

SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM (SINP)

Entrepreneur Category Pre-Application Checklist

The purpose of the pre-application assessment is:

- To determine if the applicant appears to meet the essential criteria at this stage in the process;
- To identify any potential issues in the application; and
- To ensure that sufficient evidence has been provided to prove an applicant's personal net worth has been obtained through their own resources and through legal means.

The following pre-application checklist is intended to provide a guideline to applicants to assist in application preparation and to ensure that adequate verification of information is provided. It may not be necessary to provide each piece of documentation listed below; only provide those which are applicable to your application.

IMM 5476 – Use of a Representative form

- This form is the Federal document for the applicant to designate or cancel a representative. The designated person/organization will be the one(s) we deal with for confidential/legal reasons.

Resume

- Personal data: gender, marital status, age, accompanying dependents.
- List the company and date of employment, followed by a short summary of the activities of the company.
- Specific responsibilities performed in their job. This must be done individually for every employment listed and cannot be combined.

Net Worth Statement

- Each page of this document will need to be completed, including the dollar amount the applicant has available to transfer to Canada.
- Ensure that the business assets are not double counted, for example: listing the book value of the company in the section on Business Assets while still listing real estate held by the business in the real property section. Also business deposit accounts being listed in the section pertaining to personal deposits, again, while the book value of the business is being listed in the business section.
- Applicants are required to declare all assets and liabilities.

Verification and Financial Documentation

(This follows the sections as it is presented in SINP-200-1 Statement of Net Worth)

Bank Deposits/Fixed Deposits

- If large amounts of deposits were made within **6 months** of receipt of the application - submit an explanation for the source of the money and verifiable evidence to support your explanation. IOU's are not accepted.
- Bank account was established within 6 months of receipt of the application – provide an explanation of the source of funds in that account and verifiable documentation to support your explanation.
- Provide a 6 (six) month history of transactions for bank deposit accounts or fixed deposit accounts. If you do not have either a bank deposit or a fixed deposit, provide an explanation of how salaries are paid and in what form funds are saved.

Real Property

- Provide a title of registration for the properties listed.
- Provide a purchase contract and receipt of payment for properties listed.
- If properties are in the name of another person, provide documentation that proves the connection between you and the person whose name is on the documentation.
- If real property comprises a significant portion of the applicant's net worth, a professional appraisal may be requested, depending on the circumstances. If this is not available, provide an explanation of why this is not available.

Publicly Traded Stocks and Other Investments

- Provide verifiable evidence that shows the date the stocks were purchased.
- Certificate of Securities balance. Provide Security transaction statement showing a 6 months history. If large amounts of deposits/purchases were made within 6 months at the time of certificate issuance, verify origin of deposits (IOU is not acceptable).
- If an investment is in the name of another person, provide documentation that proves the connection between you and the person whose name is on the documentation.
- If large amounts of investments were made within **6 months** of receipt of the application - submit an explanation for the source of the money and verifiable evidence to support your explanation.

Business/Employment Documentation

- List the book value of the business.
- Provide a copy of the Business license.
- Provide the most current financial statement for the business – **financial statements must be audited.**
- Provide the most current Certificate of Financial Statements issued by the tax authorities and that include the name and credentials of the tax preparer (**Korea only**).
- If the Business Representative listed on the business license is different from your own, you will need to provide an explanation and provide evidence to support your explanation.
- Provide an Income certificate issued by the employer.
- Provide a Certificate of Income issued by the tax authorities (**Korea only**).
- Provide a Letter of recommendation that details your current position or the position where the management experience was gained, job responsibilities, salaries earned, includes the name and contact information for the person preparing the letter, and an original business card for that person.
- Provide an Organization Chart (for the entire business).
- Provide a copy of the 'Chengbao' or Management Contract (**China only**).

Pensions and Other Assets

- Provide an updated statement.
- Provide a history of payments made to the pension plan.
- If large amounts of deposits were made within **6 months** of receipt of the application - submit an explanation for the source of the money and verifiable evidence to support your explanation.
- Provide Contract of Key Money Receivable (**Korea only**).

Real Property Mortgages

- Provide a Mortgage Certificate and history of payment from the financial institution.
- Provide Contract of Key Money Payable (**Korea only**).

Other Supporting Documentation

- National Information and Credit Evaluation (NICE) Inc. – (**Korea only**).

SINP reserves the right to request additional documents not included in this list, if and when it is deemed that the situation warrants it.