



Ministry of Immigration and Career Training
Immigration Services
225 First Avenue North
Saskatoon, Canada S7K 1X2

**Saskatchewan Immigrant Nominee Program -
Farm Owner/Operator Category
Document Checklist**

Effective June 10, 2019

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It is the Applicant's responsibility to contact one of the service providers by email or phone to engage them to perform and complete the verification before the deadline date. Once engaged, you must provide them with all relevant documents listed on the Third Party Document Checklist, with your file number. Your information will not be reviewed without a SINP assigned file number.

Once an application is complete and the Principal Applicant has ensured that all required information and documentation is included, please send the complete application package to one (1) of the following 3rd Parties:

MNP LLP

900-2010 11th Avenue

Regina Saskatchewan, S4P 0J3

Email: mnpsinp@mnpc.ca

KPMG Forensic Inc

333 Bay Street, Suite 4600

Toronto Ontario, M5H 2S5

Email: SINPverification@kpmg.ca

Please ensure that applications are **complete** and are submitted expressly in accordance with the document checklist.

To better assess applications, the Third Parties may wish to request additional documentation; and/or request that the Principal Applicant attend an interview.

- Please ensure that all additional documentation requested, or an explanation as to why such documentation is unavailable, is provided in a timely manner so that the report is completed by the deadline.
- Please be advised that although the Third Parties have the right to request additional information, the veracity of the documents submitted with the initial application is the responsibility of the applicant.
- Applicants are required to disclose **all** assets and liabilities owned by the Principal Applicant and his/her Spouse or Common-Law Partner.
- If any documents are in a language other than English, the applicant must submit a photocopy of the original document in addition to a photocopy of the English translation.
- Translators can be any person who is not:
 - The Principal Applicant or his/her spouse;
 - A family member of the Principal Applicant or his/her spouse; or
 - A paid consultant or representative for the Applicant.
- An affidavit from the translator describing their translation ability needs to be submitted. A template for the translator affidavit is available on the SINP website at <https://publications.saskatchewan.ca:443/api/v1/products/76058/formats/85134/download>.
- To ensure timely assessment of applications:
 - Place documents in the order of this checklist;
 - Provide tabbed dividers or folders indicating the section of the application as illustrated throughout the document checklist below;
 - Provide any additional documentation that you believe is important for verifying your net worth and the accumulation of your net worth; and
 - Review the information in Appendix A for tips on **how to organize** an application.
- All forms must be photocopies unless otherwise stated.
 - Applicants can submit all photocopies as scans on either a Compact Disc or a USB Flashdrive (please order "Tabs" as separate folders)
 - Documents required to be original must be submitted in paper form

Document Checklist: All Forms must be Copies Unless Otherwise Stated

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 1 – Principal Applicant Information		
Tab 1a – Provincial Forms		
SINP-100-3 – Farm Owner/Operator Application <ul style="list-style-type: none"> Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
SINP-200-2 – Personal/Business Net Worth Form <ul style="list-style-type: none"> Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1b – Federal Forms		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 0008 E – Schedule 4A: Economic Classes – Business Nominees <ul style="list-style-type: none"> Completed by the Principal Applicant Be sure to complete Section J as an appendix 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1c – Birth Certificate		
Birth Certificates <ul style="list-style-type: none"> For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1d – Passport		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1e – National Identity Card		
National Identity Card <ul style="list-style-type: none"> For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1f – Marriage Certificate		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Marriage Certificate (if applicable); or IMM 5409 – Statutory Declaration of Common-Law Union <ul style="list-style-type: none"> Completed by the Principal applicant (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1g – Divorce Certificate		
Divorce or death certificate, and resulting custody agreements (if applicable) <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 1h – Education		
Diplomas, degrees, certificates, licenses etc (if applicable) <ul style="list-style-type: none"> For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2 – Spouse / Common-Law Partner Information		
Tab 2a – Provincial Forms		
SINP - 100 - 8 – Family or Accompanying Farm Employee Category Application Form <ul style="list-style-type: none"> Listing all accompanying family members/employees 	<input type="checkbox"/>	<input type="checkbox"/>
SINP - EF - 002 - Accumulation of Funds Form <ul style="list-style-type: none"> Completed by the spouse / common-law partner of the Principal Applicant if the spouse's / common-law partner's assets are used to meet the minimum net worth threshold of CAD500,000 (CAD300,000 for Young Farmers) 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2b – Federal Forms		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> Completed by the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> Completed by the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2c – Birth Certificate		
Birth Certificate <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2d – Passport		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2e – National Identity Card		
National Identity Card <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2f – Marriage Certificate		
Marriage Certificate (if applicable); or IMM 5409 – Statuary Declaration of Common-Law Union <ul style="list-style-type: none"> For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2g – Divorce Certificate		
Divorce or death certificate, and resulting custody agreements (if applicable) <ul style="list-style-type: none"> For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2h – Education		
Diplomas, degrees, certificates, licenses etc. (if applicable) <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3 – Dependent Information		
Tab 3a – Birth Certificate		
Birth Certificates <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Adoption certificate (if applicable) <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3b – Passport		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3d – National Identity Card		
National Identity Card <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4 – Translator Affidavit		
Translator Affidavit(s)	<input type="checkbox"/>	<input type="checkbox"/>
Tab 5 – Farm Establishment Plan and Supporting Documents		
Résumé <i>*Please refer to the Application Guide for details of what must be included and a template</i>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 6 – Employment and Accumulation Documents <i>(For each farm/business, in chronological order from earliest documents to most recent – i.e., 2002-12)</i>		
Tab 6a – Required for All Applicants		
Labour contracts for the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
Tab 6b – Required for Applicants Who are Shareholders or Owners of a Private or Public Farm/Business Only		
Business registration license of each enterprise/farm (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Registration with the taxation authorities for each enterprise/farm	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of each enterprise/farm (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Indicate where the salaries paid to the Principal Applicant are recorded on the income statements and indicate under which income statement line item this was recorded	<input type="checkbox"/>	<input type="checkbox"/>
List of employees with the monthly salaries and number of hours of work paid by the employer per week. Please also include proof of payment of salaries for the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Principal Applicant's enterprise's/farm's pay stubs or payrolls for a period of 12 month	<input type="checkbox"/>	<input type="checkbox"/>
Income certificate prepared by the Principal Applicant's current enterprise/farm	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7 – Net Worth Documentation		
<i>(Applicants are required to disclose ALL assets and liabilities owned by the Principal Applicant and his/her Spouse / Common-Law Partner)</i>		
ASSETS		
Tab 7a – Bank Deposit Accounts		
Bank Accounts <ul style="list-style-type: none"> Statements for all personal bank accounts for the most recent 12 month period 	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Term Deposits <ul style="list-style-type: none"> Certificate of Deposit for all term deposits held accompanied by an explanation of any significant lump sum deposits greater than or equivalent to \$10,000 CAD 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7b – Property¹		
<i>If residential property is on the farm land and is considered part of the entire farming operation, the value of this property cannot be duplicated under Item B - Real Property on Schedule 4A.</i>		
Real Property <ul style="list-style-type: none"> Title Deed and/or Property Ownership Certificate for each real property that is owned 	<input type="checkbox"/>	<input type="checkbox"/>

¹ Please note that Power of attorney held on a property does **not** constitute ownership.

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Property evaluation report <ul style="list-style-type: none"> Prepared by a specialized firm for each real property that is owned. Provide copies of the license authorizing the firm to perform professional appraisals *Property evaluation reports are only valid for one year. Please ensure that valid evaluations only are submitted at the time of application	<input type="checkbox"/>	<input type="checkbox"/>
Purchase agreements <ul style="list-style-type: none"> One for each real property that is owned by the Principal Applicant and/or the spouse/ common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Payment invoice from the time of purchase <ul style="list-style-type: none"> One for each real property that is owned, showing proof of purchase price and taxes 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7c – Investments		
Publicly Traded Stocks <ul style="list-style-type: none"> Transaction records of the Principal Applicant’s stocks and shares for the most recent 12-month period. Include statements showing current book value and market value 	<input type="checkbox"/>	<input type="checkbox"/>
Transaction records for any other investments (such as Mutual Funds) for the most recent 12 month period	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7d – Farm/Enterprise		
Record of land ownership to show inheritance chain (if applicable) <ul style="list-style-type: none"> Patwari Jamabandi for applicants from S.E. Asia 	<input type="checkbox"/>	<input type="checkbox"/>
Most recent 3 years of financial statements prepared by a chartered accountant of the enterprise(s)/farm(s) in which the Principal Applicant has a vested interest. Please include: <ul style="list-style-type: none"> Income statement, balance sheet, and statement of profit and loss; and A copy of the chartered accountant’s valid license with their contact information with proof of membership to a professional accounting body. 	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax Returns for a 3-year period	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Photographs of farming business, buildings, equipment and crops	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of sales and purchase contracts with suppliers, customers, and/or commission agents	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of enterprise(s)/farm(s) <ul style="list-style-type: none"> • One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years 	<input type="checkbox"/>	<input type="checkbox"/>
Documents establishing a transfer of shares or changes to the list of shareholders (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
In the case of sole proprietorship <ul style="list-style-type: none"> • Business bank account statements for the most recent 12 month period of the business net value appraisal 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7e – Pensions and Other Assets <i>(not including personal items of jewelry, furniture, appliances or vehicles)</i>		
Signed insurance policy purchase agreement including the amount vested and/or cash value	<input type="checkbox"/>	<input type="checkbox"/>
Other assets held by the Principal Applicant and/or spouse / common-law partner	<input type="checkbox"/>	<input type="checkbox"/>
LIABILITIES		
Tab 7f – Real Property Mortgages		
Bank letter(s) to confirm outstanding mortgage(s), and statement(s) that indicate a minimum of 12 months of regular payments, for every outstanding mortgage	<input type="checkbox"/>	<input type="checkbox"/>
Provide the page on property ownership certificate showing the mortgage has been fully repaid, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Past mortgage contracts on properties for a period of the last 10 years that the Principal Applicant owned and sold and are claiming the sale proceeds as income	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7g – Other Personal Debts		
Bank letters and/or contracts indicating other outstanding debts, including credit card debt, personal loan (i.e. car loan, student loan etc.)	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
ACCUMULATION OF FUNDS		
Tab 7h – Accumulation Documents		
Narrative Document <ul style="list-style-type: none"> • Completed by the Principal Applicant and spouse / common-law partner • Refer to Section J of the Schedule 4A 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7i – Donations, Gifts, Inheritance, and Additional Sources of Income and Other Documents to Support the Application <i>(Donations and gifts received less than 6 months before application receipt will not be eligible towards the Principal Applicant's net worth)</i>		
Record of land ownership to show inheritance chain <ul style="list-style-type: none"> • Patwari Jamabandi for applicants from S.E. Asia 	<input type="checkbox"/>	<input type="checkbox"/>
In the case of a donation or gift, include identification of the donor and their financial capacity to make a donation	<input type="checkbox"/>	<input type="checkbox"/>
In the case of inheritance: <ul style="list-style-type: none"> • An official Act of Death Certificate, notarized will, or court decision documents verifying the transfer of funds to the heir(s) • Probate, letters of administration, and executor contact information (if applicable) • Documents verifying the transfer of the amount received 	<input type="checkbox"/>	<input type="checkbox"/>
Proof of rental income, such as lease or rental agreements and invoices, for the most recent 12 month period	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7j – Required for Applicants from India		
Agricultural Income / J Forms to show the sales transactions of crops, for the most recent 3 year period	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7k – Additional Information		
Other documents to support the application	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A: Tips and Guidelines

Tips and Guidelines for Submitting an Application Package

To ensure timely processing of applications and to avoid unnecessary delays, please review the following:

- Carefully read and follow the instructions and descriptions on all forms and documents
- Use the Tabs provided in the checklist to separate each section of the application
- Be advised that there are separate Tabs for spouse/common law partner and dependent documents. Do not include these documents in the principal applicant Tab.
- Organize all documents in the **exact order** of the Document Checklist
- Include explanations for documents or information that are required, but were not submitted in the section(s) relating to those missing documents
- Staple together documents that have multiple pages.
- On the IMM Schedule 4A – Economic Classes – Business Nominees Form sections A, B, C, E, F, and G are for the disclosure of the Principal Applicant’s **personal assets** and liabilities. **Do not** list any type of **business assets** in these sections. Business assets are included in the Book Value, Section D, of this form.
- In the case of multiple properties, businesses, or other assets/liabilities, please put all documents specific to that item of the Principal Applicant’s net worth together in the order of the Document Checklist. For example, if the Principal Applicant has 2 properties, include the title deed, property evaluation report, purchase agreement, and all other required documents relevant to that property together and label it as Property B1
- Keep a photocopy of the entire application for the Principal Applicant’s records and referencing purposes

*All SINP forms require original signatures in ink. Please provide photocopies of all other forms and documents, unless it is specified in this checklist that originals are required.