the cost of your 12-month sponsorship.

Settlement Needs	Monetary Support	Amount	In-Kind	In-Kind Deduction
START-UP COSTS				
Clothing	<input checked="" type="checkbox"/>	\$ 875.00	<input checked="" type="checkbox"/>	\$ 1000.00
Furniture	<input checked="" type="checkbox"/>	\$ 2000.00	<input checked="" type="checkbox"/>	\$ 2000.00
Start-up costs (Household effects, bedding and linens)	<input type="checkbox"/>	\$ 700.00	<input type="checkbox"/>	\$ 0
School start-up costs	<input type="checkbox"/>	\$ 300.00	<input type="checkbox"/>	\$ 0
Food staples (flour, sugar, rice, etc.)	<input type="checkbox"/>	\$ 500.00	<input type="checkbox"/>	\$
Hook-up costs (rent deposit, telephone, utilities, etc.)	<input type="checkbox"/>	\$ 725.00	n/a	n/a
MONTHLY EXPENDITURES	Total:	\$ 5100.00	Total:	\$ 3000.00
Shelter	<input type="checkbox"/>	\$ 0	<input checked="" type="checkbox"/>	\$ 1150
Transportation (public transit)	<input checked="" type="checkbox"/>	\$ 350	n/a	n/a
Living allowance (food, incidentals, etc.)	<input checked="" type="checkbox"/>	\$ 400	n/a	n/a
TOTALS	Total Monetary Support:	\$ 750	Total In-Kind Deduction:	\$ 1150

Detailed information regarding the settlement responsibilities are outlines in **Section C**. Each settlement need has been duly explained in the instruction guide. The sponsoring group is advised to refer to the guide before completing the settlement plan. For all the different areas outlined the group should earmark at least one person, give his or her availability and come up with a contingency plan should the member be unavailable for any reason. The group should also indicate clearly in this section if they are using any in-kind donations and how they will gather them.

When the group assigns the settlement tasks to members, they should use careful judgment to ensure that the responsibilities are fairly distributed among group members. Also, the group should keep in mind each member's availability and capabilities when assigning them various tasks.

Sample Case Continued

Figure 4 illustrates how the settlement details for housing were filled out by Ezekiel and his group members. All the other sections should be filled out in a similar fashion.

Figure 4

4	<input checked="" type="checkbox"/>	Arrangement for permanent accommodation	Ezekiel Frederic	after 5 p.m and weekend
▶ Details				
Number of rooms 3		Address (if known) 2200 Blue Street		
Rent deposit		<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Hook-up costs (telephone, electricity, gas, heat, etc.)				
Explain your contingency plan in case the arrangement does not work out In case the basement of Ezekiel is unavailable or the family could not live in the basement, the group plans to rent a place where the family could live and they have already scouted available housing in their area.				

Sponsors should also consider unexpected eventualities and have a contingency plan. A contingency plan offers an alternative arrangement if, for instance, members of the group are not available to offer settlement assistance or the in-kind donations do not fit the newcomers needs or the planned financial arrangements are not sufficient.

Finances are an important part of any sponsorship. In **Section D** the group members will outline their financial capability to sponsor the family. This section should be filled out in conjunction with the Financial Profile form, which will be discussed later in this chapter. Under the financial commitment section, group members will specify the amount of money they have pledged to contribute towards the sponsorship (this can be found in **Box B** of their individual Financial Profile form).

A note on Trust Accounts
Semi-trust accounts are a great way of keeping money safe until the refugees arrive. It is necessary for the account to be in the name of at least two group members and require both members' approval for any withdrawals. By ensuring that you open a semi-trust account your money will be accessible in emergency situations or in the case that the refugee does not arrive. You will need a letter from the bank

Beyond the monetary and in-kind contributions of each individual group member, the group may also choose to use other sources of funds including pensions, investments, and/or trust accounts and must indicate the amount of the contribution.

The financial commitment of all group members combined plus any other sources of funding added to the amount of in-kind deductions being utilized should be equal to or greater than the total cost of sponsorship as outlined by CIC in the Sponsorship Cost Table found on page 4 of the IMM 5373A.

Sample Case Continued

Figure 5: For the sponsorship of the Frederic family the total financial commitment of the group is \$18,000, the amount of in-kind deductions is \$16,800. When added together, this equals \$34,800. The cost of sponsoring a family of three according to the Sponsorship Cost Table is \$23,000. Given that the de facto dependant has to be considered an additional single individual, we must add \$11,800 to that amount. The total sponsorship cost in this case would be \$34,800 which equals the financial commitment of the group plus the in-kind deductions.

Figure 5

D - FINANCIAL ASSESSMENT																									
<p>* This section will allow the group to predetermine if it has committed sufficient funds to the sponsorship.</p> <p>* Use the dollar amounts indicated on the Group's financial documents and/or individual member's Financial Profile (IMM 5373B, Section G - Box B) and the dollar amounts listed in the two cost tables below to fill out this section</p>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Financial Commitment</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Other sources of Funds</td> <td style="text-align: right; padding: 5px;">\$ 3000.00</td> </tr> <tr> <td style="padding: 5px;">Member 1 Financial Commitment</td> <td style="text-align: right; padding: 5px;">+ \$ 4000.00</td> </tr> <tr> <td style="padding: 5px;">Member 2 Financial Commitment</td> <td style="text-align: right; padding: 5px;">+ \$ 4000.00</td> </tr> <tr> <td style="padding: 5px;">Member 3 Financial Commitment</td> <td style="text-align: right; padding: 5px;">+ \$ 3000.00</td> </tr> <tr> <td style="padding: 5px;">Member 4 Financial Commitment</td> <td style="text-align: right; padding: 5px;">+ \$ 3000.00</td> </tr> <tr> <td style="padding: 5px;">Member 5 Financial Commitment</td> <td style="text-align: right; padding: 5px;">+ \$ 1000.00</td> </tr> <tr> <td style="padding: 5px;">Total Financial Commitment :</td> <td style="text-align: right; padding: 5px;">= \$ 18000.00</td> </tr> </tbody> </table>	Financial Commitment		Other sources of Funds	\$ 3000.00	Member 1 Financial Commitment	+ \$ 4000.00	Member 2 Financial Commitment	+ \$ 4000.00	Member 3 Financial Commitment	+ \$ 3000.00	Member 4 Financial Commitment	+ \$ 3000.00	Member 5 Financial Commitment	+ \$ 1000.00	Total Financial Commitment :	= \$ 18000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;">FOR CIC USE ONLY Financial Requirement</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Total Cost of Sponsorship: (column C below)</td> <td style="text-align: right; padding: 5px;">\$ 34800.00</td> </tr> <tr> <td style="padding: 5px;">Total In-Kind Deduction: (from page 1)</td> <td style="text-align: right; padding: 5px;">- \$ 16800.00</td> </tr> <tr> <td style="padding: 5px;">Final Cost of Sponsorship :</td> <td style="text-align: right; padding: 5px;">= \$ 18000.00</td> </tr> </tbody> </table>	FOR CIC USE ONLY Financial Requirement		Total Cost of Sponsorship: (column C below)	\$ 34800.00	Total In-Kind Deduction: (from page 1)	- \$ 16800.00	Final Cost of Sponsorship :	= \$ 18000.00
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Financial Profile IMM 5373B

CIC uses the financial profile to determine whether the sponsoring group will be able to provide the financial support and settlement assistance required to support refugee applicants in establishing themselves successfully during the sponsorship in Canada. All group members who are contributing financially to the sponsorship are expected to fill out this form and indicate how much they are earning and contributing towards the sponsorship.

Sample Case Continued

The amount of funds committed by group members is indicated in Section G, Box B of the Financial Profile form. How much one can contribute varies but must be reasonable considering the income of the member and taking into consideration their other financial commitment including responsibility for themselves, family members and other sponsorship responsibilities, if any. For more information, please refer to the instruction guide pages 24-26.

Figure 6 illustrates the Financial Profile form for Ezekiel.

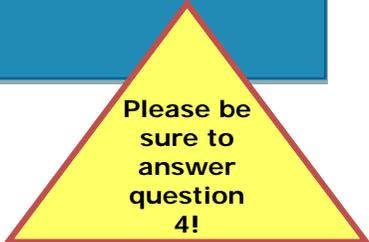


Figure 6

	Citizenship and Immigration Canada Citoyenneté et Immigration Canada	PROTECTED WHEN COMPLETED PAGE 1 OF 1
FINANCIAL PROFILE - GROUP OF FIVE * To be completed by each member who intends to use his/her personal income to support the refugee applicant(s). * Complete all sections. If any section is not applicable to you, write "N/A" ("Not applicable").		FOR CIC USE ONLY
		CIC File Identification No. _____ Principal Applicant ID No. _____
A - GROUP NAME 1 Group of Five name THE BLUES		
B - PRINCIPAL REFUGEE APPLICANT 1 Surname (Family name) FREDERIC 2 Given name(s) MALU 3 Date of birth Y M D 1970 3 15		
C - PERSONAL DETAILS 1 Surname (Family name) FREDERIC 2 Given name(s) EZIEKEL 3 Date of birth Y M D 1979 3 15 4 For how many people in Canada are you currently the primary source of financial support? (include yourself) 3		
D - EMPLOYMENT 1 Are you employed? <input checked="" type="checkbox"/> Yes (if yes, provide the following details.) <input type="checkbox"/> No <input type="checkbox"/> Self-employed 2 Name of employer CITY OF BLUE KNIFE 3 Supervisor's name STEVEN MACDONALD 4 Tel. Area code No. Ext. Fax Area code No. No. 222 555 6666 301 No. 222 555 6060 5 Address (no. and street) 2200 BLUE STREET City BLUE KNIFE Province AL Postal Code E9O 1Q3 6 Your job title PROPERTY TAX OFFICER 7 <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual 8 Dates of employment From Y M D 2000 05 01 To Y M D 2010 08 22 9 Gross salary over the last 12 months 55000.00 10 E-mail address of supervisor		
G - FUNDS COMMITTED TO SPONSORSHIP * Individual members should not commit beyond what is realistic given their current income and expenses. It is preferable that the financial burden be distributed as evenly as possible		
Box A TOTAL INCOME 55000.00	Box B FUNDS COMMITTED TO SPONSORSHIP 4000.00	(to be used in section D of Settlement Plan and Financial Assessment)

Sponsor Assessment IMM 5492

For Groups of Five, each member of the group who also signs the Undertaking/Application is required to fill out the [Sponsor Assessment form](#). By completing the form, individuals confirm that they are eligible to participate in the sponsorship of refugees.

Document Checklist IMM 5437

This form must be completed and submitted with your completed Refugee Sponsorship Application. The document checklist is the same for all three types of sponsors and it is important that sponsoring groups identify the type of their sponsorship group in the top of the first page before completing the form.

Use of Representative IMM 5476 - This form is optional.

CIC defines a representative as “someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA)”.

In the context of private refugee sponsorship, a representative may be a third party (e.g. a relative, a friend, an immigration consultant) authorized by the sponsor or by the principal applicant to enquire about the sponsor/refugee application on their behalf. In some cases sponsors may ask the refugee(s) to fill out this form to identify the sponsor as their representative.

Application for Convention Refugees Abroad and Humanitarian-Protected Persons Abroad IMM 6000

In order for the application package to be complete sponsors must ensure that [IMM 6000](#) forms are completed and signed by the refugee applicants and that all required supporting documents are enclosed. The IMM 6000 application package has to be submitted to the CPO-W [together](#) with the sponsor’s forms.