



**Saskatchewan Immigrant Nominee Program -  
Entrepreneur Category  
Document Checklist**

**Effective May 2, 2016**

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**Please read the *Application Guide* thoroughly to ensure the SINP program and policies are understood before submitting an application.**

- To better assess applications, the Saskatchewan Immigrant Nominee Program (SINP) reserves the right, **at any point in the application process**, to:
  - Make a decision on an application;
  - Request additional documentation; and/or
  - Request that the Principal Applicant attend an interview.
  
- The SINP requires specific documents from individual countries. Please consult the *Country Specific Checklists* in the appendices for additional requirements for the following countries:
  - Peoples Republic of China
  - South Korea
  - Pakistan
  - Iran
  - Bangladesh
  - Vietnam
  - India
  
- If any documents are in a language other than English, the applicant must submit a copy of the original document in addition to copy of the English translation.
  
- Translators can be any person who is not:
  - The Principal Applicant or his/her spouse;
  - A family member of the Principal Applicant or his/her spouse; or
  - A paid consultant or representative for the Applicant.
  
- An affidavit from the translator describing their translation ability needs to be submitted. A template for the translator affidavit is available on the SINP website. Citizenship and Immigration Canada (CIC) visa offices may have different requirements. It is the applicant's responsibility to ensure that all federal requirements are met with respect to translations.
  
- Applications may be closed the following situations:
  - Documentation and/or information as listed in this checklist is not submitted and/or alternative documentation and/or an explanation is not submitted;
  - Third party verification reports are not submitted;
  - Foreign language documents are not translated and/or the foreign language document is not submitted along with the translation;
  - Documents are not legible.

**Document Checklist: The documents must be available to be uploaded to the system**

Submitted	DOCUMENTS REQUIRED:
<input type="checkbox"/>	Ethical Conduct Disclosure and Applicant Declaration Form <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant; and</li> <li>• Completed by the Representative (if applicable)</li> </ul>
<input type="checkbox"/>	IMM 5476 Form – Use of Representative Form (if applicable) <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> <li>• For the spouse / common-law partner</li> </ul>
<input type="checkbox"/>	IMM 5475 – Authority to Release Personal Information to a Designated Individual (if applicable) <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>
<input type="checkbox"/>	Birth Certificates <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> <li>• For the spouse / common-law partner</li> <li>• For dependents</li> </ul>
<input type="checkbox"/>	Adoption Certificates <ul style="list-style-type: none"> <li>• For dependent children, if accompanying the applicant to Canada</li> </ul>
<input type="checkbox"/>	Custody agreements (if applicable) <ul style="list-style-type: none"> <li>• For dependent children if accompanying the applicant to Canada</li> </ul>
<input type="checkbox"/>	Notarized letter of no objection or written consent for any dependent child accompanying the Principal Applicant to Canada, from his/her other parent who is not accompanying the Principal Applicant to Canada, allowing the Principal Applicant to remove the child from his/her country of residence (if applicable) <ul style="list-style-type: none"> <li>• For dependents if accompanying the applicant to Canada</li> </ul>
<input type="checkbox"/>	IMM 0008 – Generic Application form to Canada <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul> IMM 0008 DEP – Additional Dependents/Declaration Completed by the Principal Applicant if the Applicant has more than 5 dependents (whether they are accompanying or not).
<input type="checkbox"/>	Household register, if applicable.
<input type="checkbox"/>	National ID (if applicable) <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> <li>• For the spouse / common-law partner</li> <li>• For dependents</li> </ul>
<input type="checkbox"/>	Proof of Current Residency Status, if applicable (this will include permanent resident visas, temporary work visas and resident visas) <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> </ul>

Submitted	DOCUMENTS REQUIRED:
<input type="checkbox"/>	Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and page containing signature - <b>must be valid for a minimum of 6 months at the time of application.</b> <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> <li>• For the spouse / common-law partner</li> <li>• For dependents</li> </ul>
<input type="checkbox"/>	Diplomas, degrees, certificates, licenses etc. to support EOI points claimed <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> </ul>
<input type="checkbox"/>	Marriage Certificate (if applicable); or IMM 5409 – Statutory Declaration of Common-Law Union (if applicable) <ul style="list-style-type: none"> <li>• Completed by the Principal applicant (if applicable)</li> <li>• For the spouse / common-law partner <b>if</b> other Marriages or Common Law Unions are or were in effect</li> </ul>
<input type="checkbox"/>	Proof of dependent children’s marital status if 16 years of age or over, if applicable
<input type="checkbox"/>	Divorce or death certificate (if applicable) <ul style="list-style-type: none"> <li>• For the spouse / common-law partner <b>if</b> other Marriages or Common Law Unions are or were in effect</li> </ul>
<input type="checkbox"/>	Custody agreements (if applicable) <ul style="list-style-type: none"> <li>• For dependent children if accompanying the applicant to Canada</li> </ul>
<input type="checkbox"/>	International English Language Testing System (IELTS) General Training test results; and/or Canadian English Language Proficiency Index Program (CELPIP-General) test results (if applicable)
<input type="checkbox"/>	Third Party Financial Verification report
<input type="checkbox"/>	Résumé <i>*Please refer to the Appendix B Application Guide for the Entrepreneur Category (SINP) for details of what must be included and a template</i>

Submitted	DOCUMENTS REQUIRED:
<input type="checkbox"/>	<p>Notarized reference letters from the Principal Applicant's present and former employers on the official letterhead of the enterprise. They must be signed by a person occupying a position of authority and must include that person's name and title. If applicable, use Canadian and Saskatchewan colleagues as references</p> <p><b>These letters must include:</b></p> <ul style="list-style-type: none"> <li>• The address and telephone numbers of the enterprise;</li> <li>• Number of years worked;</li> <li>• Position and the responsibilities related to the position; and</li> <li>• Salary earned, including bonus and commission received (if applicable)</li> <li>• certificate issued by the Notary Public Office certifying the authenticity of the company seal and the signature appearing on the reference letter submitted.</li> </ul>
<input type="checkbox"/>	Labour contracts for the last 10 years
<input type="checkbox"/>	Organizational chart for the enterprise(s) that the Principal Applicant has worked with during the last 10 years, indicating his/her name and place on the chart and the number of employees in each enterprise
<input type="checkbox"/>	Business items of the Principal Applicant's current business/employer such as product brochures, photos of business establishment, business cards, etc
<input type="checkbox"/>	Income certificate prepared by the Principal Applicant's current employer and signed by a person in authority, and including their name, title and contact information.
<input type="checkbox"/>	Payroll records for a period of the most recent 12 months from the Principal Applicant's current employer(s).
<input type="checkbox"/>	Business registration license of each enterprise
<input type="checkbox"/>	Registration with the taxation authorities for each enterprise
<input type="checkbox"/>	Proof of shareholding of each enterprise
<input type="checkbox"/>	Exploratory Visit Report
<input type="checkbox"/>	Proof of exploratory visit to Saskatchewan and related supporting documents <i>*Please refer to the Appendix D Application Guide for the Entrepreneur Category (SINP) for details of what must be included and a template</i>
<input type="checkbox"/>	A complete and thorough Business Establishment Plan (BEP) <i>*Please refer to the Appendix C Application Guide for the Entrepreneur Category (SINP) for details of what must be included and a template</i>
<input type="checkbox"/>	Other documents to support the application. <i>Please upload these specified documents to the Experience Detail record</i>

Submitted	DOCUMENTS REQUIRED:
<input type="checkbox"/>	Translator Affidavit(s) <i>(if any documents are in a language other than English, the applicant must submit a copy of the original document in addition to copy of the English translation)</i>

Submitted	DOCUMENTS REQUIRED WHEN INNOVATION IS CLAIMED
<input type="checkbox"/>	<p>In the case of Export Trade:</p> <ul style="list-style-type: none"> <li>• Proof of ownership or part ownership, for at least one year in the three years prior to submission of an EOI, of a Business that Exports goods</li> <li>• Copies of the export license or the business license if it details permission to export goods</li> <li>• Proof of export turnover for at least one year in the three years before submission of an EOI. This can include notes to the audited financials</li> </ul>
<input type="checkbox"/>	<p>In the case of Patents:</p> <ul style="list-style-type: none"> <li>• Copy of an patent documents</li> <li>• Proof of use of the patent in the applicants business.</li> </ul>
<input type="checkbox"/>	<p>In the case of Gazelle Businesses:</p> <ul style="list-style-type: none"> <li>• Records showing the number or employees for each of the four years prior to EOI submission</li> <li>• Proof of a minimum of twenty percent growth for each of the four years prior to EOI submission. This should include audited financials.</li> </ul>

## Appendix A: China Specific Document Checklist

**- Please upload these specified documents to the Experience Detail record**

Submitted	DOCUMENTS REQUIRED:
	<b>Required for all Applications from China</b>
<input type="checkbox"/>	certificate of work history issued by the Notary Public Office
	<b>Required for Applicants who have Contractual (Chengbao) Business Agreements</b>
<input type="checkbox"/>	Contractual agreement to operate the business
<input type="checkbox"/>	Document issued by the Notary Public Office certifying the authenticity of the company seal of the enterprise and signature on the contract
<input type="checkbox"/>	Business registration license of the contracting company
	<b>Required for Applicants who are Shareholders and/or Business Owners</b>
<input type="checkbox"/>	Certificate issued by the Notary Public Office certifying the authenticity of the copy of the business registration for each enterprise
<input type="checkbox"/>	Certificate issued by the Notary Public Office certifying of the authenticity of the copy of the registration with the taxation authorities for each of the Principal Applicant's enterprises
<input type="checkbox"/>	If the Principal Applicant became owner or partner of a collective enterprise or state owned enterprise that has been privatized, certificate issued by the Notary Public Office certifying the authenticity of the copy of the application approved by authorities
<input type="checkbox"/>	Articles of incorporation and/or articles of association for the Principal Applicant's enterprise(s)
<input type="checkbox"/>	For applicants of a Sino-foreign (joint venture) business, the business registration approval certificate issued by the provincial or municipal government office
<input type="checkbox"/>	Certificate issued by the Notary Public Office certifying the authenticity of the copy of business registration approval certificate issued by the provincial or municipal government office



## Appendix B: Korea Specific Document Checklist

*-Please upload these specified documents to the Experience Detail record*

Submitted	DOCUMENTS REQUIRED:
	<b>Required for Applicants who are Shareholders or Business Owners</b>
<input type="checkbox"/>	Business Register and/or Certificate of Business Cessation
	<b>Required for Applicants who are Business Managers</b>
<input type="checkbox"/>	Please review with officers to determine for experience as this was a criteria requested by officers. If consensus is that it is not required - delete

## Appendix C: Pakistan Specific Document Checklist

***Please upload these specified documents to the Experience Detail record***

Submitted	DOCUMENTS REQUIRED:
	<b>Required for Applicants who are Shareholders or Business Owners</b>
<input type="checkbox"/>	Letter from the Board of Investment, Company Registration Office and/or Security and Exchange Commission of Pakistan confirming the amount of the original investment, at the time the business was registered
<input type="checkbox"/>	List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)

## Appendix D: Iran Specific Document Checklist

**Please upload these specified documents to the Experience Detail record**

Submitted	DOCUMENTS REQUIRED:
	<b>Required for Applicants who are Shareholders or Business Owners</b>
<input type="checkbox"/>	Copy of the official license, registration or incorporation documents for the Principal Applicant's business by way of: <ul style="list-style-type: none"> <li>• The announcement of the registration of the company published in the local gazette; and/or</li> <li>• The Guild Union License; and/or</li> <li>• Notice of change in the shareholders published by the local gazette.</li> </ul>
<input type="checkbox"/>	Documents providing proof of rent or ownership of the location where the business operates. If the Principal Applicant is renting the location, include a copy of the "sargofli" (key money) agreement?
<input type="checkbox"/>	Letter from the Social Security Organization indicating the number of insured employees in the Principal Applicant's business
	<b>Required for Applicants who have Business Management Experience</b>
<input type="checkbox"/>	The most recent six monthly statements that the employer is required to submit to the Social Service Organization of Iran

## Appendix E: Vietnam Specific Document Checklist

***Please upload these specified documents to the Experience Detail record***

<b>Submitted</b>	<b>DOCUMENTS REQUIRED:</b>
	<b>Required for Applications from Vietnam</b>
<input type="checkbox"/>	Company literature indicating size and scope of the company
<input type="checkbox"/>	List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)

## Appendix F: Bangladesh Specific Document Checklist

***Please upload these specified documents to the Experience Detail record***

Submitted	DOCUMENTS REQUIRED:
	<b>Required for Applications from Bangladesh</b>
<input type="checkbox"/>	Trade License issued by the municipality where the business is located
<input type="checkbox"/>	Memorandum of Association with terms of reference and a list of shareholders showing percentages of ownership and number of shares owned