

Notice of Participation

Revised August 2025

This form will be your formal notice of participation in an appeal. Submit it within **14 days** of our invitation letter. If we don't receive a response from you within 14 days, the appeal will proceed without your participation.
When filling out this form, please print clearly using black or blue ink and mail it to the address above.

What appeal or application have you been invited to participate in?

WCAT appeal/application number (e.g. A2109999)	The appeal/application was started by:	Date of decision being appealed/reconsidered
Additional information about the appeal/application (Review Reference number, WorkSafeBC claim or employer account number, WCAT appeal number of the decision being reconsidered, your preferred method of appeal, etc.)		

Will you be participating in the appeal?

If you participate, you will receive a copy of the WorkSafeBC file related to the appeal or application as well as any documents or evidence WCAT has received for the appeal. You will have a chance to provide written submissions and evidence and WCAT will invite you to attend an oral hearing if one is held. If you decide **not** to participate, WCAT will send you only a copy of the final decision for the appeal or application.

☐ **Yes, I will participate** ☐ **No, I do not want to participate**

Tell us about yourself

You must tell WCAT about any changes in this information, or the appeal may proceed without your participation.

<input type="checkbox"/> I am the worker		<input type="checkbox"/> I am the dependant of a deceased worker		<input type="checkbox"/> I am an independent operator		
<input type="checkbox"/> I am the employer		<input type="checkbox"/> I am a supplier		<input type="checkbox"/> I represent the union		
<input type="checkbox"/> I am the owner		If you are the employer or part of a business/firm, fill in this row.				
Business/firm name						WorkSafeBC employer account number
Last name			First name			
Your Pronouns <input type="checkbox"/> They/Them <input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> Pronouns not listed: _____						Your pronouns and title will help us address you respectfully during the appeal process. If you choose not to answer, we will address you with the information we have on file from WorkSafeBC.
Your Title <input type="checkbox"/> Mx. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Title not listed: _____						
Email address for disclosure		WorkSafeBC will use this address to send you notice of disclosure, which is a copy of the claim file. If you are represented , disclosure will be sent to your representative.		<input type="checkbox"/> I want to receive disclosure by mail		
If you are a worker and you cannot receive notifications about the claim file by email, check this box to receive the claim file in the mail.						

To get appeal information by email, please sign up for WCAT Online Services (WCAT.BC.CA > ONLINE SERVICES) If you have not signed up for WCAT Online Services, or if you are participating in an appeal that is not supported by WCAT Online Services, we will send your appeal information to the mailing address below.

Mailing Address	City/Town	Province/State	Postal/ZIP Code
Country	Telephone (Daytime)	Telephone (Other)	Fax Number

Are you an Indigenous person (includes a person of Indigenous ancestry: Inuit, Metis, First Nations, non-status, status, and anyone with First Nations ancestry)?

If you self-identify, you can work with a WCAT Navigator to tell your story. These experienced staff members can offer neutral support and make sure that cultural sensitivities are respected. This service is part of implementing the Truth and Reconciliation Commission's Calls to Action.

<input type="checkbox"/> Yes	<input type="checkbox"/> Other, please explain: _____
<input type="checkbox"/> No	<input type="checkbox"/> I choose not to answer this question

Do you need any accommodations to participate in the appeal process?

An accommodation is an arrangement to help remove a barrier that prevents you from fully participating in the appeal.

<input type="checkbox"/> No	<input type="checkbox"/> Yes, (please explain)
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Hearing Method

If an oral hearing is held, do you need an interpreter? WCAT provides professional interpreters for oral hearings. Family and friends may not interpret for you. ☐ No ☐ Yes If yes, the language (and dialect) I speak is

If WCAT holds an oral hearing by videoconference, can we send the invitation to the email address you provided for disclosure? If you have signed up for WCAT Online Services (WCAT.BC.CA > ONLINE SERVICES), WCAT will send the invitation to the address you used to sign up. ☐ No ☐ Yes

If an oral hearing is held, do you plan to bring any witnesses to the hearing? If you are unsure, leave this question blank. You can update this answer later. ☐ No ☐ Yes Names of witnesses

Representation

You may appoint a person or an organization (with or without a specific contact) to represent you, or you may represent yourself.

Will you be representing yourself? ☐ Yes (go to next section) ☐ No (please choose one of the following):

☐ I have a professional representative Name of Organization ☐ I have a friend/family member representing me Relationship to respondent (e.g. family member or friend)

Representative's Last Name Representative's First Name

Representative's Pronouns ☐ They/Them ☐ She/Her ☐ He/Him ☐ I don't know ☐ Pronouns not listed: _____ These pronouns and title will help us address your representative respectfully during the appeal process.

Representative's Title ☐ Mx. ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ I don't know ☐ Title not listed: _____

Representative's mailing address City/Town Province/state Postal/ZIP Code

Country Telephone (Daytime) Telephone (Other) Fax Number

Email address for disclosure Representatives must provide an email address to receive notice of disclosure, which is a copy of the claim file.

To get appeal information by email, your representative must sign up for WCAT Online Services (WCAT.BC.CA > ONLINE SERVICES). If not, or if you are participating in an appeal that is not supported by WCAT Online services, we will send them appeal information by mail.

If WCAT holds an oral hearing by videoconference, the invitation will be sent to the email address your representative used to sign up for WCAT Online Services. Otherwise, WCAT will send the invitation to your representative's email address for disclosure.

This form must be signed by the **respondent** or an **authorized representative**. If signed by an authorized representative, we need an authorization less than 2 years old signed by the respondent. An *Authorization of Representative* form can be found at WCAT.BC.CA > FORMS.

That authorization ☐ is enclosed ☐ is on the WorkSafeBC file ☐ is provided by this form (the appellant must sign the form below)

Workers' Advisers Office only:

Workers' adviser name:

If a workers' adviser providing advice & assistance only is submitting this form, please give the name here.

Certification and authorization

I confirm the information on this form is correct and complete. I will notify WCAT if I change my address or phone number. I understand that WCAT must have my current address, or the appeal/application will proceed without my participation. **I authorize my representative named above to act on my behalf in this appeal.**

For workers: I authorize disclosure of my claim file(s) and information relating to this appeal to WCAT, my representative, and other parties to this appeal for the purposes of this appeal and as allowed under section 314 of the *Workers Compensation Act*. I also authorize WCAT to obtain or view from any source a copy of my employment or medical records or any other documents that may relate to this appeal/application or the decision(s) being appealed/reconsidered.

Full name (please print)

Signature

Date Signed (YYYY-MM-DD)

X

Personal information on this form is collected for the processing and adjudication of a WCAT matter under the *Workers Compensation Act* and the *Freedom of Information and Protection of Privacy Act*. For further information, please contact WCAT's Freedom of Information Coordinator at the address or telephone number at the top of this form. Unencrypted email is not a secure medium. Any message or attachment you send by unencrypted email could be intercepted and read by someone else, and you accept the risk of access to personal information by unauthorized persons during transmission. WCAT accepts no responsibility for messages or attachments sent by email until they are received by WCAT. You are responsible for the security of information you are sending. You must assess its sensitivity and decide whether email is a secure enough method of communication.