

# Provincial Nominee Program for Business

## Application Kit

*This Application Kit outlines the requirements for the  
Provincial Nominee Program for Business.*

*All of the necessary forms, along with instructions for completing the forms,  
are included. Please review carefully prior to applying to determine  
if you qualify to be considered for the program and to ensure that  
all necessary documents are submitted.*

### IMPORTANT

**Manitoba's Business Immigration Program has been gaining in popularity over the last few years. As a result, our Program receives many applications in a given year. Therefore, Manitoba will select the applicants who best meet the qualifications and objectives of the program. Decisions on applications are final. There is no appeal process. However, this does not preclude applicants from applying again at a later date if the issues that caused the refusal of the initial application have been fully addressed.**

**If we are unable to nominate you, you may apply directly to Canada's Business Immigration Program for entrepreneurs, investors and self-employed, with Manitoba as your destination.**



*For more information, please contact the:*

**Business Immigration and Investment Branch**

600 - 259 Portage Avenue  
Winnipeg, Manitoba, Canada R3B 3P4

**Telephone:** (Canada 001) 204-945-1872  
**Fax:** (Canada 001) 204-948-2179  
**E-mail:** [pnp-b@gov.mb.ca](mailto:pnp-b@gov.mb.ca)  
**Website:** [www.manitoba.ca/businessimmigration](http://www.manitoba.ca/businessimmigration)

**Skilled Workers Program (PNP)**

Labour and Immigration:  
[immigratemanitoba@gov.mb.ca](mailto:immigratemanitoba@gov.mb.ca)  
[www.immigratemanitoba.com](http://www.immigratemanitoba.com)

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## **INSERTS:**

- Immigrant Application Form (IMM 0008 Generic; Schedule 1, Schedule 4, Schedule 4A, IMM 5476)
- Additional Family Information Form (IMM 5406)
- Manitoba Business Supplementary Form (MBSUP)
- Manitoba Information Release Form (MIRF)
- Release of Information for Evaluation of Provincial Nominee Program Form (MEVA)
- Declaration of Intent to Reside in Manitoba

# Introduction

The Provincial Nominee Program (PNP-B) is an immigration program. It allows the Government of Manitoba to recruit and assess immigrants who are best suited to contribute to the province's economy and who intend to live and work in Manitoba. An applicant nominated by Manitoba should receive favourable and prompt consideration from Citizenship and Immigration Canada (CIC) as long as they comply with CIC's statutory requirements, submitted bona-fide documents, or are not proven to have intentions of going to a destination other than Manitoba.

There are two categories of immigrants under the Provincial Nominee Program. One is for skilled workers and the other is for business immigrants. This application kit has information for business immigrants. Business people who intend to reside in Manitoba and who propose to establish or purchase businesses, or become partners in existing businesses in Manitoba may apply provided they meet the following requirements:

- Have a minimum of three (3) years of business ownership experience, or a minimum of three (3) years experience in a senior management role of a successful business entity.
- Are willing to commit adequate funds for a business venture (minimum \$150,000 CDN);
- Have a minimum personal net worth of \$350,000 CDN (Canadian dollars);
- Have conducted a comprehensive exploratory visit to Manitoba for a minimum of seven (7) days prior to submitting the PNP-B application. During the exploratory visit, **an interview with the Business Immigration and Investment Branch, Department of Competiveness, Training and Trade, is required**. Details regarding the exploratory visit are found in the "[Guide to Applying for an Exploratory Visit to Manitoba](#)."
- Are able to provide a summary of a business intent which can be assessed; and
- If Nominated, will be able to deposit \$75,000 CDN with the Province, refundable upon the successful establishment of their approved business intent.
- If the intent is to become a partner in an existing business, your shares in the business must be at least 33.3% of the total value of the company, or must invest at least \$1,000,000 CAD in the business. You must also have an active role in the management of the business.

## If Nominated You will be Instructed to:

- Sign a Deposit Agreement (contract) and make a deposit of \$75,000 CDN into a bank account in Manitoba.
- Forward the **originals** of the approved Application Package, including processing and Right of Permanent Residency fees, to an identified Federal Immigration Processing Centre that serves your area.

***Citizenship and Immigration Canada (CIC) reviews the file, conducts a Security and a Health check, and may request an interview. CIC retains final authority in issuing the Permanent Resident Visa.***

# Important Terms

Before you review the Application Kit, please refer to the definitions below as they pertain to the PNP-B:

**Accompanying Dependents** – a spouse or dependent child (see below for definition of Dependent Children) of the principal applicant who intends to immigrate to Manitoba with the principal applicant.

**Application** – a package including all forms, supporting documents and information provided to the PNP-B to request consideration by the PNP-B.

**Balance Sheet** – a listing of the assets available to conduct business operations, the liabilities against those assets, and an indication of the scope of operations.

**Business Immigrant** – a person who has the intention, relevant business experience, and ability to establish, purchase or make a substantial investment in a business in Manitoba that will contribute significantly to the provincial economy and job creation. The business immigrant must also intend to live in Manitoba and have the ability to provide active and ongoing participation in the management of the business.

**Canadian Society of Immigration Consultants (CSIC)** – a federally incorporated body responsible for regulating the activities of immigration consultants who are members and provide immigration advice for a fee.. CIC and the PNP-B will not release information to any paid immigration representative who is not a member in good standing with CSIC or a lawyer in good standing with a Law Society in Canada. Only citizens or permanent residents of Canada can become members of CSIC.

**Canadian Visa Office Abroad**– Citizenship & Immigration Canada (CIC) immigration office outside Canada, located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission that issues Temporary Residency Permits and/or Permanent Residency Visas.

**Cash-Flow Statement (also known as Statement of Changes in Financial Position)** – a Cash Flow Statement traces the flow of funds (or working capital) into and out of a business during an accounting period. It can be used to assess the timing, amount and predictability of future cash flows and it can be used as the basis for budgeting. There are three sections to a Cash Flow Statement: operating activities; investing activities; and financing activities. Cash flow is not the same as net income.

**Certificate of Nomination** – a certificate issued by the MPNP in the name of an approved applicant and his/her eligible dependents and sent directly to a CIC Visa Office indicating that the person is eligible to apply to that office for a permanent resident visa as a Provincial Nominee.

**CIC** - Citizenship and Immigration Canada.

**Common-law partner** – a common-law partner is a person who has been living with the principal applicant in a conjugal relationship for at least one year. The term refers to both opposite and same-sex relationships.

**Dependent Children** – **dependent** children are either a biological or an adopted child of the principal applicant, spouse or common-law partner; and

- are under 22 years of age;
- have never married or are not in a common-law relationship;
- are living with the principal applicant (parent) at the time the application is made, and will be traveling to Manitoba at the same time as the principal applicant;
- are financially dependent on their parents for ONE of the following reasons:
  - 1) they are in school full-time and are financially dependent on their parents since reaching the age of 22 (or from the date of their marriage, if married before 22). Students who interrupt their full-time studies are still considered dependents, as long as they are not away from their program of study for more than one year and continue to be financially dependent on their parents during that time; or
  - 2) they cannot support themselves due to a physical or mental disability.

Dependents who do not meet the above criteria may be considered for nomination under the Skilled Worker Program's *Strategic Recruitment Initiative* if it is determined by the MPNP-B that they have the potential to economically establish themselves in Manitoba on their own merits.

Please note the following:

- All existing dependents must be declared to the PNP-B **BEFORE** nomination.
- New dependents, after nomination, must be declared to the PNP-B and the Government of Canada Visa Office **BEFORE** permanent visas are issued.
- If you do not declare a new dependent to the PNP-B and the Government of Canada before your permanent visa is issued, you will need to apply separately to sponsor these dependents through a Government of Canada sponsorship program **AFTER** you settle in Manitoba.
- The PNP-B cannot assist you with a sponsorship application.

**Deposit** – the transfer of the required minimum of \$75,000 from an MPNP-B nominated client's account to a prescribed government of Manitoba account. This deposit will be held until the agreed investment has been made. Terms governing release of the deposit are found in the Deposit Agreement. **Note: No interest will be paid on the deposit. No deposit is required until after the application has been assessed and approved.**

**Deposit Agreement** – the agreement entered into between the applicant and the Province of Manitoba governing the terms and conditions under which the Deposit will be held and subsequently released.

**Designated Representative** – an individual, not necessarily a paid immigration representative, named by the applicant and authorized to receive information about an application. The PNP-B will only release information to **one** named and authorized representative.

**Equity Investment (Capital cash outlay)** – the amount of money, in Canadian Dollars, which will be invested into a business being established in Manitoba. This investment can take the form of Share Capital (Common or Ordinary Shares, Preferred Shares, or Subordinated Shareholder Loans). There will be no other claims on this money, except that of the Immigrant Entrepreneur.

**Exploratory Visit** – a visit that gives the prospective business applicant an opportunity to acquire first-hand knowledge about living and doing business in Manitoba. The visit may include market analysis/research, in-person meetings with industries and government departments or agencies, industry tours, and other important considerations in establishing or buying an existing business. (You may need a visitor visa to travel to Canada/Manitoba for an exploratory visit). Refer to the

*“Guide to Applying for an Exploratory Visit”*. During your visit you **must attend** an interview with the Manitoba Business Immigration and Investment Branch. There will be a CDN\$50.00 cost recovery fee charged at the time of the interview.

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

**HRSDC** – Human Resources and Skills Development Canada.

**Immigration Representative** - an immigration representative is a person who receives a fee to act on behalf of an application of the Provincial Nominee Program – Business.

**Income Statement** – an indicator of a company’s financial performance, which measures sales or revenues and expenses over a specified time period, usually one year.

**Manitoba Provincial Nominee** – a person whose application to immigrate to Manitoba has been approved and to whom the PNP-B has issued a Certificate of Nomination.

**Manitoba Provincial Nominee Program** – a nomination program that allows the Province of Manitoba to assess and nominate applicants for immigration who can demonstrate their ability to economically establish successfully and permanently in Manitoba (commonly referred to as the MPNP).

**Manitoba Provincial Nominee for Business** – a person who has been nominated in accordance with Manitoba’s criteria for business immigrants. This person will be assisted in applying for a permanent resident visa through a designated Canadian Visa Office under the immigration category of Provincial Nominee.

**Net Income** – the amount of money a business has made over a specified period of time (usually one year). This is generally calculated as revenue less expenses and income (corporation) tax. It is calculated before dividends to shareholders or drawings to proprietors or partners.

**Nominate** – a term used by the Province of Manitoba to select individuals for the Provincial Nominee Program .

**Permanent Resident** – a person who is granted a legal status to reside in Canada on a permanent basis.

**Personal Net Worth** – an indication of the financial background and strength of the principal applicant and spouse, which is calculated as the difference of assets (things *owned*) minus liabilities (things *owed*). It does not include value of personal items such as jewelry, furniture, appliances, etc.

**Principal Applicant** – the person (you or your spouse) in whose name an application under the Provincial Nominee Program for Business is submitted.

**Spouse** – a person to whom the principal applicant is legally married. The term refers to both opposite and same-sex relationships.

**Temporary Work Permit** – a permit issued by a CIC Visa Office or Case Processing Centre allowing the holder to work temporarily in Canada according to the conditions indicated on the permit. An approved provincial nominee may be eligible to apply for a temporary work permit

without requiring a Labour Market Opinion, if he/she has a job offer in his/her assessed occupation and a supporting letter from the MPNP.

# The Application Process

## IMPORTANT:

**IF YOU HAVE NOT CONDUCTED AN EXPLORATORY VISIT,  
BEFORE SUBMITTING YOUR APPLICATION CONTACT THE:**

**MANITOBA BUSINESS IMMIGRATION AND INVESTMENT BRANCH**  
(E-mail: [pnp-b@gov.mb.ca](mailto:pnp-b@gov.mb.ca); Tel. (Canada 001) 204-945-1872; Fax 204-948-2179).

### To Apply For The Program, You Must:

1. Complete the forms. **Before you start, carefully read the detailed instructions for completing the forms. Make a photocopy of the forms for each person who will be completing them.**
  - Application for Permanent Residence in Canada – IMM 0008 (Generic); Schedule 1, Schedule 4 and Schedule 4A
  - Additional Family Information Form – IMM 5406
  - Use of Representative Form – IMM 5476
  - Manitoba Business Supplementary Form – MBSUP
  - Information Release Form – MIRF
  - Release of Information for Evaluation of Provincial Nominee Program–MEVA
2. Collect all documents, as explained in detail in the Document Checklist. It is your responsibility to submit all supporting documents. If documents are missing, not translated or unclear, your application may be returned and not assessed. Translated documents must be notarized.
3. **Review and organize your completed forms and supporting documents in the same order as the Document Checklist to ensure you have a complete application package.**
4. PHOTOCOPY all your completed forms and supporting documents and attach the labels from the Document Checklist Tag Sheet.  
**KEEP THE ORIGINALS OF YOUR FORMS AND DOCUMENTS. IF NOMINATED, YOU WILL NEED THEM LATER IN THE APPLICATION PROCESS.**
5. Submit the photocopy of your completed application package.  
**(DO NOT FAX APPLICATION PACKAGE.)**
6. **MAIL TO:**  
**Business Immigration and Investment Branch**  
Manitoba Competitiveness, Training and Trade  
600 - 259 Portage Avenue  
Winnipeg, Manitoba, Canada R3B 3P4
7. Your application will be reviewed, and you will be contacted by letter, fax or electronic mail (e-mail) with the results. Further clarification and/or documentation may be requested.

8. **Decisions on applications are final.** There is no appeal process. However, this does not preclude applicants from applying again at a later date, provided the issues that caused the refusal of the initial application have been fully addressed.
9. If you are accepted for the Provincial Nominee Program for Business, you will be issued a letter with further instructions on **depositing your \$75,000 CDN** and on forwarding any other necessary documents to the province or to a Canadian Visa Office that serves your area.

Further instructions will be sent directly to you from the Canadian Visa Office regarding health and security checks.

The Canadian Visa Office may require additional documents at this stage, or ask you to attend an interview.

**The Province of Manitoba may withdraw a Certificate of Nomination at any time prior to the issuance of the Permanent Resident Visa if the Provincial Nominee or any accompanying dependent is deemed inadmissible as a result of medical, criminal or security checks, or the Province of Manitoba is advised that information provided in the application is false or misleading.**

If and when all requirements are satisfactorily met, Citizenship and Immigration Canada will issue permanent residence visas for you and your eligible dependents.

Upon arrival in Manitoba, contact the Business Settlement Office of the Business Immigration and Investment Branch (Canada 001-204-945-1872) for general settlement support in establishing your business. Once the business has been established, you may request the release of your \$75,000 deposit.

At any time during this process you are encouraged to contact our office for further information or clarification, or to advise on change in your personal or family situation, address or telephone number.

# Frequently Asked Questions

## **Q1. What is the Provincial Nominee Program for Business?**

**A.** The Provincial Nominee Program for Business (PNP-B) is a component of an immigration program that was created through an agreement between the Government of Canada and the Province of Manitoba. The purpose of this program is to attract exceptional business persons who are able and willing to make an investment in and actively manage a new or existing business or farm in the Province of Manitoba. The PNP-B accelerates the immigration process for you by providing a Nomination Certificate to allow for faster processing by the Government of Canada of your immigration application.

## **Q2. How much net worth must I have to qualify as a business immigrant under the program?**

**A.** Business immigrants are required to have a legally earned or obtained net worth of at least CDN\$350,000 and be willing to invest at least CDN\$150,000 of their net worth into a new or existing business or farm in which they will be actively involved.

## **Q3. How much does the program require me to invest in Manitoba?**

**A.** The amount of investment you make in Manitoba will be dictated by the type of business you establish, what size it is, whether it will be a new business or an existing business or an existing business in which you become an active partner. Depending on the size of the business or farm the investment may be in the hundreds of thousands or millions of dollars. However, the investment amount must not, under any circumstances, be lower than \$150,000. This does not include the \$75,000 deposit.

## **Q4. If I am invited for an exploratory visit, will I automatically be nominated by Manitoba?**

**A.** Receiving an invitation for an exploratory visit does not guarantee that the program will issue a Nomination Certificate. The program bases its decision on many factors in addition to the minimum net worth and management experience criteria.

## **Q5. Must I make an exploratory visit to Manitoba before submitting my application?**

**A.** Yes. Exploratory visits are mandatory for a minimum of seven (7) days. This visit will allow you to identify and assess potential business opportunities as well as experience Manitoba's quality of life. For more information on exploratory visits, contact the Business Immigration and Investment Branch at [pnp-b@gov.mb.ca](mailto:pnp-b@gov.mb.ca); phone (Canada 001) 204-945-1872; or fax (204) 948-2179, or visit the "*Guide to Applying for an Exploratory Visit to Manitoba*."

## **Q6. Do my documents have to be translated by a certified translator?**

**A.** All documents must be accurately translated into English or French. Education and employment documents that are translated must be certified to be correct if they are not prepared by a professional translator. Copies of the documents written in the original language must also be included. If nominated, the Canada Visa Office may require all translations to be certified.

## **Q7. I do not understand English or French. Will you provide an interpreter to help me with the Exploratory Visit interview?**

**A.** You must advise our office at least three weeks prior to your arrival to Manitoba that you will require an interpreter. Our office will provide an interpreter to assist you during your interview with a Program Officer. However, if you require the services of an interpreter when conducting the rest of your exploratory visit, you may contact the Language Bank of the International Centre of Winnipeg at 204-943-9158, or after hours and weekends at 204-943-7954.

**Q8. If I obtain an invitation letter from your office, will I be guaranteed a Visitor's Visa to come to Canada?**

**A.** Although the invitation letter is intended to assist interested potential applicants in their application for a visitor's visa to Canada, the granting of visitor visas is the sole responsibility of the Federal Government's Department of Citizenship and Immigration Canada. The Provincial Nominee Program for Business will extend invitation letters to applicants meeting the basic requirements for a visit, but this does not guarantee a Visitor's Visa.

**Q9. I have never owned a business. Does this affect my chances of qualifying?**

**A.** While the experience of owning and managing a successful business improves your chances of being selected, it is not essential. You must, however, be able to prove significant experience in actively managing any other business at a senior level for a minimum of three (3) years. This may include financial, marketing or operations/production management experience, or expertise in the field pertinent to the business you intend to establish in Manitoba.

**Q10. What kind of information should I include in my Business Intent?**

**A.** Please refer to "*Guidelines for Preparation of Summary of Business Intent*" for specific information on how to complete a business intent. The guide will provide you with some valuable information as to what factors your Business Intent document should take into account. You may include any other information to your Business Intent document that is not referred to in the Guide, but that you think will be helpful in strengthening your proposal.

**Q11. Do I need to hire a lawyer, consultant, or representative to help me complete or advise me on my application?**

**A.** Our Program does not require you to hire a lawyer, consultant or representative to assist you with your application. In some cases (for example, if you have difficulty understanding the forms) you may wish to hire someone to help you fill out the forms or give advice. However, if you hire someone, your application will not receive special attention, or be handled differently from other applications.

**Q12. What kind of businesses will not be considered?**

**A.** Please refer to the "*Eligible Business Investments*" section of our website for specific information.

**Q13. Why is a Deposit Agreement required?**

**A.** The *Deposit Agreement* is intended to ensure that the commitment expected by Manitoba from the participants in its MPNP-B is respected, that their businesses or farms are operational and they are living and actively managing them in Manitoba.

**Q14. When do I deposit the CDN\$75,000?**

**A.** After you have been nominated, you will be given detailed instructions regarding the deposit of the CDN\$75,000 to the Province of Manitoba.

**Q15. When is the CDN\$75,000 Deposit released?**

**A.** You have 2 years from the date of landing to fulfill the requirements of the *Deposit Agreement*. Once you have met the terms and conditions specified in your Deposit Agreement, your CDN\$75,000 deposit will be returned to you in full. Deposits are released to the applicant only at their current address or may be wired to the applicant's account upon request. Any changes to the Deposit Agreement must be discussed and approved by the program's Business Settlement Office before proceeding with any other business.

**Q16. If I am approved for the Provincial Nominee Program for Business, what is my next step?**

**A.** If you are approved as a Provincial Nominee, a *Certificate of Nomination* will be issued in your name (and your eligible dependents, if applicable) and you will receive a letter from the program which will provide detailed instructions about the deposit and the forwarding of Federal Immigration forms and Federal processing fees to the appropriate Canadian Visa Office that serves your area.

**Q17. What are the factors that may delay processing my application, and how long will it take for me to receive my immigration visa?**

**A.** There are several factors that can delay processing of your application. These may include, but are not limited to: not having completed an exploratory visit; the need for an interview with the Canadian Embassy; incorrectly completed or unsigned application forms and/or cheques; missing documents; unclear photocopies; documents not accompanied by a certified English or French translation; failure to provide an accurate mailing address or change of address; verification of information and documents provided or a change in family situation; a medical condition which may require additional tests or consultations; and a criminal or security problem.

**Application processing involves both federal and provincial jurisdictions. While processing in Manitoba may take only a month to two, it is not possible to determine how long it will take a federal visa office to finalize the processing of the same application as their work load varies extensively. Based on current experience, processing times at federal visa offices may range from 10 to 15 months.**

**Q18. May I change my plans for my business venture after I arrive in Manitoba?**

**A.** You may do so only with the approval of the program's Business Settlement Office. You will be required to contact the Business Settlement Office for counseling and guidance as soon as you think you may have difficulty fulfilling, and/or need to change, your business plans.

**Q19. What if I need more time than the two years after landing to establish my business?**

**A.** An extension may be granted depending on your circumstances and what kinds of activities you had undertaken within the two-year period. Extensions are not automatically granted unless requested for with an adequate explanation as to why the extension should be granted.

**Q20. What if I am unable to proceed with my business venture in Manitoba?**

**A.** If the business intent or project does not go ahead, or another approved project involving comparable levels of investment and employment is not undertaken, your CDN\$75,000 deposit may be retained by the Province of Manitoba.

**Q21. If my application is declined, can I appeal the decision, or if not, can I apply again?**

**A.** The decision that the program makes is final. Such a decision will not prevent you from submitting another application at a later date. However, before submitting your next application, please ensure that all of the issues that caused your first application to be declined are fully addressed.

**Q22. If I already have applied for immigration under a Federal Government Program, or under any other Provincial Nominee program, can I still apply under the program?**

**A.** You may apply under the program only if your other application was filed with the Federal Government's Immigration Program even if that application is still waiting for a decision. Your application under the program will not be accepted if you already have a pending application with any of the other provinces of Canada.

**Q23. What fees will I have to pay?**

**A.** The Provincial Nominee Program for Business does not charge any processing fees. If you are nominated, you will be responsible for all federal immigration processing and the Right of Permanent Residency Fees. You will receive detailed instructions on payment of these fees after you are nominated.

**Q24. Who do I contact after I arrive in Manitoba?**

**A.** It is important that you meet with staff of the program's Business Settlement Office, which is located on the 6th floor – 259 Portage Avenue, Winnipeg, Manitoba, telephone: 204-945-1872, and bring your landing papers with you at that time. The Business Settlement Office provides advice and guidance to newcomer business entrepreneur immigrants in preparing for and going through the establishment of their proposed businesses.

**Q25. Can I start to dispose of my assets before getting my permanent resident visa?**

**A.** Do not quit your job or dispose of any assets until Citizenship and Immigration Canada has provided you with a Permanent Resident Visa.

**Q26. How are applications assessed to determine if it meets the program requirements?**

**A.** The program's assessment system uses a multi-step process for reviewing applications for nomination. A preliminary assessment of the exploratory visit application is conducted by a Pre-Screening Officer to determine if the application appears to meet the net worth and business experience criteria. Once the full application is received subsequently, the file is comprehensively assessed by a Business Immigration Officer. The third step is for the recommendation of the officer to be reviewed by an Assessment Review Team comprised of senior management of the program. This three-step process ensures that the application is reviewed by multiple officers of the program so that each application is assessed fairly.

**Q27. Can I still apply if I have been refused under an immigration program of another province?**

**A.** Yes you can still apply. However, an applicant is required to advise the program if an application has been made previously to another Provincial or Federal immigration program. You are required to advise the program of the results of that application including providing copies of any correspondence such as a letter of refusal. The application should contain sufficient information to allow the program to evaluate why the reasons for refusal in the other Provincial or Federal programs may or may not apply to the application to Manitoba.

**Q28. If I have dependants, relatives or friends living somewhere else in Canada will that cause my application to be automatically refused?**

**A.** In the *Declaration of Intent* submitted as part of the application, an applicant declares that they understand that Manitoba only nominates individuals who intend to reside in Manitoba along with their dependent family members. The program strongly encourages applicants to demonstrate to the program that they will meet this requirement whether the applicant has or does not have relatives, dependants or friends in another province. If, for example, a dependant is studying in another province, an applicant might consider moving this dependant to an educational facility in Manitoba to demonstrate a commitment to the province. Having friends or relatives in another province does not automatically cause an application to be refused. However, the program must be convinced that the applicant will not come to Canada and reside in the province where those friends or relatives currently are. It is up to the applicant to convince the program of their sincerity to relocate to Manitoba.

**Q29: Does the Program assist Nominees to identify specific business opportunities in Manitoba? What is a good business to invest in?**

**A:** As a government entity, the Program does not endorse or advertise directly or indirectly any business opportunities. The program does not have a list of businesses for sale. However, through the counselling services by the Business Settlement Office, the program will provide landed nominees with necessary information and knowledge that will allow them to undertake independent research for business opportunities in Manitoba. Manitoba has a very diverse economy with business opportunities in a variety of economic sectors. We encourage applicants to conduct as much research as possible to identify opportunities across the broad spectrum of businesses operating in the Manitoba economy.

**NOTE:** DO NOT QUIT YOUR JOB OR SELL OR DISPOSE OF YOUR PERSONAL POSSESSIONS AND BUSINESS ASSETS UNTIL YOU HAVE OFFICIAL CONFIRMATION FROM CITIZENSHIP AND IMMIGRATION CANADA THAT YOU WILL RECEIVE A PERMANENT RESIDENT VISA.

# How to Complete the Forms

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## Application for Permanent Residence in Canada (IMM 0008)

To be completed by:

- You, as the principal applicant

At the top of this form, you will find three boxes:

### Category under which you are applying...

Check the “Economic class” box.

### How many family members...

Write the total number of people included in your application, including yourself and any family members, whether they are accompanying you to Canada or not.

Family members include your:

- **Spouse:** A husband or wife of the opposite or same sex
- **Common-law partner:** A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year

Note: A marriage between two persons of the same sex will be recognized, for immigration purposes, where the marriage:

1) was legally performed in Canada; or

2) if performed outside of Canada, the marriage must be legally recognized according to both the law of the place where the marriage occurred and under Canadian law. This applies to same-sex marriages performed in the following jurisdictions:

- Belgium
- the Netherlands
- South Africa
- Spain
- the State of Massachusetts.

For additional information on same-sex marriages, consult the website: [www.cic.gc.ca](http://www.cic.gc.ca)

- **Dependent children:** Daughters and sons, including children adopted before the age of 18, 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 since before turning 22 and are unable to support themselves due to a medical condition.

### Language you prefer for...

**Correspondence:** Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.

**Interview:** You may be selected for an interview. Interviews can be conducted in English or French. You may also be interviewed in another language of your choice; however, you will be responsible for the cost of hiring an interpreter.

Instructions for filling out the rest of the form are listed below:

1. Print your full **family name** (surname) as it appears on your passport or on the official documents that you will use to obtain your passport. Print all of your **given names** (first, second or more) as they appear on your passport or official documents. Do not use initials.

5. If you are a citizen of more than one country, give details on a separate page.

10. This section requires you to give details of your past marriages or common-law relationships. If you have never had a spouse or common-law partner other than your current one, check the “No” box and proceed to Question 11. If you have, check the “Yes” box and provide the details requested. If you have had more than two previous spouses or common-law partners, give details on a separate page.

12. Check the box that best describes the highest level of education you have completed. If you have not completed secondary school, check the “No secondary” box.

**Secondary education:** the level of schooling after elementary and before college, university, or other formal training. Also called high school.

**Trade/Apprenticeship:** completed training in an occupation, such as carpentry or auto mechanics.

**Non-university certificate/diploma:** training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

**Bachelor’s degree:** An academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

**Master’s degree:** An academic degree awarded by the graduate school of a college or university. Normally, you must have completed a Bachelor’s degree before a Master’s degree can be earned.

**PhD:** the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a PhD can be earned.

14. This is the address we will use to mail correspondence regarding your application. Print your address in English and, if applicable, also in your own native script.

19. Identity cards issued by a foreign national, provincial, municipal or other government, as well as cards issued by a recognized international agency such as the Red Cross, can be used to identify yourself. If you have such a card, print the number in the space provided. Photocopy both sides of the card and attach the photocopy to your application. If you do not have an identity card, print “N/A”.

## Details of family members

There is space for three family members on this form. If you have more than three family members, photocopy this page before you start to fill it in so you have enough space for everyone.

### Given name(s)

Print all of your family members' given names (first, second or more) as they appear on their passports or official documents. Do not use initials.

### Country of citizenship

If your family member is a citizen of more than one country, give details on a separate page.

### Relationship to you

Indicate whether the family member is your spouse, common-law partner, daughter or son.

### Will accompany you to Canada

Tell us if your family member will come to Canada with you. He or she must immigrate before the visa expires, but may arrive in Canada after you.

### Education

Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.

### Photos

Ask a photographer to provide you with a set of photos of yourself and each of your family members included in your application, whether they will be accompanying you or not. **The required number of photos for each individual is indicated in Appendix A, under Photos.**

Photos must comply with specifications given in **Appendix C, Photo Specifications**. Make sure you give a copy of these specifications to the photographer.

- On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo as well as the date the photo was taken.
- Enclose each set of photos in separate envelopes. Write the family member's name, date of birth and relationship to you on the corresponding envelope and close the envelope with a paper clip.
- Photos must not be stapled, scratched, bent or bear any ink marks.

## **Background / Declaration (IMM 0008, Schedule 1)**

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

1. Write all of your given names. Do not use initials.

6. Indicate your current status in the country where you now live (for example, citizen, permanent resident, visitor, refugee, no legal status, etc.).

10. Provide details of all secondary and post-secondary education. Begin with the most recent program completed.

11. You must account for every month since your 18<sup>th</sup> birthday. Under “Activity”, print your occupation or job title if you were working. If you were not working, enter what you were doing (for example, unemployed, studying, travelling, etc.). Attach another sheet if necessary.

15. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month since your 18<sup>th</sup> birthday. Do not use post office (P.O.) box addresses.

### **Declaration**

Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.

## **Economic Classes - Provincial Nominees (IMM 0008, Schedule 4)**

To be completed by:

- You, as the principal applicant

4. “Funds” refers to money in Canadian dollars, and includes the value of any property you own. It does not include jewellery, cars or other personal assets.

## **Economic Classes – Provincial Nominees, Business Nominees (IMM 0008, Schedule 4A)**

To be completed by:

- You, as the principal applicant

4. Please provide details of every business in which you have been an owner or a partner

5. If you intend to establish a business in Canada, please provide a short outline.

6. Please provide details of your assets and liabilities. In Part I provide a total of your net worth, i.e. assets minus liabilities, and in Part J indicate the funds which you will take to Canada. In Part K, please provide a brief written summary of the way in which your assets were acquired.

## **Additional Family Information (IMM 5406)**

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not)

It is very important that you list on this form any other children (even if they are already permanent residents or Canadian citizens) that you, your spouse or common-law partner or your dependent children might have who are not included in your Application for Permanent Residence. This includes:

- married children
- adopted children
- step-children
- any of your children who have been adopted by others
- any of your children who are in the custody of an ex-spouse, common-law partner or other guardian

You must answer all questions. If any sections do not apply to you, answer "N/A".

## **Use of a Representative (IMM 5476)**

**Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file with this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only one representative for each application you submit.

There are two types of representatives:

### **Unpaid representatives**

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### **Paid representatives**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the Chambre des notaires du Québec and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our website.

### **Section B.**

5. Your representative's full name

If your representative is a member of CSIC, a law society or the Chambre des notaires du Québec, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

### **Section D.**

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form Authority to Release Personal Information to a Designated Individual (IMM 5475) which is available on our website and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# Guidelines for Preparation of the Summary of Business Intent

## Provincial Nominee Program for Business

The Province of Manitoba requires that applicants under the Provincial Nominee Program for Business provide details of the business which they intend to undertake once they land in Manitoba. The Summary of the Business Intent is required for three reasons:

- 1) A sound business intent is a good indication that the applicant has thought through the idea and has come up with a workable business to operate in Manitoba that will utilize their existing skills. The business intent should contain a well-thought out idea to demonstrate that the business has a reasonable chance of success.
- 2) The Province is looking to attract those businesses that offer the greatest benefit for Manitoba. Businesses which offer more economic value for Manitoba will be favoured.
- 3) To determine the terms and conditions of the Deposit Agreement under which the Deposit will be released.

The following is an outline of what the Summary of the Business Intent should contain:

### I. Business Idea/Venture

- Describe proposed business idea or venture and include:
  - A description of the proposed business idea.
  - Products or services that will be provided.
  - Market segment business will compete in.
  - Who the target customers are.
  - The geographic coverage – local, regional or national

### II. Personal Details

- Education background
  - Does your education relate to the proposed business idea?
- Business experience
  - Do you have business experience in the proposed business idea?
  - If you do not have relevant experience, can your knowledge or experience be applied to the proposed business idea?
- Qualifications and skills
  - Other training or learned skills that is relevant to the proposed business idea
- Language skills
  - Language proficiency
  - Language barriers

### III. Critical Factors

- Identify government regulations that will be applicable to the proposed business idea such as environmental regulations, health regulations, municipal zoning requirements, and labour rules.
- Are there special insurance requirements?

### IV. Market Analysis

- Market size
  - What is the size of the market? Is it local, regional, national, or export-oriented?

- Market segment
  - Which segment of the market will the proposed business target? For example, the motor vehicles market is made up of many segments: luxury, family, compact, 4WD.
- Market trends
  - Is the market growing, contracting, or static? What is the industry forecast?
- Target market and customer profile
  - What kind of customers will your proposed business target? Provide demographics data.
- Competition
  - List the existing competitors.
  - How will proposed business compete against competitors?
  - How to differentiate product from competitor (can be part of marketing/promotion).
- Marketing and promotion
  - What marketing efforts will be required to promote the business and products (for e.g. will it require advertising on radio, television or newspaper)?

## **V. Resource Requirements**

- Location and distribution
  - Will the premise be owned or leased?
  - Where will the premise be located?
  - Is the planned location close to suppliers, customers, trucking routes?
- Plant and equipment
  - What type of equipment will be required? Is there any special equipment?
- Suppliers
  - Identify suppliers that will supply the raw material or services.
  - Is there a contingency plan if a vital supply source fails?
- Distribution Channel
  - What channel will be used to distribute products or services—retail, internet, door to door?
  - Will the applicant be the exclusive distributor, or will it resell to other retailers?
- Professional Advisors
  - Does applicant plan to use outside professional services? Normally accountants and lawyers are required for financial and legal matters.
  - Others may include web developers, marketing consultants.

## **VI. Financial Feasibility**

- Capital requirements
  - How much capital is required to get the business started?
  - How much capital is required to keep the business going before break-even occurs?
- Credit requirements
  - Will financing be required? How much?
  - Source of financing? (Financial institutions? Private investors?)
- Breakdown of investment
  - List the total amount of investment.
  - List how investment will be broken down.
  - List the amount of personal funds to be invested as well as amount to be financed (borrowed).

## Funds Required Upon Arrival to Manitoba

A)	Liquid assets to be transferred to Manitoba upon arrival	\$ _____
B)	Other Income (see attached worksheet)	\$ _____
Total funds available (A + B)		<u>\$ _____</u> (1)
C)	Relocations Costs (see worksheet)	\$ _____
D)	Living Expenses (see worksheet)	\$ _____
E)	Total Business Investment	\$ _____
Total funds required upon arrival in Manitoba (C + D + E)		<u>\$ _____</u> (2)
<b>Surplus / Shortage of funds (1 - 2)</b>		<u>\$ _____</u>

## Other Income

Include any income from assets that have not been transferred to Manitoba.

Income (Monthly)

Rental Income \_\_\_\_\_

Business Income \_\_\_\_\_

Interest Income \_\_\_\_\_

Other \_\_\_\_\_

**Total Monthly Income** \_\_\_\_\_ (1)

Number of months before business is earning an income \_\_\_\_\_ (2)

**Total other income (1 x 2)** \_\_\_\_\_ (B)

## Living Expenses

### House

Monthly mortgage payment (principal & interest)	\$	
Insurance	\$	
Property taxes	\$	
Utilities	\$	
Maintenance	\$	
Phone, cable and internet		

### Apartment Rental

Monthly rent	\$	
Utilities	\$	
Phone, cable and internet	\$	

### Automobile

Loan payment (principal and interest)	\$	
Gas	\$	
Insurance	\$	
Maintenance	\$	
Miscellaneous automobile expenses	\$	

### Food

\$

### Life insurance

\$

### **Total Monthly Expenses**

**\$                      (1)**

Number of months before business is earning an income

                     (2)

### **Total living expenses (1 x 2)**

**\$                      (D)**

## Relocation Cost Estimates

Number of family members	<u>                    </u>	
Immigration fees	<u>  \$                    </u>	
Airfare to Manitoba	<u>  \$                    </u>	
Shipping expenses for personal belongings	<u>  \$                    </u>	
Housing		
Down payment (if obtaining a mortgage)	<u>  \$                    </u>	
Cash purchase price	<u>  \$                    </u>	
Automobile		
Down payment (if obtaining financing)	<u>  \$                    </u>	
Cash purchase price	<u>  \$                    </u>	
Schooling		
University tuition and books	<u>  \$                    </u>	
Private school tuition fees	<u>  \$                    </u>	
Adult education (ESL or other courses)	<u>  \$                    </u>	
Miscellaneous expenses (cushion)	<u>  \$                    </u>	
<b>Total Relocation Costs</b>	<u>  \$                    </u>	<b>(C)</b>

# Document Checklist

Submit **PHOTOCOPIES** of all applicable documents, along with your photocopied application forms. Translations of any documents in languages other than English or French must be certified or notarized.

**Assemble** your documents in the order listed below. Attach the relevant DOCUMENT CHECKLIST TAGS provided in this package. Use this checklist to verify that you have all the required documents.

**NOTE: DO NOT SEND ORIGINALS OF OFFICIAL DOCUMENTS SUCH AS BIRTH CERTIFICATES, PASSPORTS, ETC. ONLY PHOTOCOPIES ARE TO BE FORWARDED BY MAIL.**

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
1.	<p><b>APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008 Generic; Schedule 1, Schedule 4, Schedule 4A and IMM 5476)</b>            Check that it is complete and signed and that you have included (not stapled) six specified photos (with names on the back for each applicant) for each member of your family and yourself.</p> <p><b>SCHEDULE 1: BACKGROUND DECLARATION</b>            Include a Schedule 1 form completed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age.</li> </ul> <p><b>SCHEDULE 4: ECONOMIC CLASSES – Provincial Nominees</b>            Completed by the principal applicant.</p> <p><b>SCHEDULE 4A: ECONOMIC CLASSES – Provincial Nominees</b>            Completed by the principal applicant.</p> <p><b>IMM 5476: USE OF REPRESENTATIVE FORM</b>            Completed by the principal applicant.</p>	
2.	<p><b>ADDITIONAL FAMILY INFORMATION (IMM 5406 – 1 page)</b>            Completed by:</p> <ul style="list-style-type: none"> <li>• The principal applicant</li> <li>• Spouse or common-law partner</li> <li>• Each dependent child over the age of 18 years.</li> </ul> <p>Each person who completes an IMM 0008 form must also fill out the IMM 5406.</p>	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
	<p>Check that it is complete and signed.            Attach additional pages, if necessary. Write IMM 5406 on the corner of each additional page.</p>	
3.	<p><b>MANITOBA BUSINESS SUPPLEMENTARY FORM (MBSUP)- 3 pages</b></p> <p>MBSUP form should be completed by the principal applicant ONLY.            Ensure that:</p> <ul style="list-style-type: none"> <li>a) appropriate questions are answered in full;</li> <li>b) all attachments are included; and</li> <li>c) the form is signed by both principal applicant and spouse.</li> </ul> <p>Attach additional pages, where necessary. Write MBSUP on the top of each additional page.</p>	
4.	<p><b>MANITOBA INFORMATION RELEASE FORM (MIRF) – 1 page</b></p> <ul style="list-style-type: none"> <li>a) complete, sign and date this form; and</li> <li>b) ensure that a witness has also signed.</li> </ul> <p>This form permits the Province of Manitoba to work on your behalf.</p>	
5.	<p><b>RELEASE OF INFORMATION FOR EVALUATION OF PROVINCIAL NOMINEE PROGRAM (MEVA) – 1 page</b></p> <ul style="list-style-type: none"> <li>a) complete, sign and date this form; and</li> <li>b) ensure that a witness has also signed.</li> </ul> <p>This form permits the Manitoba Government to evaluate the Provincial Nominee Program for Business.</p>	
6.	<p><b>IDENTITY / MARRIAGE INFORMATION</b></p> <p>Submit:</p> <ul style="list-style-type: none"> <li>a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse;</li> <li>b) if there are discrepancies in these documents, provide a sworn Affidavit explaining the discrepancies; and</li> <li>c) a clear copy of your National Identity Card/Certificate or Cedula (where applicable).</li> </ul>	
7.	<p><b>CHILDREN'S INFORMATION</b></p> <p>Submit:</p> <ul style="list-style-type: none"> <li>a) each child's birth certificate (which includes the name of their parents);</li> <li>b) adoption papers;</li> <li>c) proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</li> </ul>	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
	d) proof that you have fulfilled any obligation stated in a custody agreement for any children not accompanying you to Canada; and e) proof of continuous full-time studies for all dependent children aged 19 or over such as letter(s) from the school(s), signed by a school official, confirming continued enrolment in full-time studies since turning 19 years of age.	
8.	<p><b>PASSPORT / TRAVEL DOCUMENTS</b>            Submit:</p> <p>a) photocopies of passport or travel documents that are valid for at least two years for yourself, your spouse and dependent children;  <b>DO NOT SEND ORIGINAL DOCUMENTS.</b>            Children must each have their own passport, separate from their parents. You are required to submit only photocopies of pages showing the Passport number, date of issue and expiration, your photo, name, date and place of birth.            If you reside in a different country than your nationality, include a copy of your visa for the country in which you currently reside.            Note: Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</p> <p>b) copies of entry or exit visas from previous visits to Canada.</p>	
9.	<p><b>EDUCATION INFORMATION</b>            Submit:</p> <p>a) copies of educational degrees, diplomas or certificates for both the principal applicant and the spouse. Proof of education must include official transcripts showing school(s) attended, courses taken, degree(s) completed and photocopies of professional licenses;</p> <p>b) all documents translated into English or French; and if the principal applicant studied in Manitoba, provide documentation.</p>	
10.	<p><b>EMPLOYMENT INFORMATION (as applicable)</b>            Submit:</p> <p>a) copies of letters of reference detailing both the principal applicant and spouse’s past and present work experience. Letters of reference must be official and signed by an authorized Representative of the company who is identified by name and title. Each letter should indicate:</p> <ul style="list-style-type: none"> <li>• specific period of your employment with the company;</li> <li>• position(s) you held, and time spent in each position;</li> <li>• your main responsibilities in each position; and</li> <li>• total annual salary during your employment.</li> </ul> <p>b) any letter(s) or contract(s) about your employment or information you believe may be relevant to your successful establishment in Manitoba. This may help to determine the suitability of your employment skills, as well as demonstrate your motivation, adaptability, initiative or resourcefulness; and</p> <p>c) evidence of past employment in Manitoba, if applicable.</p>	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
	<i>*Numbers 11 to 16 are related to the information requested on the Manitoba Business Supplementary Form (MBSUP).</i>	
11.	<p><b>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA</b>            If you have relatives in Manitoba, submit:</p> <ul style="list-style-type: none"> <li>a) Photocopies of birth and marriage certificates of the relative in Manitoba (showing the names of common parents); <b>AND</b></li> <li>b) Photocopies of Canadian Passports or Certificates of Citizenship, or Immigration Visas of relatives in Manitoba.</li> </ul>	
12.	<p><b>BUSINESS OWNERSHIP EXPERIENCE OR MANAGEMENT BACKGROUND</b>            Submit:</p> <ul style="list-style-type: none"> <li>a) Curriculum vitae (or resume);</li> <li>b) Description of each business that you have owned or operated in the last three years;</li> <li>c) Information responding to Leadership/Management section (#5 of MBSUP);</li> <li>d) It is advisable to include reference letters from business associates such as your bank manager, accountant, lawyer, partners/company shareholders, or business associations who can confirm your business experience.</li> </ul>	
13.	<p><b>FINANCIAL INFORMATION</b>            Submit photocopies for each business owned or operated in the last 3 years:</p> <ul style="list-style-type: none"> <li>a) Business licences or business registration certificates;</li> <li>b) Balance sheets, income statements, statements of changes to financial position (cash flow) for the last 3 years;</li> <li>c) Corporate income tax returns for the last 3 years.</li> </ul>	
14.	<p><b>PERSONAL NET WORTH STATEMENT</b>            Submit:</p> <ul style="list-style-type: none"> <li>a) Personal income tax returns for the last 3 years.</li> </ul> <p><b>The following b), c) and d) are for Korea residents only</b></p> <ul style="list-style-type: none"> <li>b) Bankbooks showing 12 months' history. If large amounts of deposits are made within less than 12 months prior to the certificate issuance date, verify origin of deposits; (IOU is not acceptable)</li> <li>c) Personal Credit Report by National Information Credit Evaluation (NICE), Inc. for main applicant;</li> <li>d) Personal Credit Report by National Information Credit Evaluation (NICE), Inc. for spouse</li> </ul> <p><b>The following is for Chinese residents only</b></p> <ul style="list-style-type: none"> <li>a) Business license;</li> <li>b) Financial statements for the last 3 years;</li> <li>c) Capital verification report (if available).</li> </ul> <p>All financial information must be translated into English, notarized, and all dollar amounts must be shown in Canadian currency.</p>	

<b>ITEM NO.</b>	<b>DOCUMENT</b>	<b>CHECK IF COMPLETE</b>
15.	<p><b>PROOF AND REPORT ON VISIT TO MANITOBA</b>  Submit:  a) Itinerary of your visit (example: airline ticket copies);  b) Description of your research (places visited, people met, lessons learned)  c) Proof of stay in Manitoba (hotel receipts, etc.)</p>	
16.	<p><b>SUMMARY OF BUSINESS INTENT IN MANITOBA</b>  Submit details of intended business venture and Cost Relocation Worksheets provided. Please refer to Guidelines of the Summary of Business Intent document.</p>	
17.	<p><b>CODE OF CONDUCT</b>  Completed by:  <ul style="list-style-type: none"> <li>• principal applicant</li> <li>• representative (if applicable)</li> </ul> Submit original document</p>	
18.	<p><b>DECLARATION OF INTENT</b>  Completed by principal applicant.  Submit original document.</p>	

# Document Checklist Tags

ASSEMBLE YOUR DOCUMENTS AS LISTED BELOW.  
ATTACH YOUR DOCUMENTS TO THE RELEVANT TAG.

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## 1. IMMIGRANT APPLICATION FORM

(IMM 0008 Generic; Schedule 1, Schedule 4, Schedule 4A and IMM 5476)

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## 2. ADDITIONAL FAMILY INFORMATION (IMM 5406)

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## 3. MANITOBA BUSINESS SUPPLEMENTARY FORM (MBSUP)

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## 4. MANITOBA INFORMATION RELEASE FORM (MIRF)

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## 5. RELEASE OF INFORMATION FOR EVALUATION OF PNP (MEVA)

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## 6. IDENTITY / MARRIAGE INFORMATION

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## 7. CHILDREN'S INFORMATION

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## 8. PASSPORT / TRAVEL DOCUMENTS

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**9. EDUCATION INFORMATION**

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**10. EMPLOYMENT INFORMATION**

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**11. PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA**

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**12. BUSINESS OWNERSHIP EXPERIENCE OR MANAGEMENT BACKGROUND**

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**13. FINANCIAL INFORMATION**

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**14. PERSONAL NET WORTH STATEMENT**

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**15. PROOF AND REPORT ON VISIT TO MANITOBA**

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**16. SUMMARY OF BUSINESS INTENT IN MANITOBA**

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**17. CODE OF CONDUCT**

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## **18. DECLARATION OF INTENT**

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**REFER TO “*THE APPLICATION PROCESS*” IN THIS KIT FOR DETAILED INSTRUCTIONS ON PREPARING AND SUBMITTING YOUR APPLICATION PACKAGE.**