



**Ministry of
Advanced Education,
Employment and
Immigration**

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

This Application Guide outlines the requirements for Applicants to the Entrepreneur Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing a complete application package. To determine if you are likely to meet the eligibility requirements of the Entrepreneur Category, please carefully review the application guide before submitting your application.

Effective as of May 1, 2012

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I. What is the SINP?

The **Saskatchewan Immigrant Nominee Program (SINP)** is a provincial immigration program made possible through an agreement with the federal government. The program provides an alternate and faster way to become permanent residents of Canada for newcomers who are of economic benefit to Saskatchewan that plan to invest in and actively manage their own business in Saskatchewan. The **Entrepreneur Category** is a category of the SINP designed to attract and retain skilled international business entrepreneurs and their capital to the province.

The SINP Entrepreneur Program features:

- the opportunity to establish, buy or partner in a business in the prosperous Saskatchewan economy and be actively involved in its management;
- information and guidance to Nominees on your business investment; and
- application processing times faster than federal and other provincial immigration classes.

Nominations are granted at the sole discretion of the Province of Saskatchewan. If an Applicant is nominated by the SINP, he or she is eligible to apply for Permanent Residence with [Citizenship and Immigration Canada \(CIC\)](#) as a Provincial Nominee. CIC then reviews health, security and criminality and issues visas to the Nominee and the Nominee's dependent family members.

Please note: CIC is responsible for assessing each nominee's eligibility for Permanent Residence, including an assessment of health, criminality and security. The SINP is ***not*** responsible for CIC's decision to grant or deny Permanent Residence status.

How the SINP Works

Two-Step Immigration Process:

Step 1: An application is sent to the SINP office for nomination.

- If the application includes all required documents, it will be accepted for processing.
- Once the application has been accepted, the Applicant is asked to pay a \$2,500 Canadian Dollars (CAD) non-refundable fee.
- Once this deposit has been received the SINP immigration branch assesses the application against four criteria (listed below).
- The SINP will request additional documentation and/or an interview of there is not sufficient information to assess one or more of the criteria
- If approved, the SINP immigration branch will invite the Applicant to sign and date a *Business Performance Agreement* specific to the Applicant's circumstances and a \$75,000 CAD Good Faith Deposit.
- Upon receipt, the SINP will:
 - send the Applicant's nomination to CIC; and
 - send a nomination letter to the Applicant explaining how to forward his or her application to the appropriate CIC visa office.
 - If requested, issue a Temporary Work Permit support letter.

Step 2: After being notified of nomination, the Applicant applies to CIC as a provincial nominee.

- CIC considers the application with the nomination information provided by the SINP.
- If the Applicant meets the criteria for CIC's health, security and criminal reviews, CIC will issue permanent resident visas to the Applicant and his or her family members.

II. Eligibility Requirements

There are four criteria in the SINP Entrepreneur Category that an Applicant **must meet to be eligible for nomination**:

1. a minimum net worth of \$300,000 CAD that can be verified;
2. accumulation of claimed net worth through legal means, verified by a Ministry approved professional third party prior to SINP application;
3. a minimum of three years entrepreneurial or relevant business management experience; and
4. intent to reside and actively invest in Saskatchewan, which is evaluated using the *Intent Grading Grid*.

Prior to nomination by the SINP, an Applicant must submit a refundable Good Faith Deposit of \$75,000 CAD. The Applicant must also sign a *Business Performance Agreement* based on his or her *Business Establishment Plan*. This deposit is refundable when the Nominee proves he or she has met the conditions of the Business Performance Agreement within two years of landing in Canada.

This deposit may be subject to forfeiture in favour of the Province of Saskatchewan if the conditions of the Business Performance Agreement are not met. Please see the *Return of Deposit / Forfeiture Policy* for complete details.

Applicants must have valid immigration status in Canada to apply to the Entrepreneur Category from within Canada. If an Applicant is unable to obtain valid status in Canada, he or she may apply from a country in which he or she does have legal status.

Persons with an active request for refugee status from the government of Canada are **not eligible** to apply for nomination under by the SINP. However, if an Applicant's refugee claim has been refused and any appeals have been concluded, he or she may apply to the Entrepreneur Category.

In addition, an Applicant may be ineligible for provincial nomination and/or immigration to Canada, if:

- the Applicant does not meet one or more of the eligibility criteria listed above;
- the Applicant or any dependent family member (accompanying or not) has a serious medical condition;
- the Applicant or any dependent family member over the age of 18 (accompanying or not) has a criminal record;
- the Applicant has unresolved custody or child support disputes affecting any member of his or her family;

- the Applicant has intentionally committed misrepresentation during the application process; and/or
- the Applicant has intentionally committed fraud during the application process.

Verified Net Worth

Net worth refers to the value of an Applicant's total assets, less the value of his or her total liabilities. For Applicants to meet this criterion of the Entrepreneur Category:

- Applicants must have a net worth that retains a value of at least \$300,000 CAD
- The SINP must be able to verify the existence and legal ownership of the Applicant's claimed net worth.

The SINP will assess an Applicant's net worth based on the information supplied on federal form [Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees](#) and the supporting documentation provided by the Applicant.

The SINP will also consider the value of assets and liabilities owned by the Applicant's spouse.

Please note: the claimed assets and liabilities owned by the Applicant's spouse **must** be reported.

If the Applicant does not meet this criterion, the application will be "rejected" and the Applicant will not be eligible to apply again to the SINP Entrepreneur Category for two (2) years.

Accumulation of Net Worth

In order to meet this criterion of the Entrepreneur Category, an Applicant's claimed net worth must be accumulated legally. The Applicant must demonstrate, through documentation, how his or her net worth was obtained. The SINP will assess the accumulation of the Applicant's net worth based on the information supplied on the [SINP-EF-002 Accumulation of Funds](#) form and the supporting documentation provided by the Applicant.

If the Applicant does not meet this criterion, the application will be "rejected" and the Applicant will not be eligible to apply again to the SINP Entrepreneur Category for two (2) years.

Please note: "claimed net worth" refers to the amount of net worth indicated by the Applicant **not** the amount verified by the SINP.

Third Party Financial Verification

Prior to submitting an application to the SINP Entrepreneur and Farm Owner/Operator category, all applicants must first submit all forms and documents that support the claimed net worth and accumulation of funds recorded on SINP form EF-002 and CIC form IMM008 Schedule 4A to a third party identified by the Ministry of Advanced Employment Education and Immigration for net worth and accumulation of funds verification. The third party agency will conduct an assessment of the financial documents in each application and provide the applicant with a

report outlining the results of the verification. After receiving the evaluation report, only applicants whose net worth and accumulation of funds has been verified and meets the program criteria of the Entrepreneur and Farm Owner/Operator category are encouraged to formally apply.

Once the complete application has been accepted for processing, including a report completed by the third party, the Entrepreneur and Farm Owner/Operator category will confirm the details of the report with the third party before beginning the formal nomination review process.

Entrepreneurship or Business Management Experience

The Applicant must have at least three (3) years of full-time work experience either as an entrepreneur or as a business manager. He or she must demonstrate how his or her management experience and transferable skills relate to owning and actively managing a business in Saskatchewan through the submitted *Résumé* and *Business Establishment Plan*. The Applicant's job title, place of employment, responsibilities and business skills must be described clearly in the résumé and in the SINP-EF-001 Entrepreneur Application Form.

"Entrepreneur" means that the Applicant has or has had **active** ownership of a company. The Applicant will still meet criteria if he or she has owned a company that has gone into bankruptcy and/or has been closed.

"Active Ownership" means that the Applicant will be responsible for the day-to-day management responsibilities of the business they own or have invested in.

"Relevant business management" means that the Applicant has or has had a role with significant decision-making responsibility involving a minimum of two of the following aspects of business:

- Distribution
- Production/Operations/Project management
- Purchasing
- Sales
- Marketing
- Finance
- Accounting
- Human Resources/Personnel
- Research and Development
- Information technology management

Professionals such as doctors, lawyers, and accountants who own all or a significant portion of the firm where they practice their profession and can demonstrate management of the firm's business operations will be considered to fulfill the relevant business management experience criteria.

If the Applicant is deemed to have not met the minimum entrepreneurship or relevant business management experience criterion, the Applicant is deemed "ineligible" and able to reapply when they choose.

Applicants that are deemed ineligible based on this criterion should only re-apply once they have satisfied the requirements of this criterion.

Intent

The SINP Entrepreneur Category attracts and retains skilled international business entrepreneurs to Saskatchewan. Therefore, applicants must prove that they intend to establish their residence and business investment in Saskatchewan. The SINP will assess an Applicant's intent based on the information provided his or her *Business Establishment Plan* as well as the supporting documentation provided in the application. This information will be verified by SINP officials and used to award points on the Intent Grading Grid.

An Applicant will be deemed to have met the requirements of this criterion once he or she has been assessed to have earned fifty five (55) points on the Intent Grading Grid.

If the Applicant is deemed to have not met the minimum point score (the requirement of this criterion), the Applicant is deemed "ineligible" and able to re-apply when they choose. Please note that Applicants that are deemed ineligible based on this criterion should only re-apply once they have satisfied the requirements of this criterion.

Entrepreneur Applicant Intent Grading Criteria

Selection Criteria	Maximum Points
Intent	
<i>Visit</i>	15
<i>Business Contacts</i>	20
<i>Business Development</i>	20
<i>Home Ownership</i>	10
<i>English Competency</i>	15
<i>Community/Family Contacts</i>	10
<i>Commitment</i>	10
Total	100

Visit:

Points	Description
0	Applicant has not visited or made plans to visit Saskatchewan
5	Applicant has made plans to visit Saskatchewan with an agenda to attend relevant business seminars and/or meet with business contacts
10	Has visited Saskatchewan and attended one or more relevant business seminars and/or has met with business contacts.
15	Has visited Saskatchewan for ten working days and met with relevant business contacts, conducted quality research and attended seminars.

Saskatchewan-based Professional Business Services:

Points	Description
0	Applicant has not made any contact with any professional business service providers in Saskatchewan
5	Applicant has made minimal contact with professional business service providers in Saskatchewan
10	Applicant has received general advice from one or more professional business service providers in Saskatchewan
15	Applicant has received business relevant advice from professional business service providers in Saskatchewan
20	Applicant is paying one or more Saskatchewan-based professional business service providers to facilitate business establishment in Saskatchewan

Business Development:

Points	Description
0	Applicant demonstrates no knowledge about relevant business sectors and business opportunities in Saskatchewan
5	Applicant demonstrates basic knowledge about relevant business sectors and business opportunities in Saskatchewan
10	Applicant has completed one or more relevant and certified Saskatchewan-based entrepreneurial or business courses, and/or has made a down payment to complete a course upon landing in Saskatchewan.
15	Applicant demonstrates strong knowledge about relevant business sectors and business opportunities and developed relevant business contacts in Saskatchewan (e.g., potential partners, suppliers, retailers, marketers, communications, human resources, etc.)
20	Applicant has made a legal or financial commitment to establishing a business in Saskatchewan

Home Ownership:

Points	Description
0	Applicant has not contacted a real estate agent with regard to personal home purchase in Saskatchewan
4	Applicant has contacted real estate agent with regard to personal home purchase in Saskatchewan
6	Applicant has made an offer on a home in Saskatchewan

10	Applicant has purchased a home in Saskatchewan
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English Competency (may be applied to accompanying family members):

Points	Description
0	Applicant has no English skills
3	Applicant has minimal English skills (e.g., grade school language training)
6	Applicant has some English skills (e.g., has taken ESL or equivalent language training)
10	Applicant is currently studying English
15	Applicant is fluent in English

Community/Family Contacts:

Points	Description
0	Applicant previously applied to another PNP other than Saskatchewan
2	Applicant has family / community in Canada other than Saskatchewan
5	Applicant has no family / community in Saskatchewan or Canada
7	Applicant has community/ extended family in Saskatchewan
10	Applicant has immediate family in Saskatchewan

Commitment:

Points	Description
0	Applicant demonstrates no commitment to business idea and/or active investment into Saskatchewan
1-3	Applicant demonstrates limited commitment to business idea and/or active investment into Saskatchewan
4-7	Applicant demonstrates moderate commitment to business idea and/or active investment into Saskatchewan
8-10	Applicant demonstrates substantial commitment to business idea and/or active investment into Saskatchewan

Please note: General introductory meetings with Saskatchewan-based business service providers **do not** qualify for Intent Grid points, and applicants must demonstrate that any meeting, agreement or contract with a Saskatchewan-based service provider is

relevant to the business outlined in their Business Establishment Plan (BEP). Only meetings where a Business Immigration Officer can confirm that relevant business development discussions or agreements took place will be considered when allocating Intent Grid Points.

III. Application Process

Application Preparation

Before applying to the SINP, the Applicant should thoroughly review this *Application Guide* to ensure that he or she:

- meets the eligibility criteria;
- is able to access and prepare the required forms and documents for the application; and;
- is prepared to comply with the requirements and steps involved in the application process, including the \$2,500 CAD processing fee and the final \$75,000 CAD deposit.

All Applicants are required to submit all documents listed in the SINP Entrepreneur Category [Application Document Checklist](#). Applicants must use this checklist as they prepare applications.

Applicants from specific countries are required to submit additional documents listed in the SINP Entrepreneur Category [Country Specific Checklist](#). Applicants should review this checklist to ensure the completeness of the application.

To facilitate a more efficient review and assessment process Applicants are encouraged to submit their application to the SINP in manner that is organized and coherent. To achieve a more efficient process and ensure all accompanying documents are taken into consideration, the SINP suggests all applications be organized in this order:

1. [Application Document Checklist or Country Specific Checklist \(where applicable\)](#)
2. [SINP Entrepreneur Category Application Form \(SINP - EF – 001\)](#)
 - [Additional Family Information form](#)
 - [Use of a Representative \(IMM 5476\)](#)
 - [Authority to Release Personal Information to a Designated Individual \(IMM-5475\)](#)
3. [Application for Permanent Residence \(IMM 0008\)](#)
4. [Schedule 4A \(Economic Classes – Provincial Nominees – Business Nominees\)](#)
 - Supporting Documents
 - [Origin of Funds Substantiation](#)
5. [SINP Accumulation of Funds Form \(SINP - EF – 002\)](#)
 - [Schedule 1 \(Background/Declaration\)](#)
 - [Educational Credentials](#)
 - [Business Management Experience Substantiation](#)
 - [Entrepreneurial Experience Substantiation](#)
6. [Business Establishment Plan](#)

- Correspondence of between Applicant and relevant Saskatchewan business contacts
- 7. [Schedule 4 \(Economic Classes\)](#)
- 8. Passports and Civil Status Documents:
 - [Birth Certificate](#)
 - [National Identity Card](#)
 - [Marriage Certificate](#)
 - [Certificate of Non-Marriage](#)
 - [Death Certificate of Deceased Spouse](#)
 - [Proof of Common Law Union](#)
 - [Divorce Documentation](#)
 - [Adoption Records](#)
 - [Parental Letter of Consent](#)
- 9. [Résumé](#)
- 10. [Educational Credentials](#)
- 11. [Code of Conduct for Representatives and Applicant Declaration Form](#)
- 12. [Translator Affidavit](#)
- 13. Other Supporting Documents

Please note: Only applications that include all documents listed on the general or country specific checklist will be accepted for processing.

Who is included in an Application?

The Principal Applicant is the individual who is applying to the SINP in order to own and actively manage a business in Saskatchewan.

The Principal Applicant's dependent family members can be included as part of the Principal Applicant's application for nomination. Dependent family members include:

- **Spouse** – The Principal Applicant's husband or wife of the opposite or same sex.
- **Common-law partner** – A person of the opposite or same sex with whom the Principal Applicant has lived with in a committed relationship for at least one year. This relationship is considered to be the equivalent of a marriage but is not a legal marriage.
- **Dependent children** – Daughters and sons of the Principal Applicant and/or Spouse, including: step-children, children adopted before the age of 18 and children who are not in the custody of the Principal Applicant or Spouse, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - have been continuously enrolled as full-time students and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or
 - have substantially depended on the financial support of their parents prior to turning 22 and are unable to support themselves due to a medical condition.

Daughters or sons that no longer meet the definition of dependent children may be issued a separate nomination as an Overage Dependent under certain circumstances.

- **Overage dependent children** – Daughters and sons of the Principal Applicant and/or spouse that:
 - Are between the ages of 22 and 29;
 - Are not married;
 - Have a minimum of a grade twelve certificate (or secondary equivalent);
 - Have no dependents; **and**
 - Have not been enrolled in full time post secondary education since before the age of 22 **or** will complete education before CIC issuance of a Permanent Resident visa.

The Principal Applicant must list **all** dependents on his or her application to the SINP, whether or not they intend on coming to Canada with the Principal Applicant.

Application Review and Assessment

Intake

The Applicant will receive a *Letter of Receipt* and file number via email once the SINP has received their application.

Pre-Screening

When an application is received by the SINP, it is screened for completeness. This screening process ensures that only those applications that are complete in accordance with the [Application Document Checklist](#) and [Country Specific Checklist](#) (where applicable) are accepted for assessment by the SINP.

- If an application is accepted as complete, the Applicant is sent an *Acceptance of Application and Request for Processing Fee* letter via email. This letter will provide instruction on how to make the \$2,500 CAD application processing fee by wire transfer.
- If an application is considered to be incomplete, the Applicant is sent a *Return of Incomplete Application* letter indicating what documents are needed to meet pre-screening requirements. The application is returned to the Applicant.

Processing Fee

Applicants that have been screened-in for processing are required to pay an application processing fee of \$2,500 CAD. This fee is **not** refundable. Details on how to pay the processing fee are included in the *Acceptance of Application and Request for Processing Fee* letter via email.

Once the SINP receives confirmation that the fee has been received, the application will undergo a full assessment.

When the application has been accepted for assessment, the SINP Entrepreneur Category will issue a letter of invitation for the Applicant. The Entrepreneur Category advises Applicants to apply to CIC immediately for a visitor visa to Canada as soon as possible in order to facilitate a possible interview at the request of the SINP in Saskatchewan.

Good Faith Deposit

Applicants that have been screened-in for processing and have paid the \$2,500 CAD non-refundable processing fee are required to make a Good Faith Deposit of \$75,000 CAD before being nominated. This deposit is fully refundable when the applicant establishes an active investment in Saskatchewan. Details on how to make the deposit are included in the *Acceptance of Application and Request for Deposit* letter.

This deposit is also refundable should the Applicant be approved for Nomination and they are unable to accept the Nomination for Humanitarian reasons.

- Humanitarian reasons that may be considered include, but are not limited to:
 - The applicant and/or dependents 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 mitigating circumstances;
 - The applicant and/or dependents would endure hardship if they were to travel and/or leave their home country due to personal or family related medical circumstances; and,
 - The applicant and/or dependents would endure financial 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.

Once the SINP receives confirmation that the fee has been received, the applicant will be nominated.

Assessment and Optional Interview

The SINP will evaluate applications using the outlined [eligibility criteria](#) and will review all [required forms and documents](#).

When the application has been accepted for assessment, the SINP Entrepreneur Category will issue a letter of invitation for the Applicant. The Entrepreneur Category advises Applicants to apply for a visitor visa to Canada as soon as possible in order to facilitate an interview in Saskatchewan

If the SINP requires further documentation to assess an application, the request will be sent by email or mail (depending upon the contact information provided in the application). The SINP requires a response within forty-five (45) days. A reminder will be sent after twenty (20) days. If the required documentation is not received in the time stipulated, the application may be closed by the SINP.

If the SINP decides that an interview is required to assess the application, the Applicant will be requested to attend an interview. Interview arrangements are made at the discretion of the reviewing Officer and the Director of the SINP. The SINP holds the right to require an interview in the event that it is deemed necessary. Applicants are urged to apply for a visitor visa as soon as possible to facilitate a possible interview.

The SINP will endeavor to provide as much notice of the required interview as possible, and will provide two available interview dates. The Applicant must respond to the interview request within the time stipulated in the request. If an in-person interview is not possible and the Applicant has provided information detailing the reasons they are not able to attend the interview in-person, alternative arrangements can be made at the discretion of the SINP Entrepreneur Category Director, on a case-by-case basis.

Application Approval or Refusal

Following the review process, the SINP will notify the Applicant of the outcome of the assessment.

- If an application is approved for nomination, the applicant is sent a *Nomination Approval and Request for Deposit* letter and a *Business Performance Agreement*.
- If the application is refused, the Applicant is sent a *Letter of Refusal*.
- If the application is deemed ineligible, the Applicant is sent a *Letter of Ineligibility*.

Performance Agreement and Deposit

Before an applicant can be nominated by the SINP, he or she must sign a *Business Performance Agreement* with the Province of Saskatchewan. The *Business Performance Agreement* is a contract with the SINP that outlines the terms of the nomination and the expectations regarding establishment of the Applicant's business in Saskatchewan. This Performance Agreement is a binding legal contract.

Prior to nomination, the Applicant must also make a refundable Good Faith Deposit totaling \$75,000 CAD. These funds will be held in trust for the Applicant at financial institution until the terms and conditions of the *Business Performance Agreement* have been met. If and when the deposit is returned, the Applicant also receives any accumulated interest. Details on how to make the deposit are included in the *Nomination Approval and Request for Deposit* letter.

The full deposit must be received within three months of the Applicant being notified, or the application will be closed.

Once the SINP receives the signed and dated *Business Performance Agreement* and the confirmation of deposit from the financial institution, nomination documents will be sent to the Applicant and to the relevant CIC visa office.

Nomination

Once the SINP nominates an Applicant, he or she is able to apply for Permanent Resident Status in Canada as a Provincial Nominee.

The SINP will send the applicant a nomination package including a *Confirmation of Nomination* letter and information on how to proceed with an Application for Permanent Resident Status with CIC. If requested by the Applicant, the SINP will also issue a *Temporary Work Permit Support* letter, via email which will provide the Applicant the opportunity to land in Saskatchewan earlier to begin preparations for their business establishment.

The SINP will send a *Nomination Certificate* to the appropriate CIC Visa Post. Certificates are valid for six months. The Applicant must apply for Permanent Resident Status before his or her *Nomination Certificate* expires and the application will be closed.

Please note: The SINP does ***not*** issue Temporary Work Permit Support Letters for all Applicants. Applicants that wish to move to Saskatchewan earlier and begin their business operations while their Application for Permanent Residence is being processed must make a formal request to the SINP stating the reasons why a Temporary Work Permit Support Letter is required.

Immigration Representatives and Designated Individuals

An application that does not include a duly signed *Code of Conduct for Representatives and Applicant Declaration Form* will be returned.

A representative is 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 Good Faith Deposit is released or forfeit.

Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee for their representation. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC).

An Applicant does NOT need to hire a lawyer, an immigration consultant or a representative to access this immigration program. An immigration representative may be of assistance in completing an application or advising an Applicant on the application process if he or she feels that language assistance or guidance is required. The hiring of a representative will NOT lead to any special prioritization or different handling of an Applicant's application to the SINP.

All Applicants must complete and submit an original copy of the [*Code of Conduct for Representatives and Applicant Declaration Form*](#). If you are using a representative you must also complete [*IMM-5476: Use of a Representative*](#) and submit it with your application.

The SINP [*Code of Conduct for Representatives*](#) is a contract between a representative (whether paid or unpaid) and the Government of Saskatchewan. It specifies the minimum standards that can be expected of anyone who is acting as a representative under the SINP. All Applicants must complete and sign Section C of the [*Code of Conduct for Representatives and Applicant Declaration Form*](#) to declare whether or not they are appointing a representative to act on their behalf with the SINP and whether or not they obtained assistance from anyone in completing

the application form. If an Applicant has appointed a representative, they must also complete and sign Section B of the form.

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If an Applicant has a representative and does not disclose the name of their representative to the SINP, their 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 any terms of the Code of Conduct.

An Applicant may only appoint one paid or unpaid representative to conduct business on their behalf with the SINP at any time. If an Applicant wishes to cancel the appointment of their representative at anytime, they must communicate this in writing to the SINP by letter, fax or email. If an Applicant wishes to appoint another representative, the Applicant and their new representative must submit a new [Code of Conduct for Representatives and Applicant Declaration Form](#).

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

The SINP encourages all Applicants to visit the [SINP website](#) or [CIC website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect themselves from scams and immigration fraud.

Please note: The SINP does not recommend or endorse any individual immigration representative, and does not grant preferential treatment to any individual representative or any group of representatives.

Designated Individuals

In addition to an Applicant's paid or unpaid representative, he or she may choose to let someone else have access to information about the application. For example, if an Applicant hires a lawyer to assist with the application, he or she may also want a family member to have access to information about the application.

If an Applicant wishes to have personal information released to someone who is not his or her representative, he or she must Complete [IMM-5475: Authority to Release Personal Information to a Designated Individual](#); and submit it with the application to the SINP.

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

Required Forms and Documents

Each Applicant must provide all required forms and supporting documents specific to the Entrepreneur Category.

Applicants are responsible for ensuring that the documentation submitted to the SINP is complete. If an application is missing any of the required forms, documents or translations, or has been submitted in an improper format, the application will be assessed as incomplete and returned to the Applicant.

All applications to the SINP must include:

- Provincial Forms:
 - SINP Entrepreneur Category Application Form (SINP - EF – 001)
 - SINP Accumulation of Funds Form (SINP - EF – 002)
 - [Application Document Checklist](#)
 - [Country Specific Checklist \(where applicable\)](#)
 - [Translator Affidavit](#)
 - [Business Establishment Plan](#)
 - [Code of Conduct for Representatives and Applicant Declaration Form.](#)
- Federal Forms:
 - [Application for Permanent Residence](#)
 - Schedule 1 ([Background/Declaration](#))
 - Schedule 4 ([Economic Classes](#))
 - Schedule 4A ([Economic Classes – Provincial Nominees – Business Nominees](#))
 - [Additional Family Information form](#)
 - [Use of a Representative \(IMM 5476\)](#)
 - [Authority to Release Personal Information to a Designated Individual \(IMM-5475\)](#), if applicable
 - [Statutory Release of Common-Law Union \(IMM-5409\)](#), if applicable
- Supporting Documents
 - [Résumé](#);
 - [Educational Credentials](#);
 - [Business Management Experience Substantiation](#);
 - [Entrepreneurial Experience Substantiation](#);
 - [Origin of Funds Substantiation](#); and
 - [Correspondence of between Applicant and relevant Saskatchewan business contacts](#)
- Passports; and
- Civil Status Documents
 - [Birth Certificate](#)
 - [National Identity Card](#)
 - [Marriage Certificate](#)
 - [Certificate of Non-Marriage](#)
 - [Death Certificate of Deceased Spouse](#)
 - [Proof of Common Law Union](#)
 - [Divorce Documentation](#)
 - [Adoption Records](#)
 - [Parental Letter of Consent](#)

Provincial Forms

Provincial forms are used by the SINP in the evaluation and assessment of applications to the Entrepreneur Category. Provincial forms must be submitted as **original documents**, signed and dated in ink. Incomplete or photocopied provincial forms may result in the application being classified as “Incomplete”, in which case, the application will be returned to the Applicant without being assessed.

Provincial Forms include:

1. [SINP Entrepreneur Category Application Form \(SINP - EF – 001\)](#)
 - Required for all applications
 - Must be completed by the Principal Applicant
2. [SINP Accumulation of Funds Form \(SINP - EF – 002\)](#)
 - Required for all applications
 - Must be completed by the Principal Applicant
3. [Translator Affidavit](#)
 - Required for all applications containing documents that have been translated into English
 - Must be completed by the Translator and notarized
4. [Business Establishment Plan](#)

One criteria of the Entrepreneur Category is intent to actively operate and manage a business in Saskatchewan. The Business Establishment Plan (BEP) is designed to assist in the assessment of this intent. Intent can be demonstrated by genuine research, planning and establishing business and social networks in the province of Saskatchewan.

Expectations for the BEP include coherent and considered planning for successful settlement and business development in Saskatchewan. To be a successful business person in Saskatchewan it is expected that Applicants will conduct extensive research and consider costs, economic factors and conditions, market conditions, taking into account the specific management talents of the Applicant and the current opportunities present in Saskatchewan.

The SINP does not require a formal business plan, and recognizes that the BEP is a business **proposal** and it is therefore likely and expected that market conditions and opportunities may change over the course of the immigration application process. The profitability of the business plan will not be evaluated; rather the SINP will assess the intent demonstrated by the Applicant through a coherent and considered business plan.

A lengthy Business Establishment Plan does **not** necessarily illustrate strong intent. Quality research and significant business relationships are far more valuable in illustrating intent than a large document with vaguely relevant materials.

The BEP is used by the SINP to determine whether or not an Applicant meets the Entrepreneur Category eligibility criteria and has a genuine intent to settle and do business in Saskatchewan.

The BEP must include all of the following information:

- proposed industry/sector (NAICS Code);
- proposed investment amount;
- number of jobs to be created for Saskatchewan Residents;
- management contribution nominee will make with respect to the proposed business (e.g., sales, distribution, production, research and development, human resources, etc.);
- forecasted start up funds and expenses;
- business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- proposed location for the business (e.g., city/town);
- preparation and training for entrepreneurship in Saskatchewan (including course titles and institution names, if applicable);
- a list of planned past and/or future visits to Saskatchewan, if applicable (please provide: Dates, purposes, agendas, inviting organizations, etc.);
- plans for establishing residence in Saskatchewan; and
- the name, organization, mailing address, phone number, email of contracted professional business service provider(s) with whom the Applicant has contacted and/or the Applicant has established an active working relationship or paid contractual agreement.

Please also include:

- the name, organization name, mailing address, email and phone number of person who compiled the business plan; and
- a summary of people contracted or consulted in preparation of Business Establishment Plan.

An Applicant who uses a third party (i.e., a consultant, professional business service provider, family member, etc.) to create the BEP must indicate that this individual has written the BEP. The contact information including name, mailing address, email and phone number must also be included within the BEP. There is no penalty for a third party developing a BEP; however, it should be noted that it is expected that the Applicant has been involved in its design and contributing to the content therein. Furthermore, the Applicant will be held accountable to any proposals, meetings, partnerships, etc listed within the BEP.

The SINP expects that an Applicant has complete knowledge of his or her BEP. In the event that the Applicant is unaware of his or her BEP's contents, the Applicant will be assessed accordingly on the intent grid.

Please note: Applicants that wish to visit Saskatchewan on an exploratory visit to conduct business and settlement research are encouraged to contact service providers that will directly assist in their business establishment. General introductory meetings

with Saskatchewan-based business service providers **do not** qualify for Intent Grid points, and applicants must demonstrate that any meeting, agreement or contract with a Saskatchewan-based service provider is relevant to the business outlined in their Business Establishment Plan (BEP). Only meetings where a Business Immigration Officer can confirm that relevant business development discussions or agreements took place will be considered when allocating Intent Grid Points.

Federal Forms

Federal Forms are required by CIC and are also used by the SINP in the assessment process. Federal forms must be submitted as **photocopies** to the SINP. Incomplete or original federal forms may result in the application being classified as “Incomplete”, in which case, the application will be returned to the Applicant without being assessed.

Federal Forms include:

1. [Application for Permanent Residence in Canada](#)
 - Required for all applications
 - Must be completed by the Principal Applicant
2. [Schedule 1: Background/Declaration](#)
 - Required for all applications
 - The Principal Applicant, his or her spouse **and** all dependent children aged 18 or older (regardless of whether or not they plan to accompany the Principal Applicant to Canada) must complete an individual copy of this form
3. [Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees](#)
 - Required for all applications
 - Must be completed by the Principal Applicant

In order to expedite application processing and ensure an accurate review of net worth, Applicants are asked to correlate each entry on Schedule 4A with the corresponding supporting financial document by numerical reference. Failing to do so will result in additional processing times.

4. [Additional Family Information \(IMM-5406\)](#)
 - Required for all applications
 - The Principal Applicant, his or her spouse **and** all dependent children aged 18 or older (regardless of whether or not they plan to accompany the Principal Applicant to Canada) must complete an individual copy of this form
5. [Use of Representative \(IMM-5476\) \(if applicable\)](#)
 - Required when the Principal Applicant will be represented by a paid or unpaid representative in correspondence regarding the application;

- Must be completed by the Principal Applicant and each dependent child aged 18 or older that intends to use a representative
- 6. [Authority to Release Personal Information to a Designated Individual \(IMM-5475\) \(if applicable\)](#)
 - Required when the Principal Applicant will allow an individual other than him or herself to access information regarding his or her application
 - Must be completed by the Principal Applicant
- 7. [Statutory Release of Common-Law Union \(IMM-5409\) \(if applicable\)](#)
 - Required when the Principal Applicant wishes to include a common law partner as a dependent in his or her application
 - Must be completed by the Principal Applicant and his or her common law partner
 - Must be notarized by a Commissioner of Oaths

For further information regarding the preparation of federal forms, please visit the CIC website at: www.cic.gc.ca

Supporting Documents

Supporting documents are used by the SINP to evaluate whether or not an Applicant meets the eligibility criteria of the Entrepreneur Category. Supporting documents must be submitted as **photocopies** to the SINP. Incomplete or original supporting documents may result in the application being classified as “Incomplete”, in which case the application will be returned to the Applicant without being assessed.

1. [Résumé](#)

Applicants must provide a résumé detailing their experience and credentials. The résumé must include:

- the Applicant’s full name, complete mailing address (including postal code), telephone number(s) and email address(es);
- detailed information on the Applicant’s past education, training, business and employment history for the last ten years;
- details on all business(es) the Applicant has owned or where the Applicant has had management experience; and
- a description of the roles and responsibilities held, and the duration of these duties over the past 10 years.

Please see [*Appendix A*](#) for a *Résumé Template*.

Applicants may also wish to attach business items, such as product brochures, photos of the business establishment, business cards and other supporting material to the résumé for further proof of their work experience history.

2. Educational Credentials

Applicants must provide the following documentation to verify their education and/or training credentials:

- education/trade certificates, degrees and/or diplomas;
- professional designations, professional licenses and/or professional association memberships; and
- official transcripts showing institution(s) attended or courses completed.

Applicants are encouraged to submit any education credentials relating to English language training for the principal applicant and any accompanying dependent (if applicable).

3. Relevant Business Management Experience Substantiation (if applicable)

The following documents are required for Applicants that claim to have business management experience other than entrepreneur experience:

- Reference Letters – The Applicant must include letters of reference from present and former employers to support the management experience listed on his or her résumé. Reference letters must:
 - be written on appropriate company letterhead;
 - include the address, telephone number and other applicable contact information for the business;
 - indicate clearly the number of years that the Applicant was employed with the business;
 - state the position(s) that the Applicant held with the business and the related responsibilities;
 - indicate clearly the Applicant's salary, including bonus and commission received (if applicable); and
 - be signed and dated by a person in a position of authority with name, title and contact information of the signatory indicated clearly.
- Employment Contracts – The Applicant must include copies of present and former employment contracts to support the management experience listed on his or her résumé.
- Organizational Charts – The Applicant must include copies of organizational charts from present and former places of employment to support the management experience listed on his or her résumé. Organizational charts must:
 - indicate clearly the Applicant's position on the chart;
 - show the number of employees in the enterprise; and
 - show the number of employees directly reporting to the Applicant.

If these documents cannot be submitted, the Applicant must attach an explanation **and** alternative documents to demonstrate work history.

The SINP Official assigned to the file will evaluate these explanations and determine whether or not they are sufficient to move forward with the application.

4. Entrepreneur Experience Substantiation (if applicable)

The following documents are required for Applicants that have Entrepreneur Experience:

- Business Registration License – The Applicant must include copies of present and former Business Registration Licenses to support the business experience listed on his or her résumé.
- Registration with Taxation Authorities – The Applicant must include documents to demonstrate that his or her present and former business(es), as listed on his or her résumé, has been registered with the appropriate taxation authorities for their jurisdiction. Documentation must also be provided to verify that the Applicant has paid all relevant taxes required by the appropriate jurisdiction.
- Proof of Shareholding – The Applicant must include documented proof of the shareholding structure for present and former businesses, as listed on his or her résumé.

If these documents cannot be submitted, the Applicant must attach an explanation **and** alternative documents to demonstrate entrepreneurial experience.

The SINP Official assigned to the file will evaluate these explanations and determine whether or not they are sufficient to move forward with the application.

5. Origin of Funds Substantiation

The Applicant must present financial statements and other documentation to substantiate the value and accumulation of his or her net worth:

- Account History – The Applicant must provide a detailed record of their transactions and account activity for all bank accounts (as listed on the federal form Schedule 4A) for the previous six to twelve months.
- Real Property – The Applicant must provide the following documentation to substantiate the claimed value of any real property (as listed on the federal form Schedule 4A):
 - copies of title deeds and property evaluation reports prepared by a recognized firm;
 - copies of bank letters indicating outstanding mortgages or other liabilities; and
 - other applicable home ownership documentation.
- Publicly Traded Stocks and Other Investments – The Applicant must provide the following documentation to substantiate the claimed value of any stocks and investments (as listed on the federal form Schedule 4A):

- copies of transaction records of stocks and shares for the previous six months;
 - copies of the most recent three years of financial statements, prepared by a certified accounting firm for the enterprises in which the Applicant has a vested interest (other than the enterprise(s) that the Applicant works for);
 - copies of proof of shareholding for the enterprises in which the Applicant has a vested interest (other than the enterprise(s) that the Applicant works for); and
 - Other applicable stock ownership documentation.
- Other Assets – The Applicant must provide the following documentation to substantiate the value of other claimed income or assets (as listed on the federal form Schedule 4A):
 - copy of an income certificate prepared by the Applicant’s current employer (if applicable);
 - copy of updated statements for pensions, insurance or other investments; and
 - other applicable income/asset ownership documentation.

If these documents cannot be submitted, the Applicant must attach an explanation **and** alternative documents to demonstrate the value and accumulation of net worth.

The SINP Officer assigned to the file will evaluate these explanations and determine whether or not they are sufficient to move forward with the application.

6. Correspondence of between Applicant and relevant Saskatchewan business contacts

In order for the SINP to verify business relationships with relevant Saskatchewan business service providers and other contacts, the Applicant must submit documentation illustrating correspondence with these individuals and organizations. Such documentation may include, but is not limited to:

- printouts of email correspondence;
- business cards;
- promotional materials;
- service or product price quotations,
- drafts of contracts; and
- any other documentation that is indicative of the development of a business partnership.

Passports

Passports are required for all applications to the SINP Entrepreneur Category. All passports must be submitted as **photocopies**. Incomplete or original passports may result in the application being classified as “Incomplete”, in which case, the application will be returned without being assessed.

Passports must be provided for the Principal Applicant **and** all dependent family members that will accompany the Principal Applicant to Canada.

The expiry date of the passport should be at least two years from the date that the application is received by the SINP.

The SINP requires photocopies of passport pages showing the passport number, date of issue and expiry date, photo, name, date, and place of birth. Copies must also be made of all pages showing exit and entry stamps.

If the Applicant or a dependent family member lives in a country that is different than his or her nationality, include a photocopy of his or her valid travel document for the current country of residence.

Civil Status Documents

The following Civil Status Documents are required for all applications to the SINP in order to confirm the identities of the Applicant and dependent family members. All Civil Status Documents must be submitted as **photocopies**. Incomplete or original civil status documents may result in the application being classified as “Incomplete”, in which case, the application will be returned to the Applicant.

Civil Status Documents include:

1. **Birth Certificate**
 - Must be provided for the Principal Applicant and all dependent family members, whether or not they will accompany the Principal Applicant to Canada
 - Must list both parents
2. **National Identity Card (if applicable)**
 - Must be provided for the Principal Applicant and all dependent family members, whether or not they will accompany the Principal Applicant to Canada
3. **Marriage Certificate**
 - Required if the Principal Applicant is married, whether or not the spouse will accompany the Principal Applicant to Canada
4. **Certificate of Non-Marriage**
 - Required if the Principal Applicant is not married
5. **Death Certificate of deceased Spouse**
 - Required if the Principal Applicant is widowed

6. Proof of Common Law Union

- Required if the Principal Applicant wishes to include a common law partner as a dependent in his or her SINP application.
- Must include supplementary proof that the Principal Applicant and his or her partner have been in a common law relationship for at least one year.
 - Examples of proof include: statements or letters from a bank or financial institute showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly owned property other than residence; copy of bills or receipts made to both the Applicant and his or her partner; copy of life insurance naming the other partner as the beneficiary; and other supporting materials.

7. Divorce Documentation

- Required when the Principal Applicant and/or the Spouse has been divorced.
- Must include all finalized divorce documentation.
- Must include any custody agreements, if applicable.

8. Adoption Records

- Required when the Principal Applicant or Spouse has a dependent child that has been adopted.

9. Parental Letter of Consent

- Required when the Principal Applicant and/or the Principal Applicant's Spouse has a dependent child ***and*** only one of the dependent child's parents will be immigrating to Canada.
- Must include one of the following:
 - A letter from the non-accompanying parent stating that he or she is aware of the intention to immigrate to Canada (with or without the dependent child/children) and that there are no outstanding custody or child support issues; or
 - Proof of custody for the dependent child/children and proof that the Principal Applicant or Spouse has legal authority to remove the child/children from the home country (if applicable).

Document Translation

The SINP requires that all documentation be provided in either English or French. When documents are in a language other than English or French, the Applicant must submit a photocopy of the original document as well as a photocopy of its translation.

To be eligible for application, translators can be any person other than the Principal Applicant's spouse, a member of the Principal Applicant's family, or a paid third party that has prepared the Principal Applicant's application to the SINP. A [Translator Affidavit](#) must be provided that describes the translation ability of the translator (see the [Provincial Forms](#) section of this guide).

Some Canadian immigration visa offices may require that documents be translated by a certified translator. While the SINP does not make the same requirement, it is the responsibility of the Applicant to ensure that translations meet all federal requirements.

SINP Photocopy Policy

- The SINP requires **original versions** of provincial forms, preferably signed and dated in **blue** ink.
- The SINP requires **photocopies** of all supporting documentation and federal forms.
- Applicants should keep their original copies of supporting documents and federal forms.
- All forms and documents submitted to the SINP are kept on file and will **not** be returned to the Applicant.

Submitting an Application

Applications may be submitted by courier or in person to:

**Government of Saskatchewan
Immigration Services Division**
Entrepreneur Unit
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Applicants are encouraged to provide an up-to-date personal email address that can be used to communicate with SINP Officers. If an Applicant does not provide an email address, please be advised that processing times will increase due to the time needed for mail services. Applicants should expect longer processing times for applications that do not include an email address.

After Nomination

Applying for Permanent Residence

After receiving a notification of nomination by the SINP, the Applicant is responsible for submitting an Application for Permanent Residence to CIC:

- The *Confirmation of Nomination* letter will include detailed instructions on how to apply to the appropriate Visa Post.

- The Applicant must submit his or her Application for Permanent Residence to CIC at the Visa Post specified in the *Confirmation of Nomination* letter.
- CIC conducts security, criminality and health checks and screens applications for misrepresentation. CIC will send instructions on medical examinations and may require additional documentation. In some cases, the Applicant may be required to attend an interview.
- If the Applicant meets all federal requirements, CIC will issue Permanent Residence visas for the Applicant and his or her dependents.

Landing in Saskatchewan

Once an Applicant has arrived in Saskatchewan, he or she will be required to attend a Landing Interview with an SINP Business Immigration Officer. The Applicant can request this interview by emailing saskentrepreneur@gov.sk.ca. Following the interview, the SINP will continue to be available to the Applicant's and provide information and guidance related to the establishment their business through referrals to business service providers and on-site visits.

The Applicant is encouraged to use the settlement services available in Saskatchewan to successfully settle themselves and their family in the province. Applicants can access government funded settlement services through various [Regional Newcomer Gateways](#) that are welcoming centers for newcomers to Saskatchewan and provide language assessment services, career and employment services, connect you to community and ethno-cultural groups, and guidance and advice from a Settlement Coordinator.

Return of Deposit

An Applicant may apply for their Good Faith Deposit to be returned:

- Within two years of the nominee Applicant landing in Saskatchewan;
- The Applicant satisfied the terms of the *Business Performance Agreement* by establishing or acquiring a business in Saskatchewan, investing the minimum amount set in the *Business Performance Agreement* and being involved in the day-to-day management of the business operations; and,
- The Applicant can demonstrate at least six months of active investment in the relevant business.

The Applicant must submit an [Application for Deposit Refund Request](#) as well as all required documentation to verify that the terms of the *Business Performance Agreement* have been met. This form can be found online at www.saskimmigrationcanada.ca/application-deposit-refund.

If the SINP determines that all conditions for deposit return have been met, it will instruct the financial institution to return the Applicant's deposit and any interest accumulated. Applicant's are responsible for providing the financial institution with updated contact information to facilitate this transaction.

If the SINP determines that the conditions for return have not been met, the Applicant will be advised of the outstanding criteria that she or he must meet before the deposit will be returned.

In the event that the Applicant has not applied for the return of the Good Faith Deposit before the deadline set forth in their *Business Performance Agreement*, the SINP will send the Applicant a Procedural Fairness letter via email 60 days before the expiration of the agreement that alerts the Applicant to the deadline and states the Good Faith Deposit will be forfeit if the Applicant fails to fulfill the terms of their *Business Performance Agreement*.

Please note: If the Applicant requires an extension to their Performance Agreement, the [Application to Change Performance Agreement](#) must be received by the SINP no later than 30 days before the deadline set forth in the Performance Agreement.

If the Applicant, through fault of their own, does not complete the process to become a Permanent Resident, land in Saskatchewan, or meet the conditions of the Performance Agreement, the Applicant will therefore forfeit his or her deposit and any interest earned as a result. If it is found that the Applicant purposefully misrepresented themselves or committed fraud in order to obtain permanent residence, the Applicant will therefore forfeit his or her deposit and any interest earned as a result.

IV. Appendix A – Résumé Template

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

Principal Applicant Information

(Your 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 %:
Brief information about the business, such as products or services and the number of employees.

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

(Your 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:

V. Appendix B – Glossary

The following definitions will help you to understand this application guide:

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

Balance Sheet – A balance sheet is one of the most important pieces of financial information issued by a company. It is a snapshot that shows what a company owns (Assets) and owes (Liabilities) at that point in time. The difference between the assets and the liabilities is called the owner's equity.

Business Establishment Plan – A Business Establishment Plan (BEP) is 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 – After an application is approved for nomination, the Applicant must sign a contract with the Province of Saskatchewan which details the terms and conditions under which the Applicant's deposit will be held and subsequently released. The Business Performance Agreement will specify the Applicant's intended level of investment and specific industry (as defined by the NAICS – North American Industry Classification System code). See the *Business Performance Agreement* section of this guide for more information.

Canadian Visa Office – A Citizenship and Immigration Canada (CIC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

Cash Flow Statement (also known as a Statement of Changes in Financial Position) – A cash flow statement allows one to understand how a company's operations are running, where its money is coming from, and how the company is spending its money. A cash flow statement traces the flow of funds (or working capital) into and out of a business during an accounting period. A cash flow statement has three sections: operating activities, investing activities, and financing activities.

Certified Copy – An authorized photocopy of a document. To have documents certified, the Applicant must take his or her original documents, and a photocopy of each document, to an authorized person in his or her community. This authorized individual needs to sign on the Applicant's photocopies, indicating that these copies are true representations of the original documents, print their name and position, and if possible, stamp it with their official stamp. Please note: authorized persons include Notary Publics and Commissioners of Oaths.

Commissioner of Oaths – A public official who is present when the Applicant makes an oath (or signs an affidavit). This individual signs on the Applicant's copies, indicating that they are true and correct, print their name and position, and if possible, affix an official stamp.

Deposit – A specified amount of money that must be placed in trust with a trust company appointed by the Government of Saskatchewan. The Applicant's deposit will be held in trust

until the Applicant has established the agreed business. Terms governing release of the deposit are found in the *Business Performance Agreement*. The Applicant will receive instructions on making his or her deposit to the SINP once he or she has been approved for nomination but before receiving the letter of nomination.

Escrow – To put in the care of a third party (e.g. lawyer) until certain conditions are fulfilled.

Equity Investment – This consists of investment in verifiable assets and working capital; it is the amount of money, in Canadian Dollars, which is to be invested in an existing business in Saskatchewan or the start-up of a new one. In the case of an incorporated business, this investment can take the form of Share Capital (Common or Ordinary Shares, or Preferred Shares or subordinated shareholder loans to the company. NOTE: This investment is permanent capital, and as such there can be no fixed redemption date). The investment can also take the form of capital outlay for a facility or land that will be used for the purposes of operating the proposed business. There can be no other claims on this money, except that of the entrepreneur.

Financial Statements – Financial statements include balance sheets, income statements and cash flow statements that are audited or reviewed by independent accredited accountants. Refer to the individual definitions in this section for details on each of these items.

Immigration Representative – An individual who has the Applicant's permission to conduct business for you with Citizenship and Immigration Canada (CIC). Representatives can be either paid or unpaid. An unpaid representative is a person or organization that does not charge a fee to represent you. This could be a friend or family member. A paid representative must be either a lawyer registered with a Canadian Provincial Law Society or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC).

Income Statement – This is a financial statement that summarizes a company's financial performance by measuring sales/revenues and expenses over a specified time period, usually one year.

Net Income – Net income is the amount of money a business has made over a specified period of time, usually one year; it is usually found in the income statement. This is generally calculated as revenue less expenses and taxes. Net Income is calculated before dividends are paid to shareholders or drawings are made by proprietors or partners.

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.

Notary Public – (also called a notary). This is a public official who verifies that documents are real and/or official. This individual signs on the Applicant's copies, indicating that they are true and correct, print their name and position, and if possible, affix an official stamp.

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. If using the services of a paid representative, the Applicant must confirm that the representative is a member in good standing of at least one of these two professional associations. For more information, please read CIC's [tips for choosing an immigration representative](#).

Permanent Resident – This is 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.

Supporting Documents – The documents required for all immigration application (e.g. documents that prove identity, work experience, language ability, finances, etc.).

Unpaid Representative - A person who provides assistance, information, counseling, 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 you discuss your plans on one or two occasions in an informal way, but it is intended to include anyone, including a friend or family member or a representative of a charitable organization, who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner. If you have received help with your application from someone and you are not sure whether you should consider that person to be an unpaid representative, please 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.