



Application Guide for the Entrepreneur Category Saskatchewan Immigrant Nominee Program (SINP)

This Application Guide outlines the requirements for Applicants to the Entrepreneur Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing a complete application package. Please carefully review the application guide before submitting an application.

Effective as of April 22, 2016

For more information, please contact:

Government of Saskatchewan
Immigration Services Division
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-2209

Facsimile: (Canada 001) 306-798-0713

E-mail: saskentrepreneur@gov.sk.ca

Website: www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/applicants-entrepreneurs-farm-owners-and-operators/entrepreneurs

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I. What is the SINP?

The **Saskatchewan Immigrant Nominee Program (SINP)** is a provincial immigration program made possible through an agreement with the federal government known as the [Canada-Saskatchewan Immigration Agreement, 2005](#).

The SINP can provide newcomers an alternate and quicker means of entry into Canada. It allows Saskatchewan to nominate applicants, who qualify under criteria established by the province, to the federal government for landed immigrant status. The SINP offers:

- The ability to select applicants whose skills and abilities best fit the province's needs;
- Application processing times that are faster than other federal immigration classes; and
- Assistance from Provincial Immigration Officers who are available to explain program requirements and processes.

The SINP **Entrepreneur category** offer applicants and their families the opportunity to establish, acquire or partner in a business in Saskatchewan and be actively involved in its management.

Nominations are granted at the sole discretion of the Province of Saskatchewan. If an Applicant is nominated by the SINP, he or she is eligible to apply for Permanent Residence with [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) as a Provincial Nominee. IRCC then reviews health, security and criminality and issues visas to the Nominee and the Nominee's dependent family members¹.

How the SINP Entrepreneur Category Works

Step 1: An application that includes all documents outlined in the updated SINP document checklist is sent to the SINP office for processing.

- The application is received by the SINP office and is issued an SINP file number.
- Once the applicant has received a file number, the applicant then sends all forms and documents outlined in the updated Third Party Document Checklist that support the claimed net worth and accumulation of funds recorded on SINP form EF-002 and IRCC form IMM008 Schedule 4A to a third party identified the SINP.
- If required, the third party will request additional documentation and/or an interview to verify information within the application.
- The third party assesses this information against the net worth and accumulation of funds criteria (listed below).
- The third party returns the documents to the Applicant and issues the Applicant a *Third Party Verification Report*.

¹ CIC is responsible for assessing each nominee's eligibility for Permanent Residence, including an assessment of health, criminality and security. The SINP is **not** responsible for CIC's decision to grant or deny Permanent Residence status.

Step 2²: Once the applicant has received a *Third Party Verification Report* this report is sent to the SINP office processing, along with any updated documents previously submitted to the SINP..

- If the application includes all required documents (including the *Third Party Verification Report*), the Applicant is asked to pay a \$2,500 Canadian Dollars (CAD) non-refundable fee.
- If the fee is paid prior to the deadline stipulated within the fee request letter, the application will be accepted for processing and the SINP will assess the application against the remaining two criteria (listed below).
- If required, the SINP may request additional documentation and/or an interview to verify information within the application³.
- An assessment of the application will be completed and a decision will be made either to approve the application for nomination or deem the application ineligible or refused based on the applicant's ability to meet program criteria. .
- If approved, the SINP immigration branch will invite the Applicant to sign and date a *Business Performance Agreement* specific to the Applicant's circumstances and make a \$75,000 CAD Good Faith Deposit.
- If the *Business Performance Agreement* and *Good Faith Deposit* have been received prior to the deadline stipulated within the request letter, the SINP will nominate the Applicant and:
 - Send the Applicant's nomination to IRCC;
 - Send a nomination letter to the Applicant explaining how to forward his or her application to the appropriate IRCC visa office; and
 - If requested, the SINP may issue a Temporary Work Permit support letter provided that the applicant is able to demonstrate that they are business ready and will make a significant positive impact on Saskatchewan's economy.

Step 3: After being notified of his or her nomination, the Applicant applies to IRCC as a provincial nominee.

- IRCC considers the application with the nomination information provided by the SINP.
- If the Applicant meets the criteria for IRCC's health, security and criminal reviews, IRCC will issue Permanent Resident Visas to the Applicant and his or her family members.

II. Eligibility Requirements

Applicants are required to meet SINP Entrepreneur category's four criteria to be considered for nomination, including:

1. A minimum net worth of \$300,000 CAD, verified by a Ministry approved professional third party prior to SINP application;
2. Accumulation of claimed net worth through legal means, verified by a Ministry approved professional third party prior to SINP application;
3. A minimum of three years verifiable entrepreneurial or relevant business management experience; and

² The SINP may make a decision at any point within this step. The SINP is not obligated to request additional documentation and/or an interview to make a decision in this step.

³ Requests for additional information and/or interviews are made at the discretion of the SINP. Such requests occur only when simple clarification will address outstanding issues with an application.

4. Intent to reside and actively invest in Saskatchewan, which is evaluated using the *Intent Grading Grid*.

An Applicant may be ineligible for to apply for provincial nomination and/or immigration to Canada, if:

- The Applicant does not meet one or more of the eligibility criteria listed above;
- The Applicant or any dependent family member (accompanying or not) has a serious medical condition;
- The Applicant or any dependent family member over the age of 18 (accompanying or not) has a criminal record;
- The Applicant has unresolved custody or child support disputes affecting any member of his or her family;
- The Applicant has intentionally committed misrepresentation during the application process; and/or
- The Applicant has intentionally committed fraud during the application process.

Verified Net Worth

Net worth refers to the value of an Applicant's total assets, less the value of his or her total liabilities. For Applicants to meet this criterion of the Entrepreneur category:

- Applicants must have a net worth that retains a value of at least \$300,000 CAD; and
- The third party must substantiate that the claimed net worth exists and is legally owned by the Applicant.

The third party will assess an Applicant's net worth based on the information supplied on federal form *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees* and the supporting documentation provided by the Applicant.

The third party will also consider the value of assets and liabilities owned by the Applicant's spouse⁴.

Accumulation of Net Worth

Accumulation of net worth refers to the means by which an Applicant obtained his or her entire claimed net worth⁵. For Applicants to meet this criterion of the Entrepreneur category:

- The Applicant must demonstrate, through documentation, that his or her claimed net worth was accumulated legally.
- The third party must substantiate that the Applicant's claimed net worth has been obtained by legal means.

⁴ The claimed assets and liabilities owned by the Applicant's spouse **must** be reported.

⁵ "Claimed Net Worth" refers to the amount of net worth indicated by the Applicant in the *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees* **not** the amount verified by the third party.

The third party will assess the accumulation of the Applicant's net worth based on the information supplied on the *SINP-EF-002 Accumulation of Funds* form and the supporting documentation provided by the Applicant.

The third party must also verify that the claimed net worth of the Applicant's spouse has been accumulated by legal means⁶.

Entrepreneurship or Relevant Business Management Experience

Entrepreneurship experience refers to an Applicant's active ownership⁷ of a company⁸. Relevant business management experience refers to an Applicant's experience in a role with significant decision making responsibility involving a minimum of two of the following aspects of business:

- | | |
|-----------------------------|--|
| ➤ Accounting | ➤ Production/Operations/Project management |
| ➤ Distribution | ➤ Purchasing/Procurement |
| ➤ Finance | ➤ Research and Development |
| ➤ Human Resources/Personnel | ➤ Sales |
| ➤ Information Technology | ➤ Strategic Planning |
| ➤ Marketing/Communications | |

For Applicants to meet this criterion of the Entrepreneur category:

- The Applicant must have at least three (3) years of full-time work experience either as an entrepreneur or as a business manager;
- The Applicant must demonstrate how his or her management experience and transferable skills relate to owning and actively managing a business in Saskatchewan through the submitted *Résumé* (see [Appendix A](#)) and *Business Establishment Plan* (see [Appendix B](#)); and
- The Applicant's job title, place of employment, responsibilities and business skills must be described clearly in the *Résumé* and in the *SINP-EF-001 Entrepreneur Application* form.

The SINP will assess the Applicant's claimed entrepreneurship or relevant business management experience based on the *Résumé*, *Business Establishment Plan*, and the supporting documentation provided by the Applicant⁹.

⁶ The claimed assets and liabilities owned by the Applicant's spouse **must** be accompanied with documentation demonstrating that this net worth was accumulated legally.

⁷ "Active Ownership" means that the Applicant was responsible for the day-to-day management responsibilities of the business they owned or invested in.

⁸ The Applicant will still meet criteria if he or she has owned a company that has gone into bankruptcy and/or has been closed

⁹ Professionals such as doctors, lawyers, and accountants who own all or a significant portion of the firm where they practice their profession and can demonstrate, to the satisfaction of the SINP, management of the firm's business operations will be considered to fulfill the relevant business management experience criteria.

Intent

Intent refers to the Applicant's demonstrated genuine interest to actively investing in a business in Saskatchewan and to reside in Saskatchewan. For Applicants to meet this criterion of the Entrepreneur category:

- The Applicant must be assessed to have earned a minimum of fifty-five (55) "points" using the *Entrepreneur Applicant Intent Grading Criteria* (see [Appendix C](#)).

The SINP will assess an Applicant's intent based on the information provided his or her *Business Establishment Plan* as well as the supporting documentation provided by the Applicant. This information must be verified by SINP officials to merit the award of "points".

III. Application Process

Prepare the Application

Before applying to the SINP, the Applicant should thoroughly review this *Application Guide* to ensure that he or she:

- Meets the eligibility criteria;
- Is able to access and prepare the required forms and documents for the application; and;
- Is prepared to comply with the requirements and steps involved in the application process, including the \$2,500 CAD processing fee, the \$75,000 CAD deposit, and fulfilling the requirements of the program by residing and operating a business in Saskatchewan.

The Applicant is required to submit **all** documents listed in the SINP Entrepreneur Category [Application Document Checklist](#). The Applicant must use this checklist as he or she prepares the application¹⁰.

If the Applicant is a resident or citizen of a country within the [Country Specific Checklist](#), he or she must also include the documents required for this country in the application¹¹.

Document Translation

All documentation must be provided in either English. When documents are in a language other than English, the Applicant must submit a photocopy of the original document as well as a photocopy of its translation.

¹⁰ Applications that are not in the order of the *Application Document Checklist* will be returned to the applicant **without** SINP assessment.

¹¹ Only applications that include all documents listed on the general or country specific checklist will be accepted for processing.

To be eligible for application, translations must be conducted by any person other than the Principal Applicant's spouse, a member of the Principal Applicant's family, or a paid third party that has prepared the Principal Applicant's application to the SINP¹². A *Translator Affidavit* that describes the ability of the translator must also be included in the application.

Who to include in an Application

The Principal Applicant is the individual who is applying to the SINP to own and actively manage a business in Saskatchewan.

Family members of the Principal Applicant may be included as part of his or her application for nomination. The following family members are eligible for consideration:

- Spouse
 - The individual married to the Principal Applicant¹³.

If married in Canada, the application must include a marriage certificate issued by the province or territory where the marriage took place.

If married outside of Canada, the marriage must be valid under the law of the country where it took place and under Canadian law¹⁴.

- Common-Law Partner (either of the opposite sex or same sex)
 - The individual the Principal Applicant has been living with in a conjugal relationship for at least one year in a continuous 12-month period that was not interrupted¹⁵.

The application must include proof that the Principal Applicant and his or her common-law partner have combined their affairs and established a household together.

- Dependent Children
 - A dependent son or daughter of the Principal Applicant.

A child is considered dependent if he or she:

- Is under the age of 22 and does not have a spouse or common-law partner;
- Is over the age of 22 and has been continuously enrolled as a full-time student and depended substantially on the financial support of a parent since before the age of 22; or
- Is over the age of 22 and depended substantially on the financial support of a parent since before the age of 22 because of a physical or mental condition.

¹² Some Canadian immigration visa offices may require that documents be translated by a certified translator. While the SINP does not make the same requirement, it is the responsibility of the Applicant to ensure that translations meet all federal requirements.

¹³ The marriage must be legally valid.

¹⁴ A marriage performed in an embassy or consulate must comply with the law of the country where it took place, not the country of nationality of the embassy or consulate.

¹⁵ Common Law Partners are still eligible if short absences occurred for business travel or family reasons only.

- Overage Dependent Children¹⁶.
 - A dependent son or daughter of the Principal Applicant who does not meet the above criteria for Dependent Children.

A child is considered an overage dependent if he or she:

- Is between the ages of 22 and 29;
- Is not married;
- Has a minimum of a Grade 12 Certificate (or secondary education equivalent);
- Has no dependents; and
- Has not been enrolled as a full-time student OR will complete education before IRCC's issuance of a Permanent Resident Visa.

Passports

Passports for the Principal Applicant and all accompanying family members must be submitted as ***photocopies***. These photocopies must include passport pages showing the passport number, date of issue and expiry date, photo, name, date, place of birth, and all pages showing exit and entry stamps¹⁷.

If the Applicant or a dependent family member lives in a country that is different than his or her nationality, a photocopy of his or her valid travel document for the current country of residence must be included.

The expiry date of each passport should be at least two (2) years from the date that the application is received by the SINP.

Submit the Application

Applications may be submitted by courier or in person to:

**Government of Saskatchewan
Immigration Services Division**
Entrepreneur Immigration
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Applicants are encouraged to provide an up-to-date personal email address that can be used to communicate with SINP Officers. If an Applicant does not provide an email address, please be advised that processing times will increase due to the time needed for mail services.

¹⁶ Daughters or sons that no longer meet the definition of Dependent Children may be issued a separate nomination as an Overage Dependent under certain circumstances. The SINP will assess eligibility on a case-by-case basis.

¹⁷ Passport submissions that are incomplete copies or originals may result in the application being classified as "Incomplete", in which case, the application will be returned to the Applicant without being assessed by the SINP.

SINP Application Review and Assessment

Please note that the SINP may make a decision at any point throughout the review and assessment process. The SINP is not obligated to request additional documentation and/or an interview to make a decision during the review and assessment process.

Intake

The Applicant receives a *Letter of Receipt* and file number once the SINP has received his or her application.

Pre-Screening

The application is screened for completeness to ensure that only those applications that are complete in accordance with the *Application Document Checklist* and *Country Specific Checklist* (where applicable) are accepted for assessment by the SINP.

- If an application is considered complete, the Applicant is sent an *Acceptance of Application and Request for Processing Fee* letter. This letter will provide instruction on how to make the \$2,500 CAD application processing fee by wire transfer.
- If an application is considered to be incomplete, the Applicant is sent a *Return of Incomplete Application* letter. This letter will indicate what documents are needed to meet pre-screening requirements if only few documents are required. If more than five documents are missing, the letter will not stipulate which documents are needed to meet pre-screening requirements. The application is also returned to the Applicant.

Application Processing Fee

If the fee is received prior to the deadline stipulated within the fee request letter, the application is accepted for assessment.

At this time the SINP issues the Applicant a letter of invitation to make an exploratory visit Saskatchewan. The SINP advises Applicants to apply to IRCC immediately for a visitor visa to Canada as soon as possible to facilitate a possible interview, at the request of the SINP.

Assessment and Optional Interview

The SINP evaluates the application using the eligibility criteria and the *Third Party Verification Report*.

The SINP may issue a request for additional information, if further documentation is required to assess the application. The Applicant must respond to this request within forty-five (45) days. If the required documentation is not received in the time stipulated, the application may be closed without SINP assessment.

The SINP may issue a request for an interview with the Applicant, if further information or clarification is required to assess the application. Interview arrangements will be made at the discretion of the SINP.

The SINP will provide as much notice of the required interview as possible, and will provide two available interview dates. The Applicant must respond to the interview request within the time stipulated in the request. If an in-person interview is not possible and the Applicant has provided information detailing the reasons they are not able to attend the interview in-person, alternative arrangements can be made at the discretion of the SINP, on a case-by-case basis.

Following the review process, the SINP will notify the Applicant of the outcome of the assessment.

- If an application is approved for nomination, the Applicant is sent a *Nomination Approval and Request for Deposit* letter and a *Business Performance Agreement*. This letter will provide instruction on how to make the refundable \$75,000 CAD *Good Faith Deposit* by wire transfer and details with regard to the requirements of the *Business Performance Agreement*.
- If the application is refused, the Applicant is sent a *Letter of Refusal*.

Nomination

Once the Applicant returns the *Business Performance Agreement*¹⁸, signed and dated, to the SINP, and the SINP confirmation that the *Good Faith Deposit* has been received¹⁹, the Applicant is nominated.

The SINP sends the Applicant a nomination package including a *Confirmation of Nomination* letter and information on how to proceed with an Application for Permanent Resident Status with IRCC. If requested, the SINP will also issue a *Temporary Work Permit Support* letter to a nominee that can demonstrate they are business-ready and will make a significant positive impact on Saskatchewan's economy. A Temporary Work Permit will provide the Applicant the opportunity to land in Saskatchewan earlier to continue their preparations for their business establishment²⁰.

The SINP sends a *Nomination Certificate* to the appropriate IRCC Visa Post. Certificates are valid for six months.

¹⁸ The *Business Performance Agreement* is a **legally binding** contract.

¹⁹ The full deposit **must** be received within three months of the issuance of the *Nomination Approval and Request for Deposit* letter, or the application will be closed and no nomination will be issued.

²⁰ The SINP does **not** issue Temporary Work Permit Support Letters for all Applicants.

After Nomination

Applying for Permanent Residence

After receiving a notification of nomination by the SINP, the Applicant is responsible for submitting an Application for Permanent Residence to IRCC²¹:

The *Confirmation of Nomination* letter includes detailed instructions on how to apply to the appropriate Visa Post. The Applicant must submit his or her Application for Permanent Residence to IRCC at the Visa Post specified in the *Confirmation of Nomination* letter.

IRCC conducts security, criminality and health checks and screens applications for misrepresentation. IRCC will send instructions on medical examinations and may require additional documentation. In some cases, the Applicant may be required to attend an interview.

If the Applicant meets all federal requirements, IRCC issues Permanent Residence Visas for the Applicant and his or her accompanying family members.

Landing in Saskatchewan

Once an Applicant has arrived in Saskatchewan, he or she is required to attend a *Landing Interview* with an SINP Landing Officer or designated business service provider. To book a *Landing Interview*, please email saskentrepreneur@gov.sk.ca.

Following the interview, the SINP is available to the Applicant for questions related to fulfilling the terms of the Business Performance Agreement and maintains a list of business service providers to assist in providing information and guidance related to the establishment of their business.

The Applicant is encouraged to use the settlement services available in Saskatchewan. Applicants can access government funded settlement services through various [Regional Newcomer Gateways](#). These organizations are welcoming centers for newcomers to Saskatchewan that provide language assessment services, career and employment services (for the Applicant's accompanying family members), and guidance and advice from a Settlement Coordinator. These Regional Newcomer Gateways can also connect the Applicant to community and ethno-cultural groups.

Eligible Businesses

Businesses must meet the requirements under the *Canada-Saskatchewan Immigration Agreement, 2005* and have the potential for creating significant economic benefit to Saskatchewan, as assessed by SINP Business Immigration Officers and SINP Landing Officers. Business proposals can include the continued operation of an existing business or establishment of a new business fulfilling economic need in Saskatchewan.

Eligible businesses should also include the following elements:

²¹ The Applicant must apply for Permanent Resident Status before his or her *Nomination Certificate* expires or the application will be closed.

- The business must be incorporated according to The *Business Corporations Act, 1978* of Saskatchewan or the *Canada Business Corporations Act, 1985*;
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services; and
- The business must be considered a “permanent establishment” as defined under subsection 400(2) of the Canadian *Income Tax Regulations, 1985*.

The following characteristics are primary forms of business that are deemed **ineligible** for the SINP Entrepreneur category:

- Property rental, investment, and leasing activities;
- Real estate development/brokerage, insurance brokerage or business brokerage;
- Professional services requiring licensing or accreditation (see list below);
- Pay day loan, cheque cashing, money changing and cash machines;
- Credit unions;
- Home-based businesses;
- Co-operatives;
- Investments into a business operated primarily for the purposes of deriving passive investment income; and
- Businesses which have been previously owned and/or operated by current or former SINP Nominees.

By law, some occupations require a licence, certification, registration or membership before an individual can begin working in that occupation. These occupations include, but are not limited to, the following:

Agrologists	Information Systems Professionals
Applied Science Technologists and Technicians	Information Technology Certified Professionals
Architects	Insurance Agents
Assessment Appraisers	Interior Designers
Certified General Accountants	Land Surveyors
Certified Management Accountants	Lawyers
Certified Management Consultants	Mortgage Brokers
Chartered Accountants	Plumbers
Community Planners	Real Estate Agents
Electricians	Refrigeration Mechanics
Embalmers and Funeral Directors	Rural Municipal Administrators
Engineering Technologists and Technicians	Sheet Metal Workers
Engineers	Social Workers
Foresters	Teachers
Geoscientists	Urban Municipality Administrators
Healthcare Professionals	Veterinarians

Return of the Good Faith Deposit

An Applicant may apply for their *Good Faith Deposit* to be returned when the terms of the *Business Performance Agreement* have been satisfied.

The Applicant must submit an [Application for Deposit Refund Request](#) as well as all required documentation to verify that the terms of the *Business Performance Agreement* have been met. The SINP assesses the *Application for Deposit Refund Request* using the criteria set within the *Business Performance Agreement*.

- If the SINP determines that all conditions for deposit return have been met, it will return to the Applicant the \$75,000 Good Faith Deposit and any interest accumulated on the deposit²².
- If the SINP determines that the conditions for return have not been met, the Applicant will be advised of the outstanding criteria that she or he must meet before the deposit will be returned.
- If the SINP determines that the Applicant, through fault of their own, does not complete the process to become a Permanent Resident, land and reside in Saskatchewan, or meet the conditions of the *Business Performance Agreement*, the SINP may retain the *Good Faith Deposit* and any interest accumulated on the deposit.
- If the SINP determines that the Applicant purposefully misrepresented him or herself and/or committed fraud to obtain permanent residence, the SINP may retain the *Good Faith Deposit* and any interest accumulated on the deposit.

This deposit is also refundable should the Applicant be approved for Nomination but the SINP is satisfied that the Applicant is unable to fulfill the terms of the *Business Performance Agreement* due to Humanitarian reasons. Humanitarian reasons include, but are not limited to, circumstances in which:

- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to circumstances related to personal divorce, a death in the immediate family or other mitigating circumstances;
- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to personal or family related medical circumstances; or,
- The Applicant and/or accompanying family members would endure financial hardship if they were to travel and/or leave their home country due to circumstances related to contractual agreements regarding the sale or divestment of current financial holdings.

IV. Immigration Representatives and Designated Individuals

A representative is someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to IRCC once the SINP has approved

²² The Applicant is responsible for providing his or her financial institution's updated contact information to facilitate this transaction.

the Applicant as a Provincial Nominee and continuing to work on behalf of the Applicant until the end of the SINP Entrepreneur process, when the *Good Faith Deposit* is released or retained.

Representatives can be either paid or unpaid²³. An unpaid representative is a person or organization that does not charge a fee for their representation. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC).

An Applicant does **NOT** need to hire a lawyer, an immigration consultant, or a representative to access this immigration program. An immigration representative may be of assistance in completing an application or advising an Applicant on the application process if he or she feels such guidance is required. The hiring of a representative will **NOT** lead to any special prioritization or different handling of an application to the SINP.

The SINP *Ethical Conduct Disclosure and Declaration Form* is a contract between a representative (whether paid or unpaid) and the Government of Saskatchewan. It specifies the minimum standards that can be expected of anyone who is acting as a representative under the SINP. All Applicants must complete and sign Section C of the form to declare whether or not they are appointing a representative to act on their behalf with the SINP and whether or not they obtained assistance from anyone in completing the application form. If an Applicant has appointed a representative, they must also complete and sign Section B of the form.

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If an Applicant has a representative and does not disclose the name of their representative to the SINP, their application may be refused. A representative who advises an Applicant to provide false or misleading information is also breaking the law. The SINP reserves the right to not recognize or communicate with a representative who has violated any terms of the *Ethical Conduct Disclosure and Declaration*.

An Applicant may appoint only one paid or unpaid representative to conduct business on his or her behalf at any time. If an Applicant wishes to cancel the appointment of this representative, he or she must communicate this in writing to the SINP by letter, fax, or email. If an Applicant wishes to appoint another representative, the Applicant and his or her new representative must submit a new *Ethical Conduct Disclosure and Declaration Form*.

The SINP will not serve as a mediator in disputes between an Applicant and his or her representative. All matters of dispute are to be addressed by the professional association to which the representative belongs (i.e. ICCRC or a Canadian law society).

The SINP encourages all Applicants to visit the [SINP website](#) or [IRCC website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect themselves from scams and immigration fraud.

²³ Representatives who are not members of a professional association are not regulated. This means that the representative may not have sufficient knowledge or training and that an Applicant cannot seek help from the professional bodies if the representative provides misleading or wrongful advice or behaves in an unprofessional manner.

Designated Individuals

In addition to an Applicant's paid or unpaid representative, he or she may choose to let someone else have access to information about the application. For example, if an Applicant hires a lawyer to assist with the application, he or she may also want a family member to have access to information about the application.

If an Applicant wishes to have personal information released to someone who is not his or her representative, he or she must Complete [*IMM-5475: Authority to Release Personal Information to a Designated Individual*](#); and submit it with the application to the SINP.

Designated individuals will not receive any written communication from the SINP, but they can contact the SINP to receive information about the application by emailing saskentrepreneur@gov.sk.ca.

Appendix A: Résumé Template

The business and employment history should cover the Applicant's experience for the last ten years (if applicable).

Principal Applicant Information

(Applicant's Name)
(Mailing Address)
(Telephone)
(E-mail)
(DOB)
(Accompanying Family members names)

Education / Training

(Educational Institution)
(Month, year – month, year)
(Degree/certificate/diploma attained)

Business and Employment History

Current Company Name: Shares / Ownership %:
A brief synopsis of the business (i.e., products or services and the number of employees)

(Applicant's Current Title)
(Month, year – month, year)
Number of employees that report to you directly
Your duties and responsibilities:

(Applicant's Previous Title)
(Month, year – month, year)
Number of employees that report to you directly
Your duties and responsibilities:

Previous Company Name: Shares / Ownership %:
Brief information about the business, such as products or services and the number of employees.

(Your Title #1)
(Month, year – month, year)
Number of employees that reported to you directly
Your duties and responsibilities:

(Your Title #2)
(Month, year – month, year)
Number of employees that reported to you directly
Your duties and responsibilities:

Appendix B: Business Establishment Plan

The Business Establishment Plan (BEP) must be a coherent and considered plan for successful settlement and business development in Saskatchewan. In developing this BEP the Applicant must conduct extensive research and consider relevant economic and market factors. The Applicant must also take into account his or her management strengths and weaknesses.

The BEP must include all of the following information:

- Proposed industry/sector (NAICS Code);
- Proposed investment amount;
- Number of jobs to be created for Saskatchewan Residents;
- Management contribution the nominee will make with respect to the proposed business (e.g., sales, distribution, production, research and development, etc.);
- Forecasted start up funds and expenses;
- Business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- Proposed location for the business (i.e., city/town);
- Preparation and training for entrepreneurship in Saskatchewan (including course titles and institution names, if applicable);
- A list of planned past and/or future visits to Saskatchewan, if applicable (please provide: Dates, purposes, agendas, inviting organizations, etc.);
- Plans for establishing residence in Saskatchewan; and
- The name, organizations, mailing addresses, phone numbers, and emails of contracted professional business service providers whom the Applicant has contacted and/or the Applicant has established an active working relationship or paid contractual agreement with.

The SINP does not require a formal business plan, and recognizes that the BEP is a business proposal and it is therefore likely and expected that market conditions and opportunities may change over the course of the immigration application process. The profitability of the business plan will not be evaluated; rather the SINP will assess the intent demonstrated through the BEP.

Please also include:

- The name, organization name, mailing address, email, and phone number of person who compiled or assisted in the compilation of the business plan²⁴; and
- A summary of people contracted or consulted in preparation of Business Establishment Plan.

A lengthy BEP does not necessarily illustrate strong intent. Quality research and significant business relationships are far more valuable in illustrating intent.

The SINP expects that an Applicant has complete knowledge of his or her BEP. In the event that the Applicant is unaware of his or her BEP's contents, the Applicant will be assessed accordingly on the intent grid.

²⁴ There is no penalty for a third party developing a BEP; however, it should be noted that it is expected that the Applicant has been involved in its design and contributing to the content therein. Furthermore, the Applicant will be held accountable to any proposals, meetings, partnerships, etc listed within the BEP.

Appendix C: Entrepreneur Applicant Intent Grading Criteria

Intent Criteria ²⁵	Maximum Points
<i>Visit</i>	15
<i>Business Contacts</i>	20
<i>Business Development</i>	20
<i>Home Ownership</i>	10
<i>English Competency</i>	15
<i>Community/Family Contacts</i>	10
<i>Commitment</i>	10
Total	100

Visit:

Points	Description
0	Applicant has not visited or made plans to visit Saskatchewan
5	Applicant has made plans to visit Saskatchewan with an agenda to attend relevant business seminars and/or meet with business contacts
10	Has visited Saskatchewan and attended one or more relevant business seminars and/or has met with business contacts.
15	Has visited Saskatchewan for ten working days and met with relevant business contacts, conducted quality research and attended seminars.

Saskatchewan-based Professional Business Services:

Points	Description
0	Applicant has not made any contact with any professional business service providers in Saskatchewan
5	Applicant has made minimal contact with professional business service providers in Saskatchewan
10	Applicant has received general advice from one or more professional business service providers in Saskatchewan
15	Applicant has received business relevant advice from professional business service providers in Saskatchewan
20	Applicant is paying one or more Saskatchewan-based professional business service providers to facilitate business establishment in Saskatchewan

²⁵ General introductory meetings with Saskatchewan-based business service providers do not qualify for intent points. The Applicant must demonstrate that any meeting, agreement or contract with a Saskatchewan-based service provider is relevant to the business outlined in their BEP. Points will be awarded only for meetings in which a Business Immigration Officer can confirm that relevant business development discussions or agreements took place.

Business Development:

Points	Description
0	Applicant demonstrates no knowledge about relevant business sectors and business opportunities in Saskatchewan
5	Applicant demonstrates basic knowledge about relevant business sectors and business opportunities in Saskatchewan
10	Applicant has completed one or more relevant and certified Saskatchewan-based entrepreneurial or business courses, and/or has made a down payment to complete a course upon landing in Saskatchewan.
15	Applicant demonstrates strong knowledge about relevant business sectors and business opportunities and developed relevant business contacts in Saskatchewan (e.g., potential partners, suppliers, retailers, marketers, communications, human resources, etc.)
20	Applicant has made a legal or financial commitment to establishing a business in Saskatchewan

Home Ownership:

Points	Description
0	Applicant has not contacted a real estate agent with regard to personal home purchase in Saskatchewan
4	Applicant has contacted real estate agent with regard to personal home purchase in Saskatchewan
6	Applicant has made an offer on a home in Saskatchewan
10	Applicant has purchased a home in Saskatchewan

English Competency (may be applied to accompanying family members):

Points	Description
0	Applicant has no English skills
3	Applicant has minimal English skills (e.g., grade school language training)
6	Applicant has some English skills (e.g., has taken ESL or equivalent language training)
10	Applicant is currently studying English
15	Applicant is fluent in English

Community/Family Contacts:

Points	Description
0	Applicant previously applied to another PNP other than Saskatchewan
2	Applicant has family / community in Canada other than Saskatchewan
5	Applicant has no family / community in Saskatchewan or Canada
7	Applicant has community/ extended family in Saskatchewan
10	Applicant has immediate family in Saskatchewan

Commitment:

Points	Description
0	Applicant demonstrates no commitment to business idea and/or active investment into Saskatchewan
1-3	Applicant demonstrates limited commitment to business idea and/or active investment into Saskatchewan
4-7	Applicant demonstrates moderate commitment to business idea and/or active investment into Saskatchewan
8-10	Applicant demonstrates substantial commitment to business idea and/or active investment into Saskatchewan

Appendix D: Glossary

The following definitions will help in understanding this application guide:

Accumulation of Net Worth: The means by which an Applicant obtained his or her entire claimed net worth.

Active Ownership: Responsible for day-to-day management responsibilities of a business.

Affidavit: A sworn statement in writing. It is a written promise that this is the Principal Applicant's statement.

Business Establishment Plan (BEP): A plan summarizing the Applicant's planned business venture. A BEP should include enough information to outline the most important details of the Applicant's business idea: how it will be run and broad expectations of outcomes, as well as detail the Applicant's plans for establishing residence in Saskatchewan.

Business Performance Agreement: After an application is approved for nomination, the Applicant must sign a contract with the Province of Saskatchewan which details the terms and conditions under which the Applicant's deposit will be held and subsequently released or retained. This document will specify the Applicant's intended level of investment and specific industry (as defined by the NAICS – North American Industry Classification System code).

Claimed Net Worth: The amount of net worth indicated by the Applicant in the *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees*, **not** the amount verified by the third party.

Entrepreneurship Experience: An Applicant's experience in owning and actively participating in the management of a company, prior to SINP application.

Good Faith Deposit: A specified amount of money that must be placed in trust with a trust company appointed by the Government of Saskatchewan. The Applicant's deposit will be held in trust until the Applicant has met the terms and conditions of the *Business Performance Agreement*.

Immigration Representative: Someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to IRCC once the SINP has approved the Applicant as a Provincial Nominee and continuing to work on behalf of the Applicant until the end of the SINP Entrepreneur process, when the *Good Faith Deposit* is released or retained.

Intent: The Applicant's demonstrated genuine interest to actively investing in a business in Saskatchewan and to reside in Saskatchewan, as illustrated by the activities listed in the *Entrepreneur Applicant Intent Grading Criteria*.

Net Worth: The value of an Applicant's total assets, less the value of his or her total liabilities.

Nominate: The term used by the Province of Saskatchewan to describe the selection of Applicants for the Saskatchewan Immigrant Nominee Program to recommend for permanent

residence to IRCC. Permanent resident status is dependent on health, security, and criminality screening by IRCC.

Paid Representative: An individual who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or a Canadian Provincial Law Society who acts on behalf of the Applicant applying for immigration under the SINP. Only members of this action are authorized to charge fees for immigration advice and/or services under the SINP.

Permanent Resident: An individual who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not yet have Canadian citizenship.

Relevant Business Management Experience: An Applicant's experience in a business role with significant decision making responsibility that is relevant to the proposed business investment, as indicated in the *Business Establishment Plan*.

Supporting Documents: Documents and forms that can be used to support an Applicant's claims regarding the Applicant's ability to meet SINP criteria. These are documents required for all immigration applications (e.g. documents that prove identity, work experience, language ability, finances, etc.).

Unpaid Representative - A person who provides assistance, information, counseling, or advice to the Applicant about the application without charging a fee or receiving any kind of payment. The term "unpaid representative" does not necessarily include a friend or family member with whom the Applicant discusses his or her plans in an informal way, but it is intended to include anyone, who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner.

If it is unclear whether a person is a representative, the Applicant should treat them as an unpaid representative and ask them to complete the *Ethical Conduct Disclosure and Declaration Form*. This provides an opportunity for your representative to declare that he or she has conscientiously sought to provide accurate information and advice, and has not participated in obtaining or providing any kind of fraudulent or counterfeit document with respect to your application.