



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

Effective April 8, 2020

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
 225 1st Ave N-Saskatoon
 Saskatchewan S7K 2H6-
 CANADA

Table of Contents

Introduction	3
Document Checklist: All Forms must be Copies Unless Otherwise Stated	5
Tab 1 – Representative Information	5
Tab 2 – Principal Applicant Information	5
Tab 3 – Spouse / Common-Law Partner Information	6
Tab 4 – Dependent Information	8
Tab 5 – Translator Affidavit.....	9
Tab 6 – FEP and Supporting Documents.....	9
Tab 7 – Employment and Accumulation Documents	10
Appendix A: China Specific Document Checklist	15
Appendix B: Korea Specific Document Checklist	17
Appendix C: Pakistan Specific Document Checklist	18
Appendix D: Iran Specific Document Checklist.....	19
Appendix E: Vietnam Specific Document Checklist	20
Appendix F: Bangladesh Specific Document Checklist	21
Appendix G: Tips and Guidelines	22

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

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 1 – Representative Information		
IMM 5476 Form - Use of a Representative Form (if applicable) <ul style="list-style-type: none"> • Completed by the Principal Applicant; and • Completed by the Representative 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2 – Principal Applicant Information		
Tab 2a – Provincial Forms		
SINP-100-3 – Farm Owner/Operator Application <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
SINP-200-2 – Personal/Business Net Worth Form <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2b – Federal Forms		
IMM 5475 – Authority to Release Personal Information to a Designated Individual (if applicable) <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 0008 – Generic Application form to Canada <ul style="list-style-type: none"> • Completed by the Principal Applicant IMM 0008 DEP – Additional Dependents/Declaration <ul style="list-style-type: none"> • Completed by the Principal Applicant if the Applicant has more than 5 dependents (whether they are accompanying or not). 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
IMM Schedule 4 - Economic Classes – Provincial Nominees <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
IMM Schedule 4A - Economic Classes – Provincial Nominees – Business Nominees <ul style="list-style-type: none"> • Completed by the Principal Applicant • Be sure to complete Section J as an appendix 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> • Completed by the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 2c – Code of Conduct		
SINP Code of Conduct for Representatives and Applicant Declaration Form <ul style="list-style-type: none"> • Completed by the Principal Applicant; and • Completed by the Representative 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2d – Birth Certificate		
Birth Certificates <ul style="list-style-type: none"> • For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2e – Passport		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> • For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2f – National Identity Card		
National Identity Card <ul style="list-style-type: none"> • For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2g – Marriage Certificate		
Marriage Certificate (if applicable); or IMM 5409 – Statutory Declaration of Common-Law Union <ul style="list-style-type: none"> • Completed by the Principal applicant (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2h – Divorce Certificate		
Divorce or death certificate	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2i – Education		
Diplomas, degrees, certificates, licenses etc. (if applicable) <ul style="list-style-type: none"> • For the Principal Applicant 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3 – Spouse / Common-Law Partner Information		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 3a – Federal Forms		
IMM 5669 - Schedule A: Background Declaration <ul style="list-style-type: none"> Completed by the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
IMM 5406 - Additional Family Information <ul style="list-style-type: none"> Completed by the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3b – Birth Certificate		
Birth Certificate <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3c – Passport		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3d – National Identity Card		
National Identity Card <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3e – Marriage Certificate		
Marriage Certificate (if applicable); or IMM 5409 – Statutory Declaration of Common-Law Union <ul style="list-style-type: none"> For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3f – Divorce Certificate		
Divorce or death certificate <ul style="list-style-type: none"> For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3g – Education		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Diplomas, degrees, certificates, licenses etc. (if applicable) <ul style="list-style-type: none"> For the spouse / common-law partner 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4 – Dependent Information		
Tab 4a – Birth Certificate		
Birth Certificates <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Adoption certificate (if applicable) <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Custody Agreement (if applicable) <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<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) <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4b – Passport		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4c – National Identity Card		
National Identity Card <ul style="list-style-type: none"> For dependent children if accompanying the applicant to Canada 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4d – Marital Status		
Proof of dependent children’s marital status if 16 years of age or over (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 4e – Education		
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"> • For dependent children if accompanying the applicant to Canada 	<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"/>
Tab 5 – Translator Affidavit		
Translator Affidavit(s)	<input type="checkbox"/>	<input type="checkbox"/>
Tab 6 – FEP and Supporting Documents		
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"> • Flight itinerary and boarding passes; • Summary of meetings including the itinerary of meetings and associated photographs or business cards for personal and business interactions; • Photos of the Principal Applicant’s trip; and • Email correspondence with any business contacts in Saskatchewan / Canada etc. 	<input type="checkbox"/>	<input type="checkbox"/>
Résumé <i>*Please refer to the Farm Program Guide for details of what must be included and a template</i>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 7 – Employment and Accumulation Documents <i>(For each farm/business, in chronological order from earliest documents to most recent – i.e., 2002-12)</i>		
Tab 7a – Required for All Applicants		
Labour contracts for the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax Returns for a 3-year period	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7b – Required for Applicants Who are Shareholders or Owners of a Private or Public Farm/Business Only		
Business registration license of each enterprise/farm (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Registration with the taxation authorities for each enterprise/farm	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of each enterprise/farm (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Proof of shareholding of enterprise(s)/farm(s) <ul style="list-style-type: none"> • One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years • Documents establishing a transfer of shares or changes to the list of shareholders (if applicable) 	<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"/>
Most recent 3 years of financial statements prepared by a chartered accountant of the enterprise(s)/farm(s) in which the Principal Applicant has a vested interest. Please include: <ul style="list-style-type: none"> • Income statement, balance sheet, and statement of profit and loss; and • A copy of the chartered accountant's valid license with their contact information with proof of membership to a professional accounting body. 	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of farming business, buildings, equipment and crops	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of sales and purchase contracts with suppliers, customers, and/or commission agents	<input type="checkbox"/>	<input type="checkbox"/>
Proof of shareholding of enterprise(s)/farm(s) <ul style="list-style-type: none"> • One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years 	<input type="checkbox"/>	<input type="checkbox"/>
Documents establishing a transfer of shares or changes to the list of shareholders (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
In the case of sole proprietorship <ul style="list-style-type: none"> • Business bank account statements for the most recent 12 month period of the business net value appraisal 	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7c – Additional Information		
Other documents to support the application	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A: China Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for all Applications from China		
Original certificate of work history issued by the Notary Public Office	<input type="checkbox"/>	<input type="checkbox"/>
For each reference letter submitted, include the original 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"/>
Required for Applicants who have Contractual (Chengbao) Business Agreements		
Contractual agreement to operate the business	<input type="checkbox"/>	<input type="checkbox"/>
Original 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"/>
Required for Applicants who are Shareholders and/or Business Owners		
Original 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"/>
Original 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, original 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"/>

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

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applicants who are Shareholders or Business Owners		
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"/>
Required for Applicants who are Business Managers		
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

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applicants who are Shareholders or Business Owners		
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

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applicants who are Shareholders or Business Owners		
Copy of the official license, registration or incorporation documents for the Principal Applicant's business by way of: <ul style="list-style-type: none"> • The announcement of the registration of the company published in the local gazette; and/or • The Guild Union License; and/or • Notice of change in the shareholders published by the local gazette. 	<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"/>
Required for Applicants who have Business Management Experience		
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)
Required for Applications from Vietnam		
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

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applications from Bangladesh		
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.