



ESA Reviews and Appeals Office:
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Office Use: Form RP3 Appeal No.: Date:

Request for Extension of Time – Appeal Director of Review and Appeal (DORA) Decision
 IN THE MATTER OF APPEALS UNDER PART II AND III OF [ONTARIO REGULATION 187/09](#) MADE UNDER THE
 SAFETY AND CONSUMER STATUTES ADMINISTRATION ACT, 1996

Important Information:

- **Section 10 (2) (3) (4) and S.14 (3) (4) (5)** of [Ontario Regulation 187/09](#) under the *Safety and Consumer Statutes Administration Act, 1996*, allows for the Review Panel to extend the time allowed for the appeal of decisions rendered by the Director of Reviews and Appeals (DORA), if the Review Panel is satisfied there are reasonable and apparent grounds for granting the extension. If granted, this extension cannot be for more than 15 days after the Review Panel grants the extension.
- Please complete all sections of this form and submit it with a completed Notice of Appeal to the Review Panel (Form RP1), including a copy of the DORA decision being disputed, and deliver it by email to the Reviews and Appeals. The \$113 non-refundable filing fee must also be paid prior to the Review Panel review of any request for an extension of time. Regardless of the Review Panels decision the filling fee will not be refunded.

Appellant Information: *(Please Type or Print Clearly)*

Name:	_____	_____	_____
	<i>(Family/Last Name(s))</i>	<i>(Middle Initial)</i>	<i>(First Name(s))</i>
Company Name	_____		
	<i>(If applicable)</i>		
Address:	_____	_____	_____
	<i>(Street, Suite No.)</i>	<i>(City)</i>	<i>(Province)</i>
Contact Information:	Email: _____	Telephone: _____	

Appellant's Position:

I request an extension of time to file a Notice of Appeal to dispute the following decision of the DORA:

Case Number: _____
Case Number

File Number: _____
File Number

Date of Decision: _____
Date:(yyyy/mm/dd)

Please explain the reason(s) you require an extension of time (be as specific as possible)
(please check here if additional pages are attached)

I am requesting an extension of time file a notice of appeal before the Review Panel.

Signature of Appellant Date

Please inform the Reviews and Appeals Office about any needs or barriers related to the Human Rights Code of Ontario as soon as possible. For more information, please visit: <https://www.esasafe.com/appeals/>.

ESA is committed to maintaining the security and confidentiality of personal information in accordance with applicable privacy legislation and its Customer Privacy Policy. ESA also makes stipulated categories of information (not including personal information) available upon request as set out in its Access and Privacy Code. By submitting personal information to the ESA Reviews and Appeals Office, you are consenting to ESA collecting, using and disclosing your personal information for the purposes set out in the Customer Privacy Policy. You represent that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you provide personal information to ESA in order to enable us to collect, use and disclose such personal information for the purpose described above. Copies of the Customer Privacy Policy and Access and Privacy Code are located on the ESA website at <https://esasafe.com>.