



Status 4 All Refugee Centre

Via E-mail at
[Relevant RPD email address](#)

November 7, 2023

TO: The Registrar
The Immigration and Refugee Board
Relevant RPD Street Address

Dear Sir/Madam:

RE: Application for Extension of Deadline to file BOC/Narrative

Marge Simpson
UCI: 1111111111

Homer Simpson
UCI: 1111111112

Lisa Simpson
UCI: 1111111113

Dear Madam or Sir:

Please be advised that Status for All Refugee Centre is assisting the aforementioned refugee claimants with their pending refugee claim. The Claimants were originally supposed to submit their completed Basis of Claim forms and supporting narratives to the RPD by XXXXXXXX. Unfortunately, due to unforeseen circumstance X, the Claimants are unable to make this deadline. As such, they are requesting that the Board kindly extend the deadline to XXXXXXXX. This will allow the claimants sufficient time to complete their BOC documents.

The Claimants thank you for taking the time to consider their application. Should you have any questions or concerns, please feel do not hesitate to reach out.

Sincerely,

Lawyer McLegal
Status 4 All Refugee Centre
123 Fake Street
Faketon, New Brunswick

Things to Note:

- Include an explanation of why the extension is required. I have had success with general explanations like "the Claimants have been unable to meet the deadline because of unforeseen challenges adapting to life in Canada." That said, extensions are discretionary and so it is better to provide a more detailed and specific explanation if possible.
- Always include a new suggested deadline. I have had success asking for a month, but decision makers may differ on this.
- Applications for deadline extensions can be sent to the relevant RPD email address: RPDEastern-SPRest@irb-cisr.gc.ca for Eastern Canada including Quebec, Nunavut and Ottawa/Kingston; RPDcentral-SPRcentre@irb-cisr.gc.ca for Ontario excluding Ottawa/Kingston; RPDWestern-SPRouest@irb-cisr.gc.ca for the rest of Canada.
- Include "EOD Application" in subject line, along with the name of the principal claimant and their UCI number.