



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

**Effective April 18, 2016**

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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:**

Government of Saskatchewan, Immigration Services Division  
 SINP – Entrepreneur and Farm Category  
 7th Floor, 1945 Hamilton Street  
 Regina, Saskatchewan S4P 2C8  
 CANADA

## Introduction

**Please read the *Application Guide* thoroughly to ensure the SINP program and policies are understood before submitting an application.**

**Applications deemed incomplete will be returned to the Principal Applicant.**

**Applications not submitted in the order or in accordance to the explicit instructions within this document checklist will be returned to the Principal Applicant.**

- To better assess applications, the Saskatchewan Immigrant Nominee Program (SINP) reserves the right, **at any point in the application process**, to:
  - Make a decision on an application;
  - Request additional documentation; and/or
  - Request that the Principal Applicant attend an interview.
- Please ensure that only **complete** applications are submitted. While the SINP reserves the right to request additional information, it is not guaranteed that applicants will be given the opportunity to submit additional information once the application has been received. Incomplete applications may be returned.
- Please note that applicants are required to disclose **all** assets and liabilities owned by the Principal Applicant and his/her Spouse or Common-Law Partner.
- All forms and supporting documents must be photocopies unless otherwise stated.
- 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. Immigration, Refugees and Citizenship Canada (IRCC) visa offices may have different requirements. It is the applicant's responsibility to ensure that all federal requirements are met with respect to translations.
- Applications will be returned to the Principal Applicant in the following situations:

- Documentation and/or information as listed in this checklist is not submitted and/or alternative documentation and/or an explanation is not submitted;
- Third party verification reports are not completed at the time of review;
- Photocopies are incorrectly submitted when original documents have been requested;
- Foreign language documents are not translated and/or the foreign language document is not submitted along with the translation;
- The documents submitted are not in the order listed within this document checklist; and/or
- Documents are not legible.

Unless returned to the applicant at the discretion of the SINP, the application is the property of the Government of Saskatchewan and will not be returned to the applicant. As such, it is important to make appropriate copies of required documentation and submit original documents only when specifically requested. It is recommended that applicants keep copies and/or originals of all documents submitted to the SINP.

- To ensure timely assessment of applications:
  - Place documents in the order of this checklist;
  - Provide tabbed dividers indicating the section of the application as illustrated throughout the document checklist below; and
  - Review the information in Appendix A for tips on **how to organize** an application.

**Document Checklist: All Documents must be Copies Unless Otherwise Stated**

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Tab 1 – Representative Information</b>		
IMM 5476 Form - Use of a Representative Form (if applicable) <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant; and</li> <li>• Completed by the Representative</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2 – Principal Applicant Information</b>		
<b>Tab 2a – Provincial Forms</b>		
SINP-100-3 – Farm Owner/Operator Application <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
SINP-200-2 – Personal/Business Net Worth Form <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Third Party Verification Report	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2b – Federal Forms</b>		
IMM 5475 – Authority to Release Personal Information to a Designated Individual (if applicable) <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 0008 – Generic Application form to Canada <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 0008 DEP – Additional Dependents/Declaration <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant if the Applicant has more than 5 dependants (whether they are accompanying or not).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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 Schedule 4 - Economic Classes – Provincial Nominees <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM Schedule 4A - Economic Classes – Provincial Nominees – 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"/>
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"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Tab 2c – Code of Conduct</b>		
SINP Code of Conduct for Representatives and Applicant Declaration Form <ul style="list-style-type: none"> <li>• Completed by the Principal Applicant; and</li> <li>• Completed by the Representative</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2d – Birth Certificate</b>		
Birth Certificates <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 2e – 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 2f – 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 2g – 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 2h – 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"/>
<b>Tab 2i – Education</b>		
Diplomas, degrees, certificates, licenses etc (if applicable) <ul style="list-style-type: none"> <li>• For the Principal Applicant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 3 – Spouse / Common-Law Partner Information</b>		
<b>Tab 3a – Provincial Forms</b>		

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
SINP-100-8 – Family or Accompanying Farm Employee Category Application Form <ul style="list-style-type: none"> <li>Listing all accompanying family members/employees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 3b – 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 3c – 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 3d – 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 3e – 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 3f – Marriage Certificate</b>		
Marriage Certificate (if applicable); or IMM 5409 – Statuary 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 3g – 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"/>
<b>Tab 3h – Education</b>		

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Diplomas, degrees, certificates, licenses etc (if applicable) <ul style="list-style-type: none"> <li>For the spouse / common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 4 – Dependent Information</b>		
<b>Tab 4a – Federal Forms</b>		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> <li>Completed by each dependent child over 18 years of age, whether they are accompanying the Principal Applicant to Canada or not</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> <li>Completed by each dependent child over 18 years of age, whether they are accompanying the Principal Applicant to Canada or not</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 4b – Birth Certificate</b>		
Birth Certificates <ul style="list-style-type: none"> <li>For dependent children if accompanying the applicant to Canada</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Adoption certificate (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"/>
<b>Tab 4c – 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 dependent children if accompanying the applicant to Canada</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 4d – National Identity Card</b>		
National Identity Card <ul style="list-style-type: none"> <li>For dependent children if accompanying the applicant to Canada</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 4e – Marital Status</b>		
Proof of dependant children’s marital status if 16 years of age or over (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>



<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</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"/>
<b>Tab 4f – Education</b>		
Proof of continuous full-time studies of dependent children since attaining the age of 22 OR proof of continuous financial support from parents since attaining the age of 22 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Diplomas, degrees, certificates, licenses etc (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"/>
Notarized letter of no objection or written consent for any dependent child accompanying the Principal Applicant to Canada, from his/her other parent who is not accompanying the Principal Applicant to Canada, allowing the Principal Applicant to remove the child from his/her country of residence (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 5 – Translator Affidavit</b>		
Translator Affidavit(s)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 6 – FEP and Supporting Documents</b>		
A complete and thorough Farm Establishment Plan (FEP)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of exploratory visit to Saskatchewan and related supporting documents (if applicable) – such as: <ul style="list-style-type: none"> <li>• Flight itinerary and boarding passes;</li> <li>• Summary of meetings including the itinerary of meetings and associated photographs or business cards for personal and business interactions;</li> <li>• Photos of the Principal Applicant’s trip; and</li> <li>• Email correspondence with any business contacts in Saskatchewan / Canada etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Tab 7 – Employment and Accumulation Documents</b> <i>(For each farm/business, in chronological order from earliest documents to most recent – i.e., 2002-12)</i>		
<b>Tab 7a – Required for All Applicants</b>		
Labour contracts for the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 7b – Required for Applicants Who are Shareholders or Owners of a Private or Public Farm/Business Only</b>		
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"/>
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"/>
Record of land ownership to show inheritance chain (if applicable) <ul style="list-style-type: none"> <li>• Patwari Jamabandi for applicants from S.E. Asia</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Proof of shareholding of enterprise(s)/farm(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"/>
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"/>
<b>Tab 7c – Additional Information</b>		
Other documents to support the application	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 8 – 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 8a – Bank Deposit Accounts</b>		
Bank Accounts <ul style="list-style-type: none"> <li>• Statements for <b>all</b> personal bank accounts for the most recent 12 month period</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Term Deposits <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>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 8b – Property<sup>1</sup></b>		
Real Property <ul style="list-style-type: none"> <li>• Title Deed and/or Property Ownership Certificate for each real property that is owned</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Property evaluation report <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> *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"> <li>• One for each real property that is owned by the Principal Applicant and/or the spouse/ common-law partner</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
Payment invoice from the time of purchase <ul style="list-style-type: none"> <li>• One for each real property that is owned, showing proof of purchase price and taxes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 8c – Investments</b>		
Publicly Traded Stocks <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>	<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"/>
<b>Tab 8d – Farm/Enterprise</b>		
Record of land ownership to show inheritance chain (if applicable) <ul style="list-style-type: none"> <li>• Patwari Jamabandi for applicants from S.E. Asia</li> </ul>	<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"> <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"/>
Income Tax Returns for a 3-year period	<input type="checkbox"/>	<input type="checkbox"/>
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"> <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"/>
Documents establishing a transfer of shares or changes to the list of shareholders (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
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 8e – 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 8f – 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"/>
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 8g – 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 8h – 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 the Schedule 4A</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 8i – 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>		
Record of land ownership to show inheritance chain <ul style="list-style-type: none"> <li>Patwari Jamabandi for applicants from S.E. Asia</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
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"/>
<b>Tab 8j – Required for Applicants from India</b>		
Agricultural Income / J Forms to show the sales transactions of crops, for the most recent 3 year period	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tab 8k – Additional Information</b>		
Other documents to support the application	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix A: China Specific Document Checklist

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<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"/>
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"/>
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"/>

<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 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"/>
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 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"/>

## Appendix D: Iran Specific Document Checklist

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<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"/>
<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

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Required for Applications from Vietnam</b>		
Company literature indicating size and scope of the company	<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"/>

## Appendix F: Bangladesh Specific Document Checklist

<b>DOCUMENTS REQUIRED:</b>	<b>Submitted</b>	<b>Not Submitted (Explanation Included)</b>
<b>Required for Applications from Bangladesh</b>		
Trade License issued by the municipality where the business is located	<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: 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
- The BEP is designed to assist in the assessment of intent. Applicants are given the opportunity to submit updated Business Establishment Plans, if their business plans change and/or to reflect updated research but the SINP does not consider any document that is submitted to be a “draft” or “initial” plan. It is necessary that the Principal Applicant submit a complete and comprehensive BEP at time of application
- 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.
- On the IMM Schedule 4A – Economic Classes – Business Nominees Form label the supporting documents to with the proper Section letter and corresponding account number, property description, business name, etc.
- 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.