



Use this form to submit your Response to the Notice of Appeal that was sent to you by the Social Benefits Tribunal (SBT), or to submit an Amended Response.

1. Complete all sections of the form.
 - **Part 1** asks for general information about you and the other parties.
 - **Part 2** requires you to:
 - tell us if this is your initial response or an amended response to the appeal,
 - provide the details of your response,
 - tell us whether you will be making a written submission and, if so, when you will be making the submission.
 - **Part 3** requires your signature and the contact information for your representative. You must also indicate whether the representative will be attending the hearing.
2. File all pages of the response and any written submissions with the SBT no later than 30 days after receiving the Notice of Appeal. You must also give a copy of the response and any written submissions to the appellant and any other parties no later than 30 days after you receive the Notice of Appeal.
3. If you have any changes or updates to the details of your Response, you must file an Amended Response to Appeal form with the SBT, and give a copy to the other parties, no later than 30 days before the hearing.
4. A respondent who intends to participate at the hearing must inform the SBT and the appellant by indicating this on the form above, or in writing as soon as possible after receiving the Notice of Hearing but no later than 7 days before the hearing date.



File Number: -

Complete all sections of this form.

Part 1: General Information

Appellant's Name:

Respondent's Office Name:

Name(s) of any Other Parties:

Part 2: Response

Check the appropriate circle below to indicate if this is your initial Response to the Appeal or an Amended Response.

- Response to Appeal Amended Response to Appeal

In the box below, provide details of your response. Be sure to include any preliminary objections or any issues about jurisdiction.

Attach more sheets if necessary.

Written Submissions:

Are you intending to make a written submission to the appeal? Yes No

If yes, indicate when and how you will make the written submission.

- Written submission has been delivered to the other parties.
- Written submission is attached.
- Written submission will be provided no later than 30 days after receiving the Notice of Appeal.

Part 3: Signature and Representative Information

Representative Information:

Name:	
Mailing Address:	
Telephone Number:	Fax Number:
Email Address:	

Will you be attending the hearing? Yes No

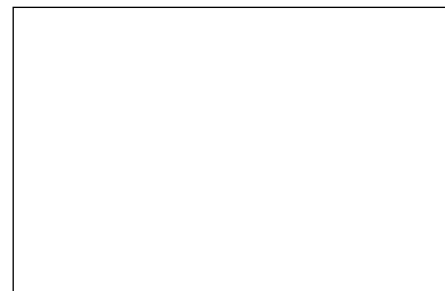
Signature:

Name of person signing:	
Signature:	Date:

Important Information:

1. If you have any changes or updates to the details of your Response, you must file an Amended Response to Appeal form with the SBT, and give a copy to the other parties, no later than 30 days before the hearing.
2. A respondent who intends to participate at the hearing must inform the SBT and the appellant by indicating this on the form above, or in writing as soon as possible after receiving the Notice of Hearing but no later than 7 days before the hearing date.

Collecting Personal Information: The Social Benefits Tribunal (SBT) collects the personal information requested on this form under the *Ontario Works Act, 1997* or the *Ontario Disability Support Program Act, 1997*. It will be used for the purpose of conducting the appeal and will be shared with the parties. If you have any questions, contact the SBT at 1-800-753-3895.



v. 01/10/2016