



Ontario

MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY
Ministère des Services au public et aux entreprises

APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

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Attesté

5. at / à

Toronto, Ontario

6. the / le **2025-07-23**

7. by / par

8. N° / sous n°

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PACSTON

TECHNOLOGY • TALENT • PROCESS

Pacston Technology Group Inc.

Suite [REDACTED] St., North York, Ontario, Canada

Phone: [REDACTED]

Email: p[REDACTED]

Website: [REDACTED]

July 22nd, 2025

To whom it may concern

We hereby declare that [REDACTED] employee ID [REDACTED] East, Toronto, Canada has been working for this company starting from January 20th, 2025, employee ID [REDACTED] the role of Case Manager - Quality Assurance Division. This position is full-time permanent. The following are the primary responsibilities:

- Review passport and visa-related documents to help identify potential sources of filing errors.
- Sort and prepare clients' materials in an effective and efficient manner for submission to the USCIS.
- Retrieve saved documents from the client's internal account, as specified in the client's petition letter.
- Look up and/or update useful statistics referenced in the petition letter as needed.
- Correct minor errors in the petition letter and/or index of exhibits.
- Communicate with clients regarding missing or insufficient documentation. Reply to client messages in the case management system.
- Assign and edit technical/legal documents and letters based on internal materials.
- Coordinate package shipments, monitor order progress for punctual deliveries retrieve necessary documents upon request, and oversee billing and invoice management.
- Ensure client confidentiality and data security while maintaining a clean and organized office environment.
- Provide assistance to colleagues as needed to facilitate the completion of time-sensitive cases while managing designated tasks.
- Work on holidays as necessary to support operational needs.
- Perform other duties as assigned.
- The standard goal (KPI) to be met in order to pass the probationary period is to be able to complete, with a high level of accuracy and detail-orientation, 120 KPI points per month. While working on these immigration cases, you will be communicating with the clients via messaging and reviewing evidence, including forms and documents.

[REDACTED]'s current work hours are 40 per week with an annual salary of \$55,000 CAD.

Yours Sincerely,

Signed by:

[REDACTED]
E2DRFD544C...

[REDACTED] & Culture of Pacston Technology Group

Tel: [REDACTED]

Email: p[REDACTED]

I certify that this is a true copy
of the original document

Date: 22nd day [REDACTED], 2025

