

Appealing a Decision to a Review Tribunal

General information

If you wish to appeal a reconsideration decision under the Canada Pension Plan (CPP) or Old Age Security (OAS) that has been made by Human Resources and Skills Development Canada (HRSDC), send your appeal to the Office of the Commissioner of Review Tribunals (OCRT) CPP/OAS. The OCRT is a separate office from HRSDC and was not involved in decisions made by HRSDC.

Who is the Office of the Commissioner of Review Tribunals (OCRT)

The Office of the Commissioner of Review Tribunals (OCRT) is responsible for the administration of appeals to a Review Tribunal.

A Review Tribunal is an independent body. It will conduct a hearing and make a decision on your appeal. It will take an entirely new look at your case to see if you qualify for a CPP or OAS benefit.

The Review Tribunal consists of: a Chairperson, who is always a lawyer, and two other members. If your appeal is about a Disability Pension, one of the three members will be a qualified health professional. The other person will be a community member.

A Review Tribunal makes a decision based on the:

- law governing the Canada Pension Plan or Old Age Security programs, which defines how a person qualifies for a benefit or pension; and
- facts of your particular case and the oral and written evidence presented. This includes any new information submitted by any party to the appeal after the HRSDC decision was made.

Here is a brief outline of how an appeal works, including how to begin the process. If you appeal, you will receive additional information about the process.

How to appeal

Send a letter of appeal to the Office of the Commissioner of Review Tribunals no later than 90 days after you receive the reconsideration decision of HRSDC.

Be sure to include:

- your name, address and telephone number including the area code
- your Social Insurance Number
- the reason you are appealing
- the date that you were notified by letter of the decision of the Minister (we recommend you include a copy of HRSDC's decision letter)
- your representative's name, address and telephone number with your signed authorization, if you decide to have someone represent you

To help you, you can use the *"Notice of Appeal"* form and the *"Authorization to Disclose"* form. Both forms are available on the OCRT website or by calling the OCRT. **Send your appeal to the address listed at the end of this document and not to HRSDC.**



About your hearing

The hearing will be held as close to your home as possible. The OCRT will pay for reasonable expenses to get you to your hearing if you live in Canada. If you live outside of Canada, please call the OCRT for more information.

The hearing will be conducted in your choice of English or French. Please notify the OCRT if you need an interpreter.

You can decide to present your own case before the Review Tribunal or you may also decide to have someone represent you, at your own expense. Before retaining a representative, you should be clear about fees that they may charge.

Your hearing will be private and confidential – you may bring witnesses to provide information at the hearing and a family member or friend to support you. HRSDC will also send someone to explain their decision. All witnesses, including yourself, will be asked to make a solemn affirmation. Making a solemn affirmation means promising to tell the truth.

The only other people allowed at your hearing may be persons directly affected by the decision made on your case. The hearing follows a certain order while also allowing flexibility for the parties to present their best case.

Remember, your appeal is your chance to explain to a Review Tribunal why you believe you meet the requirements for the benefit. It is up to you to make sure you have the information to prove your case to the Review Tribunal.

**If you need more information
please call the OCRT.**

How to contact

the Office of the Commissioner of Review Tribunals (OCRT)

By mail

Office of the Commissioner of Review
Tribunals CPP/OAS
PO Box 8250, Station T
Ottawa, ON K1G 5S5

By telephone

1-800-363-0076
Free of charge in Canada and USA
(outside of Canada and USA,
call collect 613-946-0320)
7:00 a.m. to 5:00 p.m. - Eastern Time
Monday to Friday

By TTY

1-866-203-7625
Free of charge in Canada and USA
(outside of Canada and USA,
call collect 1-613-954-5178)
7:00 a.m. to 5:00 p.m. - Eastern Time
Monday to Friday

By fax

1-866-263-7918
Free of charge in Canada and USA

By e-mail

info@ocrt-bctr.ca

- **do include** your name, address and telephone number, so we can contact you
- **do not include** your Social Insurance Number or personal information in your e-mail (because it is not a secure site)

OCRT's Website www.reviewtribunals.gc.ca

Available in alternate format.

Produced by:

The Office of the Commissioner of Review Tribunals CPP/OAS
February 2011

Aussi disponible en français sous le titre
« Appel auprès d'un tribunal de révision aux termes du
Régime de pensions du Canada – Renseignements généraux ».