

**Application Guide for the Entrepreneur Category
Saskatchewan Immigrant Nominee Program (SINP)**

This Program Guide outlines the requirements for the Entrepreneur Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions and processes necessary for determining eligibility and submitting a complete electronic application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Please note that program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on the Saskatchewan immigration website when the SINP receives your application. To check if you have the most up-to-date application guide, please visit:

<http://www.economy.gov.sk.ca/immigration/entrepreneurs>

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I. What is the SINP?

The Saskatchewan Immigrant Nominee Program (SINP) is an immigration program that the province administers. It operates under an agreement with the federal government. This program can provide a quicker means of entry into Canada; it allows Saskatchewan to nominate applicants to the federal government for permanent residency. The SINP offers:

- Applicant selection based on the province's economic needs;
- Competitive application processing times; and
- Provincial immigration officers who can explain the program requirements and processes

What is the SINP Entrepreneur Category?

The Entrepreneur category of the SINP is designed to attract entrepreneurial talent to the province. The SINP entrepreneur category nominates approved applicants who, as per program criteria, acquire or partner in a business in Saskatchewan and are actively involved in its management, and who reside in Saskatchewan.

How the SINP Entrepreneur Category works

If you wish to use the SINP you must first review the Eligibility Requirements section of this guide to determine if you would be eligible to use the program. If you think you are eligible then please review the Points Assessment Grid in Appendix A. You need to meet the minimum eligibility criteria to be able to submit an Expression of Interest (EOI) to apply. **Submitting an EOI does not guarantee acceptance to the program or nomination.**

The SINP is using an exclusively electronic system for the submission of applications. You will need a valid email address, access to a computer, and the ability to scan and upload the required documents to be able to submit an Expression of Interest (EOI) and a formal application.

Criteria Subject to Change

Program criteria may change without notice and applications will be assessed according to the criteria of the Saskatchewan immigration website when the SINP receives your completed application.

Nomination Limit

Please be advised the SINP is subject to a nomination limit set by the federal government. The ability to be nominated is affected by these constraints and program criterion. No application is guaranteed to be accepted and/or nominated.

II. Entrepreneur Category Process

There are three steps to the nomination process:

1. **Submitting an Expression of Interest (EOI) to the SINP:** prospective immigrants indicate their interest in operating a business and residing in Saskatchewan by providing required information about their entrepreneurial experience, assets, and Business Establishment Plan (BEP), among other factors.
 - a. Candidates that meet the minimum entry criteria are accepted into the EOI candidate pool.
 - b. Once submitted, EOIs are scored and ranked using the points grid.
2. **Invitation to Apply:** candidates are selected from the EOI system based on their score on the points criteria grid, with the top scoring EOIs being prioritized for selection and formal application submission. Selected candidates are invited to apply to the SINP.
 - a. Candidates that pass the verification stage will be issued a SINP Entrepreneur Approval Letter which will convey support of the applicant's request to Citizenship and Immigration Canada (CIC) for a two year temporary work permit.
 - b. The work permit will allow persons to reside and work legally in Saskatchewan while they implement their business proposal.
3. **Nomination:** Once an applicant satisfies the conditions of the Business Performance Agreement they can apply to be nominated by the SINP for permanent residency.

EOI Eligibility Criteria and Process (see Section III for detailed information)

- In order to submit an EOI to the SINP, you must (1) meet the minimum entry criteria, and (2) you must complete the points grid in order to be scored once your EOI is in the pool of candidates.
- In order to meet the minimum entry criteria you must:
 - have \$500,000 (CAD) at minimum in Net Business and Personal Assets;
 - have a minimum of three years of relevant business management or entrepreneurial experience gained in the past ten years; and,
 - intend to invest a minimum of \$300,000 (CAD) in Regina and Saskatoon or a minimum of \$200,000 (CAD) in all other Saskatchewan communities.
- The SINP will use the information you provide for the points criteria grid to rank your EOI in the pool of candidates. Candidates are selected from the EOI system based on their score on the points criteria grid, with the top scoring EOIs being prioritized for selection. Selected candidates are invited to apply to the SINP.
- If you are invited to apply you must submit a Business Establishment Plan that corresponds to the information in your EOI.

Business Establishment Plan

- If you are invited to apply to the SINP, your Business Establishment Plan must include the following:
 - Your plan to establish a business that aligns with the points assigned in the Entrepreneur Category Points Grid, if applicable (for investment amount and sector);
 - Your ownership of at least one third (33 1/3%) of the equity of a business in Saskatchewan unless your total investment is \$1 million CAD or higher;
 - Your commitment to provide active and on-going participation in the day to day management and direction of the business; and
 - If you are establishing a new business in Regina or Saskatoon, your business plan must include the creation of two employment opportunities for Canadians or permanent residents in Saskatchewan (non-relative workers).
- Please note that the SINP reserves the right to have Business Establishment Plans assessed by professional third parties identified by the Government of Saskatchewan. The assessment conducted by identified Third Parties will focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

1. *Expression of Interest (EOI)*

An EOI is not an application; it is an expression of your interest in the SINP. The SINP selects EOI's based upon the EOI Points Assessment ranking and the SINP's nomination targets. Submitting an EOI does not guarantee selection for processing.

Please follow these steps to submit your EOI to the program:

- Review the Eligibility Requirements section of this guide. Only those who meet the minimum eligibility criteria can submit an EOI.
- If you are eligible to apply under the Entrepreneur category review the Points Assessment Grid in Appendix A.
- Complete your online Expression of Interest. Instructions are provided during the online application. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.
 - If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of submission, and that all answers are accurate and truthful. If your EOI is not up to date and it is found that you or any person associated with your application omitted relevant information or provided misleading or fraudulent information at the time of assessment your application will be rejected and you will be unable to apply to the SINP for a period of two years.
 - You must ensure you understand the questions before providing an answer. If you are unsure, use the help icons or review the SINP website.
 - There is no fee for submitting an EOI.

- You do not attach any documents to your EOI. However, you will be required to attach documents, including translations if necessary, in the event that you are invited by the SINP to submit an electronic application.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
 - EOI's can remain in the pool for twelve months from the date of receipt.
 - If your EOI is not selected during this time it will be removed from the pool and you will be able to reapply if you so choose.
 - If you are able to acquire additional points after beginning your EOI, you can update your pending EOI with current information before it is submitted. Once your EOI has been submitted you will not be able to update it. If your EOI is selected it will be removed from the pool and you will no longer be able to update it. Points for age are awarded based on your age on the date you submit your EOI.

2 (a). *EOI Selection and Invitation to Submit an Application*

- EOI's are assessed based upon the criteria in place at the time when your EOI was submitted.
- If your EOI is selected it will be removed from the application pool and you will no longer be able to update it.
- If your EOI is selected you will receive an Invitation to Submit an Application (ISA) letter. If your application does not match the information in your EOI it will be rejected and you will be unable to submit an EOI or apply to the SINP for two years. If your situation or any of your information has changed and the changes would result in a loss of points or you would no longer meet the minimum criteria then you should request to withdraw your EOI and not submit an application.
- Selection does not guarantee that your application will be approved or that you will receive nomination or permanent residence.
- An ISA letter will include a file number.
- You will have 20 calendar days from the date of the ISA letter in which to:
 - Pay a \$2,500.00 CAD Non-Refundable Processing Fee; and,
 - Select and identify a recognized third party financial review service provider on your online application.
- You will have 90 calendar days from the date of the ISA letter in which to:
 - Submit your complete electronic Application, including all required supporting documents; and
 - Submit your Business Establishment Plan.
- You will have 180 calendar days from the date of the ISA letter in which to:
 - Submit your Third Party Verification Report.

- You are responsible for submitting the required documents to the Third Party Verification provider (see Entrepreneur Third Party Verification Document Checklist).
- The Third Party Verification provider may request further documents or information and may call you for an interview if necessary.
- If you have not submitted the required information or processing fee within the deadlines stipulated your invitation to apply will expire and your application may be closed and removed from the system. If your application has been removed from the system and you are still interested in applying to the SINP you will have to submit a new EOI, under the relevant criteria in place at the time of submission.
- You will need to upload supporting documents to your electronic application. Please carefully review the document checklists for a full list of all required documents.
- All documentation must be provided in English or French. When documents are in a language other than English or French, the Applicant must submit an electronic copy of the original document as well as an electronic copy of its translation and a translator affidavit.

2 (b). *SINP Application Assessment*

- Once your application Processing Fee, Third Party Verification Report, and Electronic Application including all Supporting Documentation are received, the SINP will review your application and verify the information.
- Please note that only complete applications will be accepted.
 - Incomplete applications will be closed and all submitted information and supporting documents removed from the system.
 - If your application has been closed and you wish to reapply, you must submit a new EOI, under the relevant criteria in place at the time of submission.
- Your application will be assessed against the Entrepreneur Eligibility Criteria and your EOI Points Assessment will be verified.
 - A Business Immigration Officer may contact you for more information or call you for an in-person interview.
- If upon review of your application you do not meet program Eligibility Criteria your application will be ineligible.
 - If your application is ineligible all submitted information and supporting documents will be removed from the system. You may choose to submit a new EOI once you meet program criteria.
- If the SINP determines that your score on the Points Assessment Grid differs from the Points you have claimed and that this was due to intentional misrepresentation, or that you or any person associated with your application omitted relevant information or provided misleading information;
 - Your application will be rejected; and,

- You will not be permitted to submit an EOI or application to the SINP for a period of 2 years.
- If you appear to meet the Entrepreneur Eligibility Criteria you will be contacted to participate in a final interview, either in-person or conducted using a web-based video conferencing service. Please note that applicants are responsible for ensuring they have access to the web-based video conferencing service, including all equipment and software required.
- Upon completion of the final interview, you will be sent a Business Performance Agreement (BPA) for your review and signature.
 - Your BPA is your legal agreement with the Province of Saskatchewan.
 - Your BPA will state the amount you will invest in your business and the business sector you will operate your business under. The BPA will also list any other information relevant to your application including but not limited to job creation, business succession, and business location. This is based upon the information you supplied in your Business Establishment Plan.
 - You must scan and attach your signed and dated BPA to the SINP within 30 days.
- Upon receipt of your signed and dated BPA the SINP will issue a SINP Entrepreneur Approval Letter that includes instructions on how to apply to CIC for a Temporary Work Permit (TWP), along with a Temporary Work Permit Support Letter.
 - The SINP letter is issued to facilitate your application to Citizenship and Immigration Canada (CIC) for a TWP.
 - You must apply to CIC for your TWP within three (3) months of the date on the SINP Approval letter.
 - A TWP allows you to settle and operate your business in Saskatchewan.
 - If CIC refuses your TWP application your SINP application will be ineligible.

2 (c). *Arriving in Saskatchewan and Business Establishment*

- The SINP requires that you submit your SINP Entrepreneur Approval Letter along with your application for a temporary work permit to the federal government within three (3) months of receipt to facilitate arrival in Saskatchewan within 12 months of receiving your SINP Entrepreneur Approval Letter. All approved applicants that do not attend an arrival meeting within 18 months of the date on the SINP Entrepreneur Approval letter will be deemed to have failed to fulfill BPA terms and their applications will be closed.
- Upon arrival in Saskatchewan you are required to:
 - Meet with a business service provider designated by the Ministry within 90 calendar days of arriving in Canada. The contact details will be sent to you with your BPA. Following the interview the business service provider is available to answer questions related to fulfilling the terms of the BPA. The business service provider can also refer you to other

- service providers for relevant information and guidance related to the establishment of your business.
 - Appendix E includes the Arrival Report form and a list of documents you are required to provide.
 - No later than 12 months after the Landing Date, submit to the SINP Entrepreneur category the Business Establishment Progress Report outlining your business establishment activities to date.
 - Appendix G includes the Business Establishment Progress Report form.
- Upon arrival in Saskatchewan you are to:
 - Begin to establish or purchase your business as per the requirements of your BPA. You are recommended to start operating your business within six months of arriving in Saskatchewan. To be eligible for nomination you must operate your business for a minimum of six months.
- You are encouraged to use the settlement services available in Saskatchewan. You can access government funded settlement services through Regional Newcomer Gateways. These organizations are welcoming centres for newcomers to Saskatchewan that provide language assessment services, career and employment services (for your accompanying family members), and guidance and advice from a Settlement Coordinator. These [Regional Newcomer Gateways](#) can also connect you to community and ethno-cultural groups.

2 (d). BPA Change Requests

- Applicants applying to change their BPA must have completed the mandatory arrival meeting within 90 calendar days of arriving in Canada, and, if required, must have also submitted the mid-term Business Establishment Activity Report. Applicant's that have not fulfilled these obligations will not be eligible to request a BPA change.
- BPA change requests will only be considered when the proposed new venture has been adequately researched and detailed documentation is provided.
- Applicants will be expected to demonstrate genuine attempts to purchase or establish the business as per their original BPA and must provide detailed documentation to demonstrate that they have made a fair attempt to fulfil their original BPA, or clearly outline why the business is no longer viable in their intended location.
- Applicants will also be required to explain what obstacles they have encountered and what they have done to try to overcome these obstacles.
- BPA change requests will be assessed on a case-by-case basis.
- You are not guaranteed to receive approval for a BPA change despite meeting program criteria.
- BPA change requests must be reviewed and the requested change must continue to meet program criteria and be eligible.
- BPA changes cannot result in an applicant being assessed with less points than they were selected with as per their EOI.

3. Application for Nomination

In order to be eligible for nomination you and your immediate family must be residing in Saskatchewan and you must comply with your BPA including transferring the required funds to Canada, maintaining legal status in Canada, and you must have operated your business in accordance with your BPA for at least six (6) months before requesting nomination. To ensure applicants maintain legal status in Canada, you are encouraged to have at least six (6) months remaining on your TWP when applying for nomination. You are responsible for maintaining your legal status in Canada as per the Immigration and Refugee Protection Act (IRPA).

- Once you have fulfilled your BPA and operated your business for at least 6 months you are eligible to apply to the SINP for nomination.
- The SINP will assess your application for nomination and advise you of the outcome. You will be assessed upon your compliance with your Business Performance Agreement and any other criteria in place at the time you started your application process.
- You must submit your application for nomination electronically using the SINP online system. Appendix F contains the list of documents you will be required to provide.
- If approved for nomination the SINP will:
 - Send a nomination certificate to CIC; and
 - Send a nomination letter to you explaining how to forward your permanent residency application to the CIC Centralized Intake Office (CIO).

4. Application for Permanent Residence

- To obtain Permanent Residence status, you must apply to CIC with your SINP nomination. You must:
 - Ensure you maintain your legal status in Canada; and
 - Have a valid TWP while you are waiting for CIC to process your permanent residence application.
- CIC considers your application after they receive the nomination certificate from the SINP.
- CIC completes health, security and criminal reviews, and then, if approved, issues visas to you and your family members.

In addition to health, criminality and security checks, CIC may request any additional information that it deems appropriate at any time during the application process. CIC is responsible for assessing each nominee's eligibility for Permanent Residence. **The SINP is not responsible for CIC's decision to grant or deny Permanent Residence status.**

5. Who is not eligible to apply under the Entrepreneur Category?

- Refugee claimants in Canada claiming refugee status from the government of Canada.
- Person's living illegally in their Country of Residence or Canada.
- Persons who have had a removal order issued against them by Citizenship and Immigration Canada or Canada Border Services Agency.
- Persons who are prohibited from entering Canada.

You may not be eligible for immigration to Canada if any of the following situations is true:

- You or any dependent family member (accompanying or not) has a serious medical condition.
- You or any dependent family member (accompanying or not) over the age of 18 has a criminal record.
- You have unresolved custody or child support disputes affecting any member of your family.
- You have intentionally misrepresented yourself in the application.

III. Eligibility Requirements for the Entrepreneur Category

These requirements must be met by any person applying to the SINP Entrepreneur Category. It is the applicant's responsibility to demonstrate with supporting documents that they meet the eligibility criteria.

If it is found that any person included or associated with the application has intentionally omitted relevant information, or provided false information to the SINP the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the SINP is unable to submit an EOI or apply to the SINP for a period of two years.

1. Applicants must meet the minimum eligibility criteria.
 - a. Applicants must have a minimum \$500,000 CAD in Net Business and Personal Assets, verified by a Ministry approved professional third party.
 - To prove this, applicants must submit the documentation and supporting information outlined in the document checklist (See Forms section of website)
 - b. Applicants must be able to demonstrate accumulation of claimed net worth through legal means, verified to at least 80 percent by a Ministry approved professional third party.

- To prove this, applicants must submit the documentation and supporting information outlined in the document checklist.
- c. Applicants must have a minimum of three years of entrepreneurial experience within the ten years prior to submitting their EOI.
 - To prove this, applicants must submit the documentation and supporting information outlined in the document checklist.
 - d. Applicants will be required to make a minimum equity investment of \$300,000 CAD in Regina or Saskatoon, or a minimum equity investment of \$200,000 CAD in any other Saskatchewan community.
 - To prove this, applicants must submit the documentation and supporting information outlined in the document checklist.
2. Applicants must have and be able to demonstrate an in-depth knowledge of their BEP.
 3. Applicants are required to reside in Saskatchewan with their dependent family members.
 4. Applicants must own at least one third (33 1/3%) of the equity of the business and provide active and on-going participation in the day to day management and direction of the business. If an Applicant will own less than 33 1/3 % they must invest \$1 million CAD and provide active and on-going participation in the day to day management and direction of the business.
 5. Applicants establishing a new business in Saskatoon or Regina must create or maintain at least two (2) jobs for two Canadians or Permanent Residents in Saskatchewan (non-relative workers). If applicants purchase an existing business in Saskatoon or Regina they must maintain the business' staffing complement (the number of Canadian or permanent resident workers) in place at the time of purchase.
 6. Applicants must sign a business performance agreement with the Government of Saskatchewan, which will be provided to you by the SINP after your application is approved.

Definitions and document requirements are outlined in Appendix A.

IV. Eligible Businesses

Businesses must meet the requirements under the *Canada-Saskatchewan Immigration Agreement, 2005* and have the potential for creating economic benefit to Saskatchewan, as assessed by SINP immigration officers. Business proposals can include the continued

operation of an existing business or the establishment of a new business fulfilling economic needs in Saskatchewan.

The SINP does not pre-approve or endorse any business proposals or projects.

Eligible businesses should also include the following elements;

- Businesses can be Sole Proprietorships, Partnerships, or Corporations but must meet the legal requirements of the community they operate in.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services; and
- The business must be considered a “permanent establishment” as defined under subsection 400(2) of the Canadian *Income Tax Regulations*, 1985.
- The Applicant must commit to investing the minimum equity investment required based on their business location.
- The Applicant must own at least one third (33 1/3%) of the business. If the Applicant will own less than one third of the business then a minimum investment of \$1 million dollars CAD will be required.
- You are required to reside in Saskatchewan and operate your business and be involved in its day to day management. You may not do this remotely, or from another Canadian Province or Territory or from another Country.

Starting a New Business

- If starting a business in either Saskatoon or Regina, the Applicant must invest at least \$300,000 CAD, and must create or maintain at minimum, two employment opportunities for Canadians or Permanent Residents in Saskatchewan (non-relative workers).
- The Applicant must invest at least \$200,000 CAD if starting a business anywhere in Saskatchewan outside of Saskatoon or Regina.

Purchasing an Existing Business or Business Succession

- Additional points are available if purchasing an existing business.
 - The Saskatchewan based business must have been in continuous operation by the same owner for the previous three years.
 - All applicants purchasing an existing business or a business succession opportunity must complete an exploratory visit to meet the previous owners.
 - Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business.
 - The succession buy-out must result in a complete change in ownership where the applicant will assume full control of the business.
 - Applicants must commit to maintaining employment for existing Canadian citizens or permanent residents above the minimum required, as well as maintaining existing wages and employment terms.

Purchasing an Existing Business from an SINP Entrepreneur Nominee

- If the previous owner is a SINP Entrepreneur nominee;
 - The business must have been in continuous operation by the previous owner for at least three years and demonstrate a net profit for at least two of the previous three years, as demonstrated by business registration and licence documents, financial statements, etc.
 - The previous owner must be either a Permanent Resident or a Canadian Citizen.
 - All applicants purchasing an existing business must complete an exploratory visit to meet the current owners.
 - Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business.
 - The succession buy-out must result in a complete change in ownership where the applicant will assume full control of the business.
 - Applicants must commit to maintaining employment for existing Canadian citizens or permanent residents.

Joint Ventures between SINP Program Applicants

- For applicants proposing a joint venture with another SINP applicant in the operation of a new business, the purchase of an existing business or a partnership with a Permanent Resident or Canadian Citizen:
 - The Saskatchewan based business must have been in continuous operation by the same owner for the previous three years.
 - Applicants must complete an exploratory visit to meet the previous owners or business partners.
 - Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business or investment amount.
 - Any succession buy-out must result in a complete change in ownership where the applicants will assume full control of the business.
 - When committing to maintain employment for existing Canadian citizens or permanent residents, applicants will not be required to create additional jobs.
 - When applying, all applicants must clearly indicate in their application form that they are proposing a joint venture with a program applicant or a permanent resident or Canadian citizen, and identify their proposed business partners;
 - Each prospective applicant must submit their individual EOI simultaneously;
 - Each prospective applicant will be evaluated individually, with selection from the EOI pool dependent on their ability to meet eligibility criteria and earn points as an individual, not part of a group or partnership;
 - If any partner is not selected from the EOI pool for processing, all remaining partners will be required to update their business proposal, making any required changes to ensure they continue to be eligible for the EOI points previously earned;

- If all partners are selected from the EOI pool and approved, each partner will be required to sign a separate Business Performance Agreement, and each partner must meet the agreement terms in order to be approved for nomination;
- In the event that the SINP determines that one or more partners failed to meet the terms of their individual Business Performance Agreement for reasons beyond humanitarian and compassionate circumstances, all remaining partners will be required to update their performance agreement to ensure they continue to meet program criteria, including, but not limited to, changes to the required investment amount.

Ineligible Businesses

- The following characteristics are primary forms of business that are deemed ineligible for the SINP Entrepreneur category:
 - Property rental, investment, and leasing activities
 - Real estate construction/development/brokerage, insurance brokerage or business brokerage
 - Professional services or self-employed business operators requiring licensing or accreditation
 - Pay day loan, cheque cashing, money changing and cash machines
 - Credit unions
 - Home-based businesses, including bed-and-breakfasts and lodging houses
 - Co-operatives
 - Investments into a business operated primarily for the purposes of deriving passive investment income

Minimum Investment Requirements

- The eligibility of an investment is assessed based on whether or not the expenditure is essential to establish and operate a new business, or to purchase, improve and operate an existing business. Not all investments will be eligible, while others will be eligible within limitations.
 - Purchase of real estate (new businesses only) – The SINP will not consider real estate as an eligible investment unless you can demonstrate that the real estate is essential to the business. If essential to the business, the SINP will consider as eligible an investment of no more than fifty percent (50%) of the total minimum required investment.
 - Purchase of existing business assets or equity, including existing business inventory.

- Cost of Goods Sold – (COGS) – For the establishment of a new business, the SINP may consider up to a maximum of three (3) times the average monthly COGS over a six (6) month period. If purchasing an existing business the SINP may consider up to a maximum of one (1) times the average monthly COGS over a six (6) month period.
- Operating Expenses and Start-Up Costs– Operating expenses refers to regular, recurring monthly expenses such as rent, wages, and utilities. Start-up costs refer to expenses associated with the initial establishment of the business, such as marketing, insurance, or supplies. The SINP may consider eligible operating expenses and start-up costs up to a maximum of the first six (6) months for new businesses, and a maximum of the first three (3) months for existing businesses or new franchise locations.
- Cash and Receivables –cash or receivables considered reasonable and based on industry standards and the size and scope of the business may be considered eligible investments by the SINP, up to a maximum of fifteen percent (15%) of the total required eligible investment.
- Wages or salaries paid to yourself or your family members are **not** considered eligible expenses.

V. Who is included with your Application?

You must list all dependents on your application to the SINP Entrepreneur Category whether or not they are coming to Canada with you. Any new dependents must be declared to the SINP and CIC before visas are issued.

CIC may change the definition of dependents or the policies regarding dependents at any time. You can review CIC's policies and procedures at www.cic.gc.ca.

At present accompanying dependents include:

- **Spouse** – A husband or wife of the opposite or same sex.
 - If married in Canada, the application must include the marriage certificate issued by the province or territory where the marriage took place.
 - If married outside of Canada, the marriage must be valid under the law of the country where it took place and under Canadian law.
 - A marriage performed in an embassy or consulate must comply with the law of the country where it took place, not the country or nationality of the embassy or consulate.

- ***Common-law partner*** – A person of the opposite or same sex who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.
 - Common-law partners are still eligible if short absences occurred for business travel or family reasons only.
 - The application must include proof that the Principal Applicant and his or her common-law partner have combined their affairs and established a household together.

- ***Dependent children*** – Daughters and sons, including step-children and children adopted before the ages of 18, who:
 - Are currently under the age of 19 and do not have a spouse or common-law partner;
 - Dependent on their parents for financial support because of a physical or mental illness.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada’s Family Sponsorship program or another immigration category. The application will have to be approved before your dependent family members will be allowed to join you.

Please note: if you are the principal applicant, your parents, brothers and sisters may not be included in the SINP application.

VI. General Guidelines

Completing the Online EOI and Application

- Answer all questions. Only complete EOIs, with all sections completed can be submitted.

- If your application is accepted for processing and the information that you provided changes such as your family composition, marital status, country of residence, contact information, you **must** inform the SINP. You are required to update your application even if your visa has already been issued.

Supporting Documents

- For a complete list of required supporting documents review the SINP Entrepreneur Category Document Checklist and the Entrepreneur Category Third Party Document Checklist included in the Forms section on the SINP website.
- Supporting documents are the documents required for your immigration application (e.g. documents that prove your identity, entrepreneurial experience, language ability, finances, etc.).
- You will need to upload copies of your supporting documents to your electronic application. All uploaded documents must be clear and easy to read.
- When documents are not in English or French you must submit the following;
 - An electronic copy of the original document;
 - An electronic copy of the English or French translation of the document; and
 - An electronic copy of the affidavit from the translator describing their translation ability.
 - **Although the SINP requests you upload copies of documents to an electronic application, CIC may require original documents or certified copies.**
- Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. You must also supply an affidavit from the translator describing their translation ability. The CIO requires that the translator is certified by a regulatory body as a translator. It is the responsibility of the Applicant to ensure that translations meet all federal requirements.

VII. Immigration Representatives and Designated Individuals

A representative is someone who has your permission to provide assistance with your application to the SINP or CIC.

Representatives can be either “paid” or “unpaid”. An “unpaid” representative is someone who is a family member or an organization or individual exempted from the requirement to obtain a license under The Foreign Worker Recruitment and Immigration Services Act, and who does not charge a fee for their representation. An “unpaid” friend cannot legally act as an unpaid representative in your application.

The definition of a family member is broad and applies to the applicant or the applicant’s spouse, including step family relationships. Family members include a parent, child, brother or sister, uncle or aunt, niece or nephew, first cousin, a grand-parent.

A “paid” representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC).

What to expect from immigration consultants

The Foreign Worker Recruitment and Immigration Services Act and regulations came in to effect on October 11, 2013. The legislation protects foreign nationals during the process of immigrating and being recruited to work in Saskatchewan by regulating employers, immigration consultants and recruiters. Some behaviors you can expect from immigration consultants and recruiters include:

- The Act helps ensure that immigration consultants and recruiters conduct business in an ethical and transparent manner.
- All immigration consultants and recruiters must be licensed by the Government of Saskatchewan before providing services to foreign nationals seeking to come to the province. An immigration consultant must also be a member of the Immigration Consultants of Canada Regulatory Council.
- Before an immigration consultant can provide services to you, you must first sign the Ethical Conduct Disclosure and Applicant Declaration Form that outlines the ethical behaviour you should expect from your consultant. The immigration consultant must also get your signature on a contract before beginning work. The contract should be written in clear language and list the services to be provided, as well as the cost of those services. You do not have to pay for services not identified in the signed contract.
- Immigration consultants are required to follow a code developed by the Immigration Consultants of Canada Regulatory Council.
- These Codes of Conducts identify the type of behaviour you can expect from your representative. You have the right to complain to the Program Integrity Legislation Unit (PILU) if they do not follow these Codes.
- Immigration consultants and recruiters cannot provide misleading or wrong information about fees, services or any other part of the immigration process.
- They cannot take your passport, work permit, or any other legal documents. They cannot take your personal property.
- They cannot threaten to have you deported.
- They cannot communicate with family members, relatives or friends without your permission.

IMPORTANT: Applicants should only work with immigration consultants who are licensed by Saskatchewan or are working in partnership with someone who is licensed by Saskatchewan. Failure to do so could result in loss of protection under the Act, including the ability to compensate foreign nationals for financial losses they may have incurred as a result of a violation of the Act by the immigration consultant.

Immigration Consultants who had previously provided services to foreign nationals destined for Saskatchewan within the last two years from October 11, 2013 have until January 14, 2014 to submit a license application to the Ministry for review. Until the review of their applications is complete, existing immigration consultants are able to provide services to foreign nationals.

If you are unsure if your paid representative is authorized in Saskatchewan, you may contact the Program Integrity and Legislation unit at 306-787-0006 or immigrationpi@gov.sk.ca or visit <http://www.economy.gov.sk.ca/immigration/licensed-immigration-consultants>.

What to expect from immigration lawyers

Immigration lawyers are required to follow the Act, however they do not need to be licensed as immigration consultants are required to do.

You do NOT need to hire a lawyer, an immigration consultant or a representative to access the SINP. If you feel that language assistance or guidance is required, an immigration representative may be of assistance in completing your application or advising you on the application process. The hiring of a representative will NOT lead to any special prioritization or different handling of your application to the SINP.

All applicants must complete and submit an original copy of the Ethical Conduct Disclosure and Applicant Declaration Form.

If you are using a representative you must **also** complete the form IMM-5476: Use of a Representative and submit it with your application.

You must complete and sign Section B of the Ethical Conduct Disclosure and Applicant Declaration Form to declare whether or not you are appointing a representative to act on your behalf with the SINP and whether or not you obtained assistance from anyone in completing the application form. If you have appointed a representative, he/she must also complete and sign Section C of the form.

If you have a representative and do not disclose the name of your representative to the SINP, your application may be refused. A representative who advises an applicant to provide false or misleading information is also breaking the law. The SINP reserves the right not to recognize or communicate with a representative who has violated the terms of the Ethical Conduct Disclosure.

You may only appoint one paid or unpaid representative to conduct business on your behalf with the SINP at any time. If you wish to cancel the appointment of your representative or appoint a new representative at any time, you must complete a new IMM 5476 and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative you must submit a new Ethical Conduct Disclosure and Applicant Declaration Form. If you are making a change after your application has been submitted, email the forms to saskentrepreneur@gov.sk.ca.

The SINP does not serve as a mediator in disputes between you and your representative. All matters of dispute are to be addressed by the professional association to which your representative belongs, i.e. ICCRC or a Law Society in Canada, if applicable. You must be aware that representatives who are not members of a professional association (ICCRC or a Law Society in Canada) are not regulated. This means that they may not have sufficient knowledge or training and you cannot seek help from the professional bodies if that person provides you with the wrong advice or behaves in an unprofessional way.

Please visit [Using Representatives](#) at the Citizenship and Immigration Canada website to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect yourself from scams and immigration fraud.

To learn more about the regulation of immigration consultants and recruiters, and your protection measures please visit [The Foreign Worker Recruitment and Immigration Services Act](#).

Designated Individuals

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about the application. For example, if you hire a lawyer to assist with the application, you may also want a family member to have access to information about the application.

If you wish to have personal information released to someone who is not your representative, you must complete the form *IMM-5475: Authority to Release Personal Information to a Designated Individual* and submit it with your application to the SINP.

Designated individuals will not receive copies of any correspondence from the SINP, but they can contact the SINP to receive information about the application by emailing saskentrepreneur@gov.sk.ca.

Appendix A: SINP Entrepreneur Category Expression of Interest System Points Grid

Human Capital				
Factor	Description (see detailed definitions)	Points	Score	Documentation Required
Age	20 or less 21-29 30-39 40-54 55+	0 10 15 10 0	/15	<ul style="list-style-type: none"> • Birth Certificate • Passport • National Identity Card
Exploratory Visit	Has conducted an exploratory visit to SK for at least five (5) working days with evidence of contact with relevant business contacts	15	/15 (must have minimum of 15 points for business succession, farming, purchase of an existing business and rural business opportunity.	<ul style="list-style-type: none"> • Passport/Visa • Exploratory Visit Report
Official Language Ability	No language test CLB Level 4 CLB 5 CLB 6+	0 5 10 15	/15	<ul style="list-style-type: none"> • International English Language Testing System (IELTS) General Training test results • Canadian English Language Proficiency Index Program (CELPIP-General) test results • Test d'évaluation de français <p>A language test is not mandatory; however points for language will not be awarded without submission of eligible language test results.</p>
Qualifications / Education	Has a trade or occupational certification that required at least one (1) year full time post secondary training or apprenticeship equivalent Has completed a Bachelor Degree or Post-	10 15	/15	<ul style="list-style-type: none"> • Certificate of apprenticeship including program details, dates and times • Education certificates, degrees or

	Graduate Degree/Designation in a Business, Agriculture, or Science/Technology field			diplomas with official transcripts
Net Business and Personal Assets	<ul style="list-style-type: none"> ➤ \$500,000 - \$549,999 CAD ➤ \$550,000 - \$749,999 CAD ➤ \$750,000 - \$999,999 CAD ➤ \$1,000,000+ CAD 	<p style="text-align: center;">0 5 10 15</p>	/15	Third Party financial verification report
Business Experience				
Entrepreneurial or Farming Experience	<p>4 to 7 years entrepreneurial/farm experience</p> <p>8 or more years entrepreneurial/farm experience</p> <p>4 to 7 years entrepreneurial/farm experience with 50%+ ownership in business</p> <p>8 or more years entrepreneurial/farm experience with 50%+ ownership in business</p>	<p style="text-align: center;">10 15 15 20</p>	/ 20	<ul style="list-style-type: none"> • Resume • Organizational Charts • Business Registration/License • Tax registration • Third Party financial verification
Business Revenue	<ul style="list-style-type: none"> ➤ \$50,000 - \$99,999 CAD ➤ \$100,000 - \$249,999 CAD ➤ \$250,000 - \$499,999 CAD ➤ \$500,000 CAD+ 	<p style="text-align: center;">5 10 15 20</p>	/20	<ul style="list-style-type: none"> • Third Party financial verification report
Innovation	<p>Previous verifiable experience in;</p> <ul style="list-style-type: none"> ➤ Export Trade ➤ Registered patents ➤ Gazelle business 	<p style="text-align: center;">10 10 10</p>	/10	<ul style="list-style-type: none"> ➤ Third Party financial verification report ➤ Proof of Patent ➤ Organizational charts <p>May claim a maximum of 10 points for this factor</p>
Business Establishment Plan				
Investment Amount	<p>Total equity investment to establish or to purchase and expand an eligible business in SK:</p> <ul style="list-style-type: none"> ➤ \$200,000 - \$349,999 CAD ➤ \$350,000 - \$499,999 CAD ➤ \$500,000 - \$749,999 CAD ➤ \$750,000 - \$999,999CAD ➤ \$1,000,000+ CAD 	<p style="text-align: center;">0 5 10 15 20</p>	/20	<ul style="list-style-type: none"> • Business Establishment Plan • Conditional Purchase/Sales Agreement • Invoices • License and/or Registration • Third Party financial verification report

Investment in Key Economic Sectors	Proposed Business Activity ➤ Science and technology ➤ Manufacturing ➤ Export ➤ Rural business succession ➤ Rural business development	15 15 15 15 15	/15	<ul style="list-style-type: none"> • Business Establishment Plan • Conditional Purchase/Sales Agreement • Exploratory visit report • Resume • Education credentials <p>May claim a maximum of 15 points for this factor</p>
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DEFINITIONS FOR POINTS GRID

SINP Entrepreneur category points assessment instructions

The points assessment for the Saskatchewan Immigrant Nominee Program (SINP) Entrepreneur category is a key component of the updated program. The points assessment allocates points for various elements of human capital and business innovation. The assessment also includes objective measures of business performance. It aims to select innovative entrepreneurs who will transfer their skills to Saskatchewan and diversify our growing labour market.

Please refer to the SINP Document Checklist and the Third Party Document Checklist for detailed instructions on the forms and supporting documents required to earn assessment points.

Age

Candidates are eligible for points on the basis of the candidate's age at the time of submission of Expression of Interest.

Exploratory Visit

Candidates are awarded fifteen (15) points if they have participated in an exploratory visit to Saskatchewan of no less than five (5) working days over the previous 12 month period prior to issuing an Expression of Interest. During this visit the person must have conducted meetings with local stakeholders and service providers relevant to the candidate's Business Establishment Plan including, but not limited to suppliers, commercial realtors, lawyers, accountants, business brokers/consultants, financial institutions, and economic development agencies. Activities such as meetings, information sessions and workshops are only eligible for consideration if the candidate can demonstrate how they directly relate to the candidate's Business Establishment Plan.

The exploratory visit is mandatory for persons purchasing an existing business or a business succession opportunity in all Saskatchewan communities including Regina and Saskatoon, as well as for applicants purchasing and actively managing a rural business opportunity.

To be eligible for points, candidates are required to complete and submit an Exploratory Visit Report that details the activities undertaken during their visit. The report must cover the entire length of your stay in Canada, including time spent in other provinces, if any. The report must list the dates, times, contact information and description of the activity and/or meeting and how it relates to the candidate's business establishment or settlement. The report should include copies of airline tickets, boarding passes, hotel receipts, and business cards. Please do not include photographs, brochures, flyers, maps or other promotional information collected during the Exploratory Visit.

Official language ability

Acceptable language tests are:

- 1) the International English Language Testing System (IELTS) General Training.

- 2) the Canadian English Language Proficiency Index Program (CELPIP-General).
- 3) the Test d'évaluation de français (to test proficiency in French).

No other evidence of language proficiency will be accepted. A language test from the principle candidate is not mandatory; however points for language will not be awarded without submission of eligible language test results. Test must be taken no more than two years prior to the date the EOI is submitted.

Qualifications

Points are awarded if the candidate has met the requirements for a trade or occupational certification that required at least one (1) year full time post-secondary training or apprenticeship equivalent. One year Diploma or certificate programs from other educational institutions are also acceptable if the SINP is satisfied the qualification is relevant to the proposed Business Establishment Plan. Candidates are awarded fifteen (15) points if they have met the requirements for the award of a bachelor or post-graduate degree in business, agriculture or science/technology by a UK NAIRC recognized educational institution. Bachelor degrees or professional certifications in other areas of study from recognized educational institutions are also acceptable if the SINP is satisfied the qualification is relevant to the proposed Business Establishment Plan.

Entrepreneurial Experience

Candidates are awarded points if they have a history of entrepreneurship experience for a specified amount of time. Entrepreneurship experience is individual experience directly associated with the ownership and active management of a business operation, where the applicant assumed the risks associated with operation and benefited from the rewards or success of the business. General business management experience does not qualify. Points are awarded for years of entrepreneurship experience gained in the ten years immediately before the time of EOI submission. Candidates must have a minimum of three years of Entrepreneurship within the ten years preceding submission of an EOI. The experience must be relevant to the proposed Business Establishment Plan.

Net personal and business assets

Net business and personal assets are mandatory threshold criteria that all candidates must meet. Entrepreneur category candidates must have unencumbered net business and personal assets of no less than CAD \$500,000 that are readily available for transfer to Canada. Applicants must have unencumbered net business and personal assets of no less than CAD \$500,000 that are readily available for transfer to Canada to be eligible for points. Assets belonging to a candidates spouse will also be included in the calculation and must also pass verification.

Examples of encumbered assets include, but are not limited to mortgages, liens, loans, easements, wayleaves, diplomatic sanctions or exchange controls.

Business revenue

Candidates are awarded points if they have had an ownership interest and ongoing active

management responsibilities in one or more businesses' that have a specified amount of business revenue in at least one (1) of the ten (10) fiscal years immediately before the time of application.

Investment Amount

Points may be awarded when the candidate has committed to make an investment to establish or to purchase and operate an eligible business in Saskatchewan from the candidate's personal equity. Investment amounts derived from loans or other forms of financing are not eligible.

To be considered eligible, investments must be relevant and directly related to the candidate's Business Establishment Plan, with evidence to demonstrate that the investment has been made within the first two (2) years of arriving in Canada. Evidence may include, but is not limited to receipts, invoices, signed contracts for goods and services, signed purchase and sales agreements, licenses, and registrations.

Experience and Investment in Key Economic Sectors

This component of the points assessment gives points for the following attributes. Candidates may only claim points for one item under the innovation category of the points assessment, to a maximum of fifteen (15) total points.

Please note that the SINP reserves the right to have Business Establishment Plans assessed by professional third parties identified by the Government of Saskatchewan. The assessment conducted by identified Third Parties will focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

- Export trade

Candidates will receive points if they have had an ownership interest in one (1) or more main businesses that derive not less than 50 per cent of their annual turnover from export trade for at least one (1) of the three (3) fiscal years immediately before EOI submission.

- Registered patents

A registered patent is a set of exclusive rights granted by a national government to an inventor or their assignee in relation to an invention, which may be a product or a process, for a certain limited period, in exchange for public disclosure of the invention.

Candidates will receive points if they have had one or more patents registered at least one year before the application was submitted. The patent must have been used in the day-to-day activities of the main business.

- Gazelle businesses

Gazelle businesses are newly established businesses experiencing rapid growth during a short period of time.

Candidates will receive points if a past, main business was registered for no more than five years at the time of EOI submission and the average annualized growth in revenue has been greater than 20 per cent each year for three continuous fiscal years. The business must also have seven (7) or more full time employees for at least one (1) fiscal year in the same consecutive three (3) year period claimed for growth in revenue.

Science and Technology Businesses

Points may be awarded if the candidate has committed to invest, develop and actively manage a science and technology related business, where the candidate can demonstrate they own a patent, or an innovative IT idea that they intend to commercialize through an active investment in Saskatchewan.

Manufacturing Businesses

Points may be awarded when the candidate has committed to invest and actively manage a manufacturing production business where the candidate's business will create and assemble Saskatchewan-made components and finished "make-to-stock", "make-to-sell" and "make-to-order" products for sale.

Export Business

Points may be awarded when the candidate had committed to invest and actively manage an export business where the candidates business will create, produce or manufacture Saskatchewan-made or assembled goods to be shipped and sold internationally for the purpose of direct selling to end-users, regional distributors, or international retailers. Indirect selling of exports, where the candidate is acting as a Saskatchewan-based intermediary between third parties who are responsible for product creation or direct sale to end users is not eligible for points.

Rural Business Succession Opportunity

Points may be awarded when the candidate has committed to invest at least \$200,000 to purchase and operate an eligible business anywhere in SK outside of the City of Regina or the City of Saskatoon. To be eligible for points, candidates must complete an exploratory visit to Saskatchewan that includes a visit to the community where the proposed business is located.

The Saskatchewan-based business must have been in continuous operation by the same owner for the previous two (2) years. If the previous business owner is a SINP Entrepreneur nominee, the business must have been in continuous operation by the previous owner for at least three (3) years and demonstrate a net profit for at least two (2) of the previous three (3) years.

Candidates must provide evidence that reasonable efforts were taken to establish a fair market value for the business, and the succession buy-out must result in a complete change in ownership where the candidate will assume full control of the business.

Rural Business Opportunity

Points may be awarded when the candidate has committed to invest at least \$200,000 to establish a new eligible business anywhere in Saskatchewan outside of the City of Regina or the City of Saskatoon. To be eligible for points, candidates must complete an exploratory visit to Saskatchewan that includes a visit to the community where the proposed business is located.

Job Creation

Applicants that establish or purchase and operate an eligible business in Regina or Saskatoon must create or maintain at least two jobs for Canadian citizens or permanent residents. All positions created or maintained must be over and above any position filled by the approved applicant and jobs created for family members of the applicant are not eligible. Jobs created and/or maintained can include low-skilled occupations (NOC 0, A, B, C or D) and must meet the prevailing wage levels. Job creation is not required for applicants establishing a business outside of the City of Regina or the City of Saskatoon.

To be considered eligible, job maintenance and/or creation commitments must be relevant and directly related to the applicant's Business Establishment Plan, with evidence to demonstrate that the job maintenance/creation has been made within the first two (2) years of arriving in Canada. Evidence may include, but is not limited to business purchase agreements, payroll documents, and job advertisements.

Further information

For more information about the SINP Entrepreneur Program visit:
<http://www.economy.gov.sk.ca/immigration/entrepreneurs>

Appendix B: Résumé Template

The business and employment history should cover the Applicant's experience for the last ten years (if applicable).

Principal Applicant Information

(Applicant's Name)
(Mailing Address)
(Telephone)
(E-mail)
(DOB)
(Accompanying Family members names)

Education / Training

(Educational Institution) (Month, year
– month, year)
(Degree/certificate/diploma attained)

Business and Employment History

Current Company Name: Shares / Ownership %:
A brief synopsis of the business (i.e., products or services and the number of employees)

(Applicant's Current Title)
(Month, year – month, year)
Number of employees that report to you directly
Your duties and responsibilities:

(Applicant's Previous Title)
(Month, year – month, year)
Number of employees that report to you directly
Your duties and responsibilities:

Previous Company Name: Shares / Ownership %:
Brief information about the business, such as products or services and the number of employees.

(Your Title #1)
(Month, year – month, year)
Number of employees that reported to you directly
Your duties and responsibilities:

(Your Title #2)
(Month, year – month, year)
Number of employees that reported to you directly
Your duties and responsibilities:

Appendix C: Business Establishment Plan

The Business Establishment Plan (BEP) must be a plan for successful settlement and business development in Saskatchewan. The BEP should contain a well thought out idea to ensure that the business has a reasonable chance of success and can be implemented upon arrival. Information presented should demonstrate that the business meets the minimum investment requirements and the applicant will have an active ongoing role in the management of the business.

In developing this BEP the Applicant must conduct extensive research and consider relevant economic and market factors. The applicant must also take into account his or her management strengths and weaknesses.

There is no penalty for a third party developing a BEP; however, the Applicant must be involved in its design and contribute to the content. The applicant must have complete knowledge of his or her BEP and will be held accountable to any proposals, meetings, partnerships, or activity listed within the BEP. **In the event that the Applicant is unaware of his or her BEP's contents the Applicant may be deemed ineligible and the points for the BEP on their EOI may not be awarded.**

Please note that the SINP reserves the right to have Business Establishment Plans assessed by professional third parties identified by the Government of Saskatchewan. The assessment conducted by identified Third Parties will only focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

The BEP must include all of the following information, regardless of whether you are purchasing an existing business or plan to establish a new business:

Business Idea

- Proposed industry/sector. Include the North American Industry Classification System (NAICS) Code;
- Description of your proposed business;
 - If you are planning to purchase an existing business please include the legal name of the business as well as the trading name. Please also include details of any changes you are considering to the business operation.
- Business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- Proposed location for the business (city or town);
- Market analysis;
 - Who are your customers? Who are your suppliers? Who is your competition?
- What products or services will you offer;
- What distribution channels will you use;
- What hours will your business operate;
- What regulations or licenses do you need to operate your business;

- Number of jobs to be created for Canadians or Permanent Residents living in Saskatchewan;
- Please include full details of research undertaken to support these plans.

Economic Benefit

- Describe the economic benefit to the community being served, such as:
 - adopting and introducing new technology
 - developing new products or services
 - developing innovative approaches to tradition businesses
 - increasing exports
 - increasing research and development, or technology commercialization
 - providing products or services to an under-served local or regional market
 - transferring technology and specialized knowledge to Saskatchewan

Investment

- Proposed investment amount including how the money will be spent;
- Forecasted start-up funds and expenses, include a cash flow projection for the first year of operation;
- Source of financing for investment (you must provide the minimum investment amount from your own funds). If credit will be required in addition to investment from own resources, please specify the amount of credit.

Business Relationships

- The name, organisations, mailing addresses, phone numbers, and emails of contracted professional business service providers who the Applicant has contacted and/or has established an active working relationship or paid contractual agreement with.
- The name, organization name, mailing address, email and telephone number of the person who compiled or assisted in the compilation of the BEP; and
- A summary of people contracted or consulted in preparation of the BEP.

Human Capital

- Management contribution you will make with respect to the proposed business (e.g., sales, distribution, production, research and development etc). Please include an estimate of the hours you will spend managing and/or working in the business on a weekly basis;
- Preparation and training for entrepreneurship in Saskatchewan (including course titles and institution names, if applicable)
- Educational background and its relevance to the proposed business idea,
- Entrepreneurial experience and its relevance to the proposed business idea
- If you have no relevant experience or background directly related to your business idea please explain how your knowledge or experience can be applied to the proposed business idea

Appendix D: Exploratory Visit Report

The exploratory visit is mandatory for persons investing in a business succession opportunity, a joint venture or a regional business opportunity. To be eligible for points, applicants are required to complete and submit an Exploratory Visit Report to their online application that details the activities undertaken during their visit. The report must cover the entire length of your stay in Canada, including time spent in other provinces, if any. The information required for the report must be submitted online including attaching any relevant documents. The report must include:

- The name of the professional business service providers or settlement organizations visited during your trip, including mailing addresses, telephone numbers, and emails;
- A description of the activity and/or meeting and how it relates to the applicants business establishment or settlement;
- Copies of all airline tickets, boarding passes and hotel receipts during your entire stay in Canada and Saskatchewan;
- Copies of business cards collected from relevant contact and business service providers contacted during your visit.
- Details of visit to existing business location and meetings with current owners if you are planning to purchase an existing business. You should include the business name, location and the current owners names and contact details.

Please do not include photographs, brochures, flyers, maps or other promotional materials collected during the exploratory visit.

Appendix E: Arrival Report Form

Applicants are required to submit their Arrival Report Form within 90 calendar days of their Temporary Work Permit Issuance date.

Applicants will submit their Arrival Report online.

Please submit copies of the following documents with your Arrival Report Form;

- Principal Applicant's Passport – photocopy of pages containing photo and biographical data, stamp of entry into Canada, and last page containing signature
- Temporary Work Permit – photocopy of your TWP including the date issued and the expiry date
- Saskatchewan Driver's License – photocopy
- Saskatchewan Health Card - photocopy
- Proof of address in Saskatchewan. This can include;
 - A scanned copy of utility bills in your name
 - A scanned copy of any lease agreement you have signed
 - A scanned copy of your mortgage or purchase agreement if you have purchased a house
- Proof of funds transfer to Canada. You must provide proof that you have transferred the amount specified in your Business Performance Agreement to a bank account in Saskatchewan. This can include;
 - A scanned copy of your bank statement showing the withdrawal from your bank account in your home country and a photocopy of your bank statement showing the deposit into your bank account in Saskatchewan; or
 - A scanned copy of your funds transfer showing the account money was withdrawn from and the Saskatchewan account money was transferred to

Appendix F: Documents To Be Submitted With Nomination Request

Applicants who have fulfilled their Business Performance Agreement can submit an online request for nomination. It is the applicant's responsibility to satisfy the Ministry that they have fulfilled their Business Performance Agreement and that they have actively managed their business for a minimum of six (6) months. The Ministry must also be satisfied that the Applicant has been, and remains, a resident in Saskatchewan. A Business Immigration Officer (BIO) will assess the request and you will be advised of the outcome. An unannounced site visit to the business forms part of the BIO's assessment.

In addition to the information applicant's provide in their request for nomination the following documents will need to be scanned and attached;

Personal/Settlement Documents for the Principal Applicant

- Passport – pages containing photo and biographical data, last page containing signature and all other pages.
- Temporary Work Permit – TWP including the date issued and the expiry date
- Saskatchewan Health Card
- Saskatchewan Driver's License
- Proof of address in Saskatchewan. This can include;
 - Utility bills in your name
 - Lease agreements you have signed
 - Mortgage documents or purchase agreement if you have purchased a house

Business Documents

Proof of Investment

- Proof of funds transfer to Canada. You must provide proof that you have transferred the amount specified in your Business Performance Agreement to a bank account in Saskatchewan. This can include;
 - The bank statement showing the withdrawal from your bank account in your home country and the bank statement showing the deposit into your bank account in Saskatchewan; or
 - Your funds transfer showing the account money was withdrawn from and the account money was transferred to
- Receipts for eligible business purchases, you may refer to Appendix B in your Business Performance Agreement. Include receipts for;
 - Land
 - Buildings
 - Equipment
 - Software
 - Licenses
 - Franchise fees
 - Leasehold improvements

- Pre-paid lease agreement
- Professional fees associated with the establishment of business (not with immigration)
- One vehicle (in accordance with Canadian Revenue Agency (CRA) guidelines for personal use vehicles in a business)
- Lease Contract for Business Premises (if applicable)
- Title Deed for Business Premises (if applicable)

Proof of Job Creation and/or Maintenance

- Payroll documents; Canada Revenue Agency payroll remittances, cancelled cheques, payroll ledger
- Wages and benefits paid from financial statements of the Business

Proof of Business Ownership

- Sale and Purchase Agreement (if applicable)
- Article of Incorporation (if applicable)
- Partnership Agreement (if applicable)
- Shareholder's Agreement (if applicable)
- Shareholder Registry (if applicable)
- Signed Purchase Agreement and Share Transfers (if applicable)
- Signed Franchise Agreement (if applicable)

Proof of Business Operation

- Business License
- Permit (from City or Town where business is located)
- Trade Licenses and other business specific licenses
- Photos of Business Premises (exterior and interior)
- Financial Statements – balance sheet and profit and loss for previous complete fiscal year end and interim accounts
- Tax Registration

Proof of Business Management

- Cancelled Business Cheques
- Contracts with suppliers
- Contracts with customers

Appendix G: Business Establishment Progress Report



**Saskatchewan
Ministry of the
Economy**

BUSINESS ESTABLISHMENT ACTIVITY REPORT

You must submit the information and supporting documents listed in this report online within the first twelve (12) months of arriving in Canada on a PNP-supported Work Permit, as per section 3.1(c) of the Business Performance Agreement.

1. Personal Information			
Family Name(s)	Given Name(s)	Date of Birth (DD-MM-YYYY)	SINP File No:
Personal Phone Number	Personal Email		Arrival in Canada Date (DD-MM-YYYY)
Mailing Address	City/Town	Province	Postal Code
Residential Address (if different from above)	City/Town	Province	Postal Code
2. Business Information			
Legal Name of Company/Organization		Operating Name (if different from legal name)	
Current Sector (eg. NAICS Code)	Current Business Performance Agreement Term Expiration	Proposed Investment Amount	
Business Contact Phone Number	Business Email	Business Website	
3. Business Address			
Mailing Address	City/Town	Province	Postal Code
Business Address (if different than above)	City/Town	Province	Postal Code
4. Did you purchase an existing business in Saskatchewan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Identify the type of ownership?	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
6. Indicate ownership breakdown:			
Name of Owner			% of Ownership
7. Describe any major equipment and machinery purchased:			
8. Describe your products and/or services:			
9. Describe your inventory by type (eg. finalized products, raw materials, etc.):			

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10. List your major business suppliers:

Name of supplier	Supplier Phone Number

11. List of your major business customers (eg. any wholesale or corporate customers):

Name of customer	Customer Phone Number

12. Itemize major expenditures to date, including expenditure description:

Item	Performance Agreement Amount	Actual Investment
Total Investment:		

13. Provide a description of any leasehold improvements or renovations to date:

Improvement/Renovation	Investment Amount

14. Describe the day-to-day management activities you perform in running the business:

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15. On average, how many hours per week do you spend managing the business _____ **/hrs per week**

16. What is your job title: _____

17. Provide the following information for each of your employees (not including immediate family members):

Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status
Employee Duties							
Employee Duties							

Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status
Employee Duties							
Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status
Employee Duties							
Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status
Employee Duties							
18. List all out-of-province travel since arriving in Saskatchewan on your PNP-supported Work Permit:							
Destination City	Destination Country	From (DD-MM-YYYY)	To (DD-MM-YYYY)	Purpose			

Please also provide the following:

- Information relating to evidence of professional relationships in Saskatchewan (*including business cards for my accountant, lawyer, real estate agent, etc.*) indicating that you have conducted activity relevant to the establishment of a business in accordance with the Business Performance Agreement.
- Other documents or additional information related to your business activity to date, including purchase and/or sales agreements, incorporation documents, business license, lease agreements, receipts, contracts, payroll records, invoices, corporate account statements, brochures or other materials.

I agree that I may be contacted by the SINP or an associated third party, including requests for in-person interviews and/or site visits in order to verify my business establishment activities.

Declaration:

- I declare that the information I have given in this report is truthful, complete and accurate and I understand that any false statements or concealment of information may result in the SINP refusing my application for nomination for permanent residence.

****Please Note: as per section 3.1(c) of the Business Performance Agreement, you must submit this activity report within the first 12 months after arriving in Canada.***

This signed form and additional documentation should be scanned and submitted by email to saskentrepreneur@gov.sk.ca.

Signature of Applicant

Date

Appendix H: Glossary

The following definitions will help in understanding this application guide:

Accumulation of Net Worth: The means by which an Applicant obtained his or her entire claimed net worth.

Active Ownership: Responsible for day-to-day management responsibilities of a business.

Affidavit: A sworn statement in writing. It is a written promise that this is the Principal Applicant's statement.

Arrival: This is the date you entered Canada and were issued your temporary work permit.

Business Establishment Plan (BEP): A plan summarizing the Applicant's planned business venture. A BEP should include enough information to outline the most important details of the Applicant's business idea: how it will be run and broad expectations of outcomes, as well as detail the Applicant's plans for establishing residence in Saskatchewan.

Business Performance Agreement: The Applicant must sign a contract with the Province of Saskatchewan which details the terms and conditions under which the Applicant was granted a SINP Entrepreneur Approval Support Letter. This document will specify the Applicant's level of investment, place of investment, specific industry (as defined by the NAICS – North American Industry Classification System code) and any other requirements.

Claimed Net Worth: The amount of net worth indicated by the Applicant in the *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees*, **not** the amount verified by the third party.

Cost of Goods Sold (COGS): The direct costs attributed to the purchase of goods sold during a particular period. In manufacturing COGS also includes the direct materials costs attributed to the production of the goods sold during a particular period. COGS does not include indirect expenses associated with the sale of goods, such as distribution costs, sales force costs, or overhead.

Entrepreneur: For the purposes of the SINP Entrepreneur category an entrepreneur is a foreign national who has entrepreneurial experience and has a legally obtained net worth of at least \$500,000 CAD and is an individual with experience directly associated with the ownership and active management of a business operation, where the individual assumed the risks associated with operation and benefited from the rewards or success of the business.

Entrepreneurship Experience: An Applicant's experience in owning and actively participating in the management of a company, prior to SINP application.

Expression of Interest: This is the beginning of the SINP Entrepreneur application process. Only candidates who reach the minimum points thresholds may submit an electronic expression of interest.

Humanitarian and Compassionate Considerations: Humanitarian and Compassionate considerations are factors that, upon confirmation by the SINP, would result in the applicant enduring hardship if they were to leave their home country. Applications for relief due to Humanitarian and Compassionate considerations must be made in writing to the SINP within the first twelve (12) months of receiving approval by the SINP. If approved, Humanitarian and Compassionate relief does not result in application approval or nomination,

but ensures applicants do not suffer additional negative consequences as a result of not being able to fulfill their contractual obligations.

Humanitarian and Compassionate considerations include, but are not limited to:

- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to circumstances related to personal divorce, a death in the immediate family or other related mitigating circumstances;
- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to personal or family related medical circumstances; or,
- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to circumstances related to contractual agreements regarding the sale or divestment of current financial holdings.

Immigration Representative: Someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to CIC once the SINP has approved the Applicant as a Provincial Nominee and continuing to work on behalf of the Applicant until the end of the SINP Entrepreneur process, when the nomination is either issued or the applicant is deemed ineligible for nomination by the SINP.

Joint Venture: Is a commercial undertaking that has been entered into by two or more parties for the purpose of a particular economic activity.

Net Worth: The value of an Applicant's total assets, less the value of his or her total liabilities.

Nominate: The term used by the Province of Saskatchewan to describe the selection of Applicants for the Saskatchewan Immigrant Nominee Program to recommend for permanent residence to CIC. Permanent resident status is dependent on health, security, and criminality screening by CIC.

Paid Representative: An individual who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or a Canadian Provincial Law Society who acts on behalf of the Applicant applying for immigration under the SINP. Only members of this action are authorized to charge fees for immigration advice and/or services under the SINP.

Permanent Resident: An individual who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not yet have Canadian citizenship.

Relevant Business Management Experience: An Applicant's experience in a business role with significant decision making responsibility that is relevant to the proposed business investment, as indicated in the *Business Establishment Plan*.

Regina: The City of Regina is defined as the land within the city boundaries defined by Regina City Council that are subject to city taxation, regulation and eligible for access to city services.

Saskatoon: The City of Saskatoon is defined as the land within the city boundaries defined by Saskatoon City Council that are subject to city taxation, regulation and eligible for access to city services.

Supporting Documents: Documents and forms that can be used to support an Applicant's claims regarding the Applicant's ability to meet SINP criteria. These are documents required for all immigration applications (e.g. documents that prove identity, work experience, language ability, finances, etc.).

Temporary Work Permit: This is a document administered by Citizenship and Immigration Canada. It allows a foreign national to live and work in Canada for a specified period of time.

Unpaid Representative - A person who provides assistance, information, counselling, or advice to the Applicant about the application without charging a fee or receiving any kind of payment. The term “unpaid representative” does not necessarily include a friend or family member with whom the Applicant discusses his or her plans in an informal way, but it is intended to include anyone, who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner.

If it is unclear whether a person is a representative, the Applicant should treat them as an unpaid representative and ask them to complete the *Code of Conduct for Representatives and Applicant Declaration Form*. This provides an opportunity for your representative to declare that he or she has conscientiously sought to provide accurate information and advice, and has not participated in obtaining or providing any kind of fraudulent or counterfeit document with respect to your application.