

Nomination Request – Required Documents

If you've fulfilled your *Business Performance Agreement*, you can submit an online request for nomination.

It's your responsibility to satisfy SINP that you've fulfilled your *Business Performance Agreement* and that you've actively managed your business for a minimum of six months. We must also be satisfied that you've been, and remain, a resident in Saskatchewan.

A Business Immigration Officer (BIO) will assess your request for nomination, and you'll be advised of the outcome. **An unannounced site visit to the business forms part of the BIO's assessment.**

In addition to the information you provide in your request for nomination, the following documents will need to be scanned and attached:

Personal/Settlement Documents for the Principal Applicant

Include:

- Passport: copies of all pages including pages containing photo and biographical data, entry records and signatures;
- A copy of your Temporary Work Permit (TWP), including the date issued and the expiry date;
- A copy of your Saskatchewan Health Card ;
- A copy of your Saskatchewan Driver's License; and
- Proof of your address in Saskatchewan. This can include copies of:
 - Utility bills in your name;
 - Lease agreements you have signed; and
 - Mortgage documents or a purchase agreement if you've purchased a house.

Business Documents

Proof of Investment

This may include:

- Proof of funds transfer to Canada. You must provide proof that you've transferred the amount specified in your Business Performance Agreement to a bank account in Saskatchewan. This can include:
 - The bank statement showing the withdrawal from your bank account in your home country and the bank statement showing the deposit into your bank account in Saskatchewan; or

- Your funds transfer showing the account money was withdrawn from and the account money was transferred to.
- Receipts for eligible business purchases. You may refer to Appendix B in your *Business Performance Agreement*. Include receipts for:
 - Land;
 - Buildings;
 - Equipment;
 - Software;
 - Licenses;
 - Franchise fees;
 - Leasehold improvements;
 - A pre-paid lease agreement;
 - Professional fees associated with the establishment of business (not with immigration); and
 - One vehicle (in accordance with Canadian Revenue Agency (CRA) guidelines for personal use vehicles in a business).
- Lease Contract for Business Premises (if applicable); and
- Title Deed for Business Premises (if applicable).

Proof of Job Creation and/or Maintenance

This may include:

- Payroll documents, Canada Revenue Agency payroll remittances, cancelled cheques, payroll ledgers; and
- Wages and benefits paid from financial statements of the Business.

Proof of Business Ownership

This may include:

- Sale and Purchase Agreement (if applicable);
- Article of Incorporation (if applicable);
- Partnership Agreement (if applicable);
- Shareholder's Agreement (if applicable);
- Shareholder Registry (if applicable);
- Signed Purchase Agreement and Share Transfers (if applicable); and
- Signed Franchise Agreement (if applicable).

Proof of Business Operation

This may include:

- A business License;
- Permit (from City or Town where business is located);

- Trade licenses and other business specific licenses;
- Photos of business premises (exterior and interior);
- Financial statements, including balance sheets and profit and loss for previous complete fiscal year end and interim accounts; and
- Tax Registration.

Proof of Business Management

This may include:

- Cancelled Business Cheques;
- Contracts with suppliers; and
- Contracts with customers.