

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>APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008 Generic; Schedule 1, Schedule 4, Schedule 4A and IMM 5476) 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>SCHEDULE 1: BACKGROUND DECLARATION Include a Schedule 1 form completed by:</p> <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age. <p>SCHEDULE 4: ECONOMIC CLASSES – Provincial Nominees Completed by the principal applicant.</p> <p>SCHEDULE 4A: ECONOMIC CLASSES – Provincial Nominees Completed by the principal applicant.</p> <p>IMM 5476: USE OF REPRESENTATIVE FORM Completed by the principal applicant.</p>	
2.	<p>ADDITIONAL FAMILY INFORMATION (IMM 5406 – 1 page) Completed by:</p> <ul style="list-style-type: none"> • The principal applicant • Spouse or common-law partner • Each dependent child over the age of 18 years. <p>Each person who completes an IMM 0008 form must also fill out the IMM 5406.</p>	

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	<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>MANITOBA BUSINESS SUPPLEMENTARY FORM (MBSUP)- 3 pages</p> <p>MBSUP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> a) appropriate questions are answered in full; b) all attachments are included; and c) the form is signed by both principal applicant and spouse. <p>Attach additional pages, where necessary. Write MBSUP on the top of each additional page.</p>	
4.	<p>MANITOBA INFORMATION RELEASE FORM (MIRF) – 1 page</p> <ul style="list-style-type: none"> a) complete, sign and date this form; and b) ensure that a witness has also signed. <p>This form permits the Province of Manitoba to work on your behalf.</p>	
5.	<p>RELEASE OF INFORMATION FOR EVALUATION OF PROVINCIAL NOMINEE PROGRAM (MEVA) – 1 page</p> <ul style="list-style-type: none"> a) complete, sign and date this form; and b) ensure that a witness has also signed. <p>This form permits the Manitoba Government to evaluate the Provincial Nominee Program for Business.</p>	
6.	<p>IDENTITY / MARRIAGE INFORMATION</p> <p>Submit:</p> <ul style="list-style-type: none"> a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse; b) if there are discrepancies in these documents, provide a sworn Affidavit explaining the discrepancies; and c) a clear copy of your National Identity Card/Certificate or Cedula (where applicable). 	
7.	<p>CHILDREN'S INFORMATION</p> <p>Submit:</p> <ul style="list-style-type: none"> a) each child's birth certificate (which includes the name of their parents); b) adoption papers; 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; 	

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	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>PASSPORT / TRAVEL DOCUMENTS 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; DO NOT SEND ORIGINAL DOCUMENTS. 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>EDUCATION INFORMATION 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>EMPLOYMENT INFORMATION (as applicable) 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"> • specific period of your employment with the company; • position(s) you held, and time spent in each position; • your main responsibilities in each position; and • total annual salary during your employment. <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>	

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	<i>*Numbers 11 to 16 are related to the information requested on the Manitoba Business Supplementary Form (MBSUP).</i>	
11.	<p>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA If you have relatives in Manitoba, submit:</p> <ul style="list-style-type: none"> a) Photocopies of birth and marriage certificates of the relative in Manitoba (showing the names of common parents); AND b) Photocopies of Canadian Passports or Certificates of Citizenship, or Immigration Visas of relatives in Manitoba. 	
12.	<p>BUSINESS OWNERSHIP EXPERIENCE OR MANAGEMENT BACKGROUND Submit:</p> <ul style="list-style-type: none"> a) Curriculum vitae (or resume); b) Description of each business that you have owned or operated in the last three years; c) Information responding to Leadership/Management section (#5 of MBSUP); 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. 	
13.	<p>FINANCIAL INFORMATION Submit photocopies for each business owned or operated in the last 3 years:</p> <ul style="list-style-type: none"> a) Business licences or business registration certificates; b) Balance sheets, income statements, statements of changes to financial position (cash flow) for the last 3 years; c) Corporate income tax returns for the last 3 years. 	
14.	<p>PERSONAL NET WORTH STATEMENT Submit:</p> <ul style="list-style-type: none"> a) Personal income tax returns for the last 3 years. <p>The following b), c) and d) are for Korea residents only</p> <ul style="list-style-type: none"> 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) c) Personal Credit Report by National Information Credit Evaluation (NICE), Inc. for main applicant; d) Personal Credit Report by National Information Credit Evaluation (NICE), Inc. for spouse <p>The following is for Chinese residents only</p> <ul style="list-style-type: none"> a) Business license; b) Financial statements for the last 3 years; c) Capital verification report (if available). <p>All financial information must be translated into English, notarized, and all dollar amounts must be shown in Canadian currency.</p>	

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15.	<p>PROOF AND REPORT ON VISIT TO MANITOBA 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>SUMMARY OF BUSINESS INTENT IN MANITOBA 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>CODE OF CONDUCT Completed by: <ul style="list-style-type: none"> • principal applicant • representative (if applicable) Submit original document</p>	
18.	<p>DECLARATION OF INTENT Completed by principal applicant. Submit original document.</p>	