



**Saskatchewan Immigrant Nominee Program**  
**Entrepreneur Category**  
**Third Party Document Checklist**

**Effective October 10, 2023**

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**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 3<sup>rd</sup> Parties:**

**MNP Ltd**

900-2010 11th Avenue  
Regina Saskatchewan, S4P 0J3

Web:

<https://lp.mnp.ca/acton/media/25546/sinp-en>

**KPMG**

333 Bay Street, Suite 4600  
Toronto Ontario, M5H

2S5 Web:

[http://www.kpmg.ca/ecomunications/marketing/2013/SaskNomineeProgram/index\\_kpmg.html](http://www.kpmg.ca/ecomunications/marketing/2013/SaskNomineeProgram/index_kpmg.html)

The Saskatchewan Immigrant Nominee Program (SINP) has officially identified two Third Parties that assist all applicants in completing the first step of the SINP Entrepreneur category process. These Third Parties will provide applicants with a Third-Party Verification Report based on documentation submitted according to this checklist.

To complete the first step of this process, please review this document checklist thoroughly before submitting any documentation to the Third Party.

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. Applicants have 6 months to submit this documentation and provide any updates required by the third party. Extensions to the deadline by SINP will be considered on a case-by-case basis and only well in advance of the deadline date.
- 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 and dependents.
- 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.
- The SINP requires specific documents from individual countries. Please consult the *Country Specific Checklists* in the appendices for additional requirements for the following countries:

People's Republic of China

South Korea

Pakistan

Iran

Bangladesh

Vietnam

India

- To ensure timely assessment of applications:
  - Begin to gather the documents as soon as possible after the fee is paid.
  - 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 H for tips on **how to organize** an application.
- All forms and supporting documents 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 Documents must be Copies Unless Otherwise Stated**

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Tab 1 – Principal Applicant Information</b>		
<b>Tab 1a – Provincial Forms</b>		
SINP - EF - 002 - Accumulation of Funds Form <ul style="list-style-type: none"> <li>Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1b – Federal Forms</b>		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> <li>Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> <li>Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 0008 E – Schedule 4A: Economic Classes – Business Nominees <ul style="list-style-type: none"> <li>Completed by the Principal Applicant</li> <li>Be sure to complete Section J as an appendix</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1c – Birth Certificate</b>		
Birth Certificate <ul style="list-style-type: none"> <li>For the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1d – Passport</b>		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - <b>must be valid for a minimum of 12 months at the time of application.</b> <ul style="list-style-type: none"> <li>For the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1e – National Identity Card</b>		
National Identity Card <ul style="list-style-type: none"> <li>For the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1f – Marriage Certificate</b>		
Marriage Certificate (if applicable); or IMM 5409 – Statuary Declaration of Common-Law Union <ul style="list-style-type: none"> <li>Completed by the Principal applicant (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 1g – Divorce Certificate</b>		
Divorce or death certificate, and resulting custody agreements (if applicable) <ul style="list-style-type: none"> <li>For dependent children if accompanying the applicant to Canada</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Tab 2 – Spouse / Common-Law Partner Information</b>		
<b>Tab 2a – Provincial Forms</b>		
SINP - EF - 002 - Accumulation of Funds Form <ul style="list-style-type: none"> <li>Applicants are required to disclose <b>all</b> assets and liabilities owned by the Principal Applicant and his/her Spouse or Common-Law Partner and dependents.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2b – Federal Forms</b>		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> <li>Completed by the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> <li>Completed by the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2c – Birth Certificate</b>		
Birth Certificate <ul style="list-style-type: none"> <li>For the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2d – Passport</b>		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - <b>must be valid for a minimum of 12 months at the time of application.</b> <ul style="list-style-type: none"> <li>For the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2e – National Identity Card</b>		
National Identity Card <ul style="list-style-type: none"> <li>For the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2f – Marriage Certificate</b>		
Marriage Certificate (if applicable); or IMM 5409 – Statutory Declaration of Common-Law Union <ul style="list-style-type: none"> <li>For the spouse / common-law partner <b>if</b> other Marriages or Common Law Unions are or were in effect</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2g – Divorce Certificate</b>		
Divorce or death certificate, and resulting custody agreements (if applicable) <ul style="list-style-type: none"> <li>For the spouse / common-law partner <b>if</b> other Marriages or Common Law Unions are or were in effect</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Tab 3 – Dependent Information</b>		
<b>Tab 3a – Birth Certificate</b>		
Birth Certificates • For dependent children if accompanying the applicant to Canada	<input type="checkbox"/>	<input type="checkbox"/>
Adoption certificate (if applicable) • For dependent children if accompanying the applicant to Canada	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 3b – Passport</b>		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - <b>must be valid for a minimum of 12 months at the time of application.</b> • For dependent children if accompanying the applicant to Canada	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 3c – National Identity Card</b>		
National Identity Card • For dependent children if accompanying the applicant to Canada	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 4 – Translator Affidavit</b>		
Translator Affidavit(s)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 5 – Employment Narrative</b>		
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"/>
<b>Tab 6 – Employment and Accumulation Documents</b> <i>(For each business, in chronological order from earliest documents to most recent – i.e., 2002-12)</i>		
<b>Tab 6a – Required for All Applicants</b>		
Labour contracts for the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
Pay stubs or payroll records for a period of the most recent 12 months from the Principal Applicant’s current employer(s)	<input type="checkbox"/>	<input type="checkbox"/>
Organizational chart for the enterprise(s) the Principal Applicant has worked with during the last 10 years, indicating his/her place on the chart and the number of employees in each enterprise	<input type="checkbox"/>	<input type="checkbox"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Reference letters from the Principal Applicant's present and former employers on the official letterhead of the enterprise. They must be signed by a person occupying a position of authority and must include that person's name and title. If applicable, use Canadian and Saskatchewan colleagues as references. <b>These letters must include:</b> <ul style="list-style-type: none"> <li>• The address and telephone numbers of the enterprise.</li> <li>• Number of years worked.</li> <li>• Position and the responsibilities related to the position; and</li> <li>• Salary earned, including bonus and commission received (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Reference letters from the Principal Applicant's present and former employers on the official letterhead of the enterprise. They must be signed by a person occupying a position of authority and must include that person's name and title. If applicable, use Canadian and Saskatchewan colleagues as references. <b>These letters must include:</b> <ul style="list-style-type: none"> <li>• The address and telephone numbers of the enterprise.</li> <li>• Number of years worked.</li> <li>• Position and the responsibilities related to the position; and</li> <li>• Salary earned, including bonus and commission received (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Income certificate prepared by the Principal Applicant's current employer and signed by a person in authority, and including their name, title, and contact information	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 6b – Required for Applicants Who are Shareholders or Owners of a Private or Public Business Only</b>		
Business registration license of each enterprise	<input type="checkbox"/>	<input type="checkbox"/>
Registration with the taxation authorities for each enterprise	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of each enterprise	<input type="checkbox"/>	<input type="checkbox"/>
A notarized reference letter	<input type="checkbox"/>	<input type="checkbox"/>
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 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 pay stubs or payrolls for a period of 12 month	<input type="checkbox"/>	<input type="checkbox"/>
CPA issued income certificate prepared by a member or affiliate of the Principal Applicant's current business	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Tab 7 – Net Worth Documentation</b>		
<i>(Applicants are required to disclose ALL assets and liabilities owned by the Principal Applicant and his/her Spouse / Common-Law Partner)</i>		
<b>ASSETS</b>		
<b>Tab 7a – Bank Deposit Accounts</b>		
Bank Accounts	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Statements for <b>all</b> personal bank accounts for the most recent 12-month period</li> </ul>		
Fixed Term Deposits	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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</li> </ul>		
<b>Tab 7b – Property</b>		
Real Property	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Title Deed and/or Property Ownership Certificate for each real property that is owned</li> </ul>		
Property evaluation report	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Prepared by a specialized firm for each real property that is owned. Provide copies of the license authorizing the firm to perform professional appraisals.</li> </ul> <p>*Property evaluation reports are only valid for one year. Please ensure that valid evaluations only are submitted at the time of application</p>		
Purchase agreements	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• One for each real property that is owned by the Principal Applicant and/or the spouse / common-law partner</li> </ul>		
Payment invoice from the time of purchase	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• One for each real property that is owned, showing proof of purchase price and taxes</li> </ul>		
<b>Tab 7c – Investments</b>		
Publicly Traded Stocks	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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</li> </ul>		

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Transaction records for any other investments (such as Mutual Funds) for the most recent 12-month period	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 7d – Business</b>		
Most recent 3 years of audited financial statements prepared by a chartered accountant of the enterprise(s) in which the Principal Applicant has a vested interest. Please include: <ul style="list-style-type: none"> <li>• Income statement, balance sheet, and statement of profit and loss; and</li> <li>• A copy of the chartered accountant’s valid license with their contact information with proof of membership to a professional accounting body.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of enterprise(s) <ul style="list-style-type: none"> <li>• One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Capital Verification Report of the enterprise(s) <ul style="list-style-type: none"> <li>• One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years.</li> </ul> <p>*The capital verification report must have been prepared at the time when the business was established and/or when the Principal Applicant joined as a partner which must be submitted by the partners of the incorporated business</p> <p>**A separate report must be submitted for every capital modification in the enterprise (if applicable)</p>	<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"> <li>• Business bank account statements for the most recent 12-month period of the business net value appraisal</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 7e – Pensions and Other Assets</b>		
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"/>
<b>LIABILITIES</b>		
<b>Tab 7f – Real Property Mortgages</b>		
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"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
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"/>
<b>Tab 7g – Other Personal Debts</b>		
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"/>
<b>ACCUMULATION OF FUNDS</b>		
<b>Tab 7h – Accumulation Documents</b>		
Narrative Document <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant and spouse / common-law partner.</li> <li>• Refer to Section J of Schedule 4A</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 7i – Donations, Gifts, Inheritance, and Additional Sources of Income and Other Documents to Support the Application</b> <i>(Donations and gifts received less than 6 months before application receipt will not be eligible towards the Principal Applicant's net worth)</i>		
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"> <li>• An official Act of Death Certificate, notarized will, or court decision documents verifying the transfer of funds to the heir(s)</li> <li>• Probate, letters of administration, and executor contact information (if applicable)</li> <li>• Documents verifying the transfer of the amount received</li> </ul>	<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"/>
Business items of the Principal Applicant's current business/employer such as product brochures, photos of business establishment, business cards, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other documents to support the application	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS REVENUE</b>		
<b>Tab 8 – Business Revenue Points claimed</b>		
Audited financial statements in support of business revenue claimed on your EOI application.	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A: China Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Required for all Applications from China</b>		
<b>Original</b> certificate of work history issued by the Notary Public Office	<input type="checkbox"/>	<input type="checkbox"/>
For each reference letter submitted, include the <b>original</b> certificate issued by the Notary Public Office certifying the authenticity of the company seal and signature that appears on the letter	<input type="checkbox"/>	<input type="checkbox"/>
Household register (Hukou) for each residence owned by the Principal Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Notarized copy of the Principal Applicant's Individual Income Tax (IIT) endorsed by his/her local tax bureau	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who have Contractual (Chengbao) Business Agreements</b>		
Contractual agreement to operate the business	<input type="checkbox"/>	<input type="checkbox"/>
<b>Original</b> document issued by the Notary Public Office certifying the authenticity of the company seal of the enterprise and signature on the contract	<input type="checkbox"/>	<input type="checkbox"/>
Audited financial statements prepared by a certified accounting firm for the most recent 3 years of operation	<input type="checkbox"/>	<input type="checkbox"/>
Business registration license of the contracting company	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Shareholders and/or Business Owners</b>		
<b>Original</b> certificate issued by the Notary Public Office certifying the authenticity of the copy of the business registration for each enterprise	<input type="checkbox"/>	<input type="checkbox"/>
<b>Original</b> certificate issued by the Notary Public Office certifying of the authenticity of the copy of the registration with the taxation authorities for each of the Principal Applicant's enterprises	<input type="checkbox"/>	<input type="checkbox"/>
If the Principal Applicant became owner or partner of a collective enterprise or state-owned enterprise that has been privatized, <b>original</b> certificate issued by the Notary Public Office certifying the authenticity of the copy of the application approved by authorities	<input type="checkbox"/>	<input type="checkbox"/>
A summary table giving a breakdown of annual tax payments (i.e., VAT, sales tax, enterprise income tax, etc.) with supporting enterprise income tax vouchers for the most recent 3 years of operation or a certificate delivered by the tax bureau concerning the same taxes	<input type="checkbox"/>	<input type="checkbox"/>
If an endorsement from the tax bureau is submitted, the Principal Applicant must also submit an <b>original</b> certificate issued by a Notary Public Office verifying the authenticity of the seal and the signature that appears on the tax bureau's endorsement	<input type="checkbox"/>	<input type="checkbox"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Articles of incorporation and/or articles of association for the Principal Applicant's enterprise(s)	<input type="checkbox"/>	<input type="checkbox"/>
For applicants of a Sino-foreign (joint venture) business, the business registration approval certificate issued by the provincial or municipal government office	<input type="checkbox"/>	<input type="checkbox"/>
<b>Original</b> certificate issued by the Notary Public Office certifying the authenticity of the copy of business registration approval certificate issued by the provincial or municipal government office	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix B: Korea Specific Document Checklist

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Required for all Applications from Korea</b>		
Property Register (copy)	<input type="checkbox"/>	<input type="checkbox"/>
Publicly Listed Land Valuation issued by a district office, standard value of real estate issued by a tax office, or property appraisal provided by the Korea Appraisal Board	<input type="checkbox"/>	<input type="checkbox"/>
Property lease contract (with district office report stamp)	<input type="checkbox"/>	<input type="checkbox"/>
Personal credit report by National Information Credit Evaluation (NICE), Inc. <ul style="list-style-type: none"> <li>• For Principal Applicant</li> <li>• For spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Shareholders or Business Owners</b>		
Business Register and/or Certificate of Business Cessation	<input type="checkbox"/>	<input type="checkbox"/>
Income Distribution Statement for Business Partners	<input type="checkbox"/>	<input type="checkbox"/>
Audited financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Standard Base for Value Added Tax, or Certificate of Income for Business Owner Exempt from Value Added Tax issued by a tax office	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Income issued by a tax office	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of National Pension Deposits Made for the Employees issued by National Pension Corp. or Certificate of National Health Insurance Payments made for the Employees issued by National Health Insurance Corp	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Business Managers</b>		
Certificate of Class Kap Income Tax Withholding Statements for the employees	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of National Pension Deposits made for the employees issued by National Pension Corp. or Certificate of National Health Insurance Payments made for the Employees issued by National Health Insurance Corp	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix C: Pakistan Specific Document Checklist

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Required for all Applicants from Pakistan</b>		
For each Real Property owned, a property evaluation “Patwari Jamabandi” summarizing the land size, its ownership, type, and value supported by a certificate from the local Revenue Officer (Tehsildar) or First-Class Magistrate certifying the value of the land	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Shareholders or Business Owners</b>		
Letter from the Board of Investment, Company Registration Office and/or Security and Exchange Commission of Pakistan confirming the amount of the original investment, at the time the business was registered.	<input type="checkbox"/>	<input type="checkbox"/>
List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)	<input type="checkbox"/>	<input type="checkbox"/>
Audited financial statements and audit reports must be prepared by a member of the Institute of Chartered Accountants of Pakistan (ICAP) for the last 3 years. This must include balance sheet, and a profit and loss statement	<input type="checkbox"/>	<input type="checkbox"/>
Personal and Business Income tax returns as submitted to the Federal Board of Revenue, for the most recent 3 years	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix D: Iran Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Required for all Applications from Iran</b>		
For each property, please submit the registration deed from the property registration system prepared by an expert from the Justice Administration	<input type="checkbox"/>	<input type="checkbox"/>
Property evaluation reports prepared by official experts from the Justice Administration	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Shareholders or Business Owners</b>		
Copy of the official license, registration, or incorporation documents for the Principal Applicant's business by way of: <ul style="list-style-type: none"> <li>• The announcement of the registration of the company published in the local gazette; and/or</li> <li>• The Guild Union License; and/or</li> <li>• Notice of change in the shareholders published by the local gazette.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Documents providing proof of rent or ownership of the location where the business operates. If the Principal Applicant is renting the location, include a copy of the "sargofli" (key money) agreement	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the Social Security Organization indicating the number of insured employees in the Principal Applicant's business	<input type="checkbox"/>	<input type="checkbox"/>
Monthly statement submitted to the Social Service Organization of Iran	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who have Business Management Experience</b>		
The most recent six monthly statements that the employer is required to submit to the Social Service Organization of Iran	<input type="checkbox"/>	<input type="checkbox"/>
The employer's payroll lists and the 'salaries paid' item of the balance sheets for the past 6 months	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix E: Vietnam Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Required for Applications from Vietnam</b>		
Company literature indicating size and scope of the company	<input type="checkbox"/>	<input type="checkbox"/>
Audited financial Statements must be submitted for the most recent 5 years	<input type="checkbox"/>	<input type="checkbox"/>
List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)	<input type="checkbox"/>	<input type="checkbox"/>
Personal and Business Income tax returns as submitted to the relevant Government authorities, for the most recent 3 years	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix F: Bangladesh Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Required for Applications from Bangladesh</b>		
Trade License issued by the municipality where the business is located	<input type="checkbox"/>	<input type="checkbox"/>
Statements of bank transaction history for the company bank account for the most recent 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the Tax Assessment Report to the Bangladesh Revenue Board and proof of receipt for paid taxes	<input type="checkbox"/>	<input type="checkbox"/>
Memorandum of Association with terms of reference and a list of shareholders showing percentages of ownership and number of shares owned	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix G: India Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
<b>Required for Applications from India</b>		
For each Real Property owned, a property evaluation “Jamabandi” summarizing the land size, its ownership, type, and value supported by a certificate from the local Revenue Officer (Tehsildar) certifying the value of the land	<input type="checkbox"/>	<input type="checkbox"/>
Personal Income Tax Return as submitted to the Indian Income Tax Department, for the most recent 3-year period	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Deposits and other long-term deposits must include any Post Office Savings, Kisan Vikas Patras (KVPs) issued by the Indian Government, and National Savings Certificates (NSCs)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required for Applicants who are Shareholders or Business Owners</b>		
Business Income Tax Return (including TAN #) as submitted to the Indian Income Tax Department, for the most recent 3-year period	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix H: 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.
- Begin to gather all documentation when your EOI has been selected to apply.
- 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 two 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.
- Assessments can take up to 6 weeks and all documentation should be submitted at this point or SINP may not consider an extension.

*\*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.*