

**PROVINCIAL NOMINEE PROGRAM
NEWFOUNDLAND AND LABRADOR**

<p>FOR OFFICE USE ONLY Applicant Ref: _____</p>
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DOCUMENT CHECKLIST

Prior to the submitting your Provincial Nominee application, ensure that you have *gathered all applicable documents* listed below. Check off each item on the Checklist, where applicable, and attach the Checklist to your documents.

NEWFOUNDLAND AND LABRADOR NOMINEE FORMS and SUPPORTING DOCUMENTS
(To obtain these forms go to www.nlppn.ca)

ITEM	DOCUMENT CHECKLIST	CHECK IF COMPLETE
1	<p>SELF-ASSESSMENT (Form PNP-NL-01S <u>or</u> Form PNP-NL-01E <u>or</u> Form PNP-NI-01P)</p> <p>Complete the Self-Assessment. Attach additional pages, where necessary. Write PNP-NL-01S, PNP-NL-01E or PNP-NL-01P on the top of each additional page. Submit the original and keep a photocopy for your file.</p>	<input type="checkbox"/>
2	<p>PRE-ASSESSMENT (Form PNP-NL-02)</p> <p>A copy of this form should be retained by the applicant when first submitted to the Department for pre-qualifying assessment. A copy should also be retained for submission with the entire application.</p>	<input type="checkbox"/>
3	<p>EMPLOYMENT OFFER (Form PNP-NL-03)</p> <p>Skilled workers are to have this form completed by employer. Submit the original and keep a photocopy for your file.</p>	<input type="checkbox"/>
4	<p>GOOD FAITH DEPOSIT AGREEMENT (Form PNP-NL-04E <u>or</u> Form PNP-NL-04P)</p> <p>Immigrant Entrepreneurs and Immigrant Partners are to complete this form. A Certified Cheque or Bank Draft in the amount of CAD\$25,000 made payable to "Newfoundland Exchequer in Trust for (<i>Applicant to insert their name here</i>)" is to be submitted with the entire application.</p>	<input type="checkbox"/>
5	<p>SUPPLEMENTARY INFORMATION (Form PNP-NL-05)</p> <p>Only one (1) PNP-NL-05 Form should be completed for the entire family. Check that the appropriate questions are answered in full and the form is to be signed by both principal applicant and spouse (if applicable). Attach additional pages where necessary. Write PNP-NF-05 on the top of each additional page. Submit the original and keep a photocopy for your file.</p>	<input type="checkbox"/>

ITEM	DOCUMENT CHECKLIST	CHECK IF COMPLETE
15	<p>BUSINESS EXPERIENCE or MANAGEMENT BACKGROUND</p> <p>Immigrant Entrepreneurs and Immigrant Partners must provide proof of directorship(s) and company ownership(s).</p>	□
16	<p>FINANCIAL STATEMENTS</p> <p>Immigrant Entrepreneurs and Immigrant Partners must provide copies of audited financial statements for past 5 years of companies directed, owned and operated or managed. Statements should also be translated into Canadian dollars. Statements must reflect all global business activity.</p>	□
17	<p>SETTLEMENT FUNDS</p> <p>Applicant must provide proof of funds. This would include bank account statements, letters from financial institutions, and other proof of liquid assets: i.e. funds that are readily transferable to Newfoundland and Labrador.</p>	□
18	<p>PROOF OF RELATIONSHIP TO FAMILY IN CANADA (if applicable)</p> <p>Provide proof of relationship to residents in Canada, such as copies of birth and marriage certificates (showing the names of common parents). Also submit photocopies of your relative(s) Canadian Passports, Certificates of Citizenship, or Record of Landing (IMM 1000). Submit notarized copies of these documents.</p>	□
19	<p>EVIDENCE OF VISIT TO NEWFOUNDLAND AND LABRADOR (if applicable)</p> <p>Principal applicant must submit proof of any exploratory visit to the province in the form of airline tickets, hotel receipts or other related documents.</p>	□
20	<p>BUSINESS PLAN</p> <p>Immigrant Entrepreneurs and Immigrant Partners must submit the appropriate business plan as outlined in the program criteria.</p>	□
21	<p>PHOTOS</p> <p>One photo each must be provided for the principal applicant and all dependents. Photos must meet the specifics listed by the applicant's specific visa office. Write on the back of the photo, the name, date of birth, height and eye colour. Submit originals of these items.</p>	□
22	<p>COPIES OF CORRESPONDENCE FROM CANADIAN VISA OFFICES (if applicable)</p> <p>Provide any copy or copies of correspondence received from any Canadian visa office if an application was previously made for a Visitor's Visa or Permanent Residence Visa. This would include any or all of the following: letter of refusal or approval, file numbers or year application was submitted to the visa office.</p>	□

ITEM	DOCUMENT CHECKLIST	CHECK IF COMPLETE
23	<p>PROCESSING FEE</p> <p>Skilled Worker applicants must submit a Certified Cheque or Bank Draft in the amount of CAD\$1000 to cover the cost of processing the Nominee application. It must be made payable to “Newfoundland Exchequer Account”.</p> <p>Immigrant Entrepreneurs and Immigrant Partners must submit a Certified Cheque or Bank Draft in the amount of CAD\$2000 to cover the cost of processing the Nominee application. It must be made payable to “Newfoundland Exchequer Account”.</p>	<input type="checkbox"/>

FEDERAL FORMS and SCHEDULES

(To obtain these forms go to www.cic.gc.ca)

ITEM	DOCUMENT CHECKLIST	CHECK IF COMPLETE
1F	<p>APPLICATION FOR PERMANENT RESIDENCE (Form IMM 0008 Generic)</p> <p>Principal applicant must complete this form. Retain the original until you receive further instructions from the province and submit a photocopy with your Nominee application.</p>	<input type="checkbox"/>
2F	<p>SCHEDULE 1 BACKGROUND DECLARATION (Form IMM 0008 Schedule 1)</p> <p>Principal applicant, spouse/common-law partner and all dependent children 18 years or older listed in the application for Permanent Residence must complete this form. Retain the originals until you receive further instructions from the province and submit a photocopy with your Nominee application.</p>	<input type="checkbox"/>
3F	<p>ADDITIONAL FAMILY INFORMATION (Form IMM 5406)</p> <p>Principal applicant, spouse/common-law partner and all dependent children 18 years or older must complete this form. Retain the originals until you receive further instructions from the province and submit a photocopy with your Nominee application.</p>	<input type="checkbox"/>
4F	<p>SCHEDULE 4 ECONOMIC CLASSES-PROVINCIAL NOMINEES (Form IMM 0008 Schedule 4)</p> <p>Principal applicant must complete this form. Retain the original until you receive further instructions from the province and submit a photocopy with your Nominee application.</p>	<input type="checkbox"/>
5F	<p>AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS (Form IMM 5476)</p> <p>Principal applicant may complete this form. Retain the original until you receive further instructions from the province and submit a photocopy with your Nominee application.</p>	<input type="checkbox"/>

ITEM	DOCUMENT CHECKLIST	CHECK IF COMPLETE
6F	<p>CHECKLIST(S) FOR EMBASSIES</p> <p>Approved nominees will be instructed by the province to submit the Permanent Resident application to the visa processing office responsible for immigration in their region. Principal applicants must include all documents required by the visa processing office (www.cic.gc.ca/english/application/skilled-missions.html).</p> <p>Print off and include the checklist and schedules and gather all documents requested and submit with your Permanent Resident application.</p>	<input type="checkbox"/>

Important:

For all applicants submitting Provincial Nominee Applications:

- Additional documents may be requested to assist in the evaluation of your Provincial Nominee Application.
- All photocopies must be Notarized by a Notary Public practising in your home country and must be Certified as a True copy.
- Translations of any documents in languages other than English or French must be Certified or Notarized.