

BUSINESS ESTABLISHMENT ACTIVITY REPORT

You must complete and submit this report within the first twelve (12) months of arriving in Canada on a PNP-supported Work Permit, as per section 3.1(c) of the Business Performance Agreement. Complete each section, and if additional space is needed please attach additional pages. Once complete, please scan and email the Activity Report to saskentrepreneur@gov.sk.ca.

1. Personal Information			
Family Name(s)	Given Name(s)	Date of Birth (DD-MM-YYYY)	SINP File No:
Personal Phone Number	Personal Email		Arrival in Canada Date (DD-MM-YYYY)
Mailing Address	City/Town	Province	Postal Code
Residential Address (if different from above)	City/Town	Province	Postal Code
2. Business Information			
Legal Name of Company/Organization		Operating Name (if different from legal name)	
Current Sector (eg. NAICS Code)	Current Business Performance Agreement Term Expiration		Proposed Investment Amount
Business Contact Phone Number	Business Email	Business Website	
3. Business Address			
Mailing Address	City/Town	Province	Postal Code
Business Address (if different than above)	City/Town	Province	Postal Code
4. Did you purchase an existing business in Saskatchewan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Identify the type of ownership?	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
6. Indicate ownership breakdown:			
Name of Owner			% of Ownership
7. Describe any major equipment and machinery purchased:			
8. Describe your products and/or services:			

9. Describe your inventory by type (eg. finalized products, raw materials, etc.):

10. List your major business suppliers:

Name of supplier	Supplier Phone Number

11. List of your major business customers (eg. any wholesale or corporate customers):

Name of customer	Customer Phone Number

12. Itemize major expenditures to date, including expenditure description:

Item	Performance Agreement Amount	Actual Investment
Total Investment:		

13. Provide a description of any leasehold improvements or renovations to date:

Improvement/Renovation	Investment Amount

14. Describe the day-to-day management activities you perform in running the business:

15. On average, how many hours per week do you spend managing the business _____ /hrs per week

16. What is your job title: _____

17. Provide the following information for each of your employees (not including immediate family members):

Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status
Employee Duties							
Family Name	Given Name	Job Title	Date Began (DD-MM-YYYY)	Date Ended (DD-MM-YYYY)	Hourly Wage	Hours Per Week	Immigration Status

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Employee Duties							
18. List all out-of-province travel since arriving in Saskatchewan on your PNP-supported Work Permit:							
Destination City	Destination Country	From (DD-MM-YYYY)	To (DD-MM-YYYY)	Purpose			

Please also provide the following:

- Information relating to evidence of professional relationships in Saskatchewan (*including business cards for my accountant, lawyer, real estate agent, etc.*) indicating that you have conducted activity relevant to the establishment of a business in accordance with the Business Performance Agreement.
- Other documents or additional information related to your business activity to date, including purchase and/or sales agreements, incorporation documents, business license, lease agreements, receipts, contracts, payroll records, invoices, corporate account statements, brochures or other materials.

I agree that I may be contacted by the SINP or an associated third party, including requests for in-person interviews and/or site visits in order to verify my business establishment activities.

Declaration:

- I declare that the information I have given in this report is truthful, complete and accurate and I understand that any false statements or concealment of information may result in the SINP refusing my application for nomination for permanent residence.

****Please Note: as per section 3.1(c) of the Business Performance Agreement, you must submit this activity report within the first 12 months after arriving in Canada.***

This signed form and additional documentation should be scanned and submitted by email to saskentrepreneur@gov.sk.ca.

Signature of Applicant

Date