

Manitoba Provincial Nominee Program

Entrepreneur Pathway Instructions and Document Checklist

May 2018



Instructions

Please read these instructions carefully and follow the **Form and Document Checklist** in order to comply with the documentation requirements of the Manitoba Provincial Nominee Program (MPNP, or the Program). Non-disclosure or omission of relevant facts in the application will result in a refusal of your application.

- Unless original documents are requested, submit photocopies or notarized photocopies of all applicable supporting documents.
- Include translations of any documents in languages other than English or French. Translations must be certified and/or notarized.
- In the 'Remarks' column of the **Form and Document Checklist**, you must record S for Submitted, NS for Not Submitted and NA for Not Applicable/Available. You may instead use the drop-down boxes to select Submitted, Not Submitted, or Not Applicable/Available if you complete this checklist electronically.
- Please note that in addition to commonly listed documents, the MPNP requires some specific documents from specific countries. Please provide these documents to the MPNP if this is applicable to you.
- For all documents issued by a third party in support of your credentials, you must provide the contact information such as mailing address, telephone, fax numbers and e-mail address of the person/organization certifying your credentials.
- Use the **Form and Document Checklist** to verify that you have all the required documents. All forms should be submitted by email to Supporting documents should be mailed to the MPNP office, including your LAA.
- In case you are unable to submit any of the documents listed in the **Form and Document Checklist**, please submit an explanation and/or alternative documents. You may also submit any additional documents (not listed in this **Form and Document Checklist**) if you think it will help you to establish your credential to qualify for the MPNP.
- You should keep a copy of your complete application along with documentation for your future reference.

Non-compliance

Your MPNP application will be closed for non-compliance of Program requirements and your application fee of CAD\$2,500 will not be refunded if:

- your application is not accompanied by the required documents and forms;
- the enclosed documents are not legible; or
- you have not submitted the documents and forms within 120 days of the date your Letter of Advice to Apply (LAA) was issued.

Form and Document Submission

Send electronic forms by email to:

MPNP-BusinessStream@gov.mb.ca

Note: Send a maximum of 5MB per email. Emails larger than 5MB may not be received.

Send documents by mail to:

Manitoba Provincial Nominee Program
7th Floor, 213 Notre Dame Avenue
Winnipeg, Manitoba, Canada R3B 1N3

Form and Document Checklist

Part I - MPNP Application Forms and Documents

If you receive a **Letter of Advice to Apply** to the MPNP Entrepreneur Pathway, submit these forms by email to: MPNP-BusinessStream@gov.mb.ca

| Item No. | Details | Remarks |
|-----------|--|---------|
| 1. | Application Forms | |
| A | Manitoba Provincial Nominee Program Fee Payment Form <ul style="list-style-type: none"> Completed and signed by the Principal Applicant | |
| B | Manitoba Provincial Nominee Program Generic Application Form – Business <ul style="list-style-type: none"> Completed by the principal applicant ONLY. <p>Ensure that:</p> <ul style="list-style-type: none"> appropriate questions are answered in full; and the form is signed by the principal applicant (electronic signature is acceptable) <p>Note: Attach additional pages where necessary.</p> | |
| C | Manitoba Information Release Form <ul style="list-style-type: none"> Completed and signed by the principal applicant and applicant's spouse. | |
| D | Manitoba Consent to Indirect Collection and Disclosure of Personal Information <ul style="list-style-type: none"> Completed and signed by the principal applicant and applicant's spouse. | |
| E | Manitoba Code of Conduct for Immigration Representatives Who Represent Applicants to MPNP <ul style="list-style-type: none"> Completed by the principal applicant and his or her representative. | |
| 2. | Proof of Exploratory Visit to Manitoba | |
| | If you have conducted a visit to Manitoba, submit these documents: | |
| A | A complete Trip Activity Log – Provide an overlook of your daily activities during your stay in Manitoba. Please do not send us pictures and brochures. | |
| B | An itinerary of your visit including copies of air ticket and boarding passes for all the inward and outward flights to/within Canada | |
| C | Proof of stay in Manitoba | |

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| 3. | Business Plan | |
| A | Submit a complete Business Plan. Download the guidelines regarding information required in your Business Plan at www.immigratemanitoba.com/immigrate-to-manitoba/mpnp-for-business/enp/ | |
| 4. | MPNP Letter of Advice to Apply (LAA) | |
| A | Submit your original MPNP LAA | |

Part II - Government of Canada Forms

If you receive a **Letter of Advice to Apply** to the MPNP Entrepreneur Pathway, submit these forms by email to: MPNP-BusinessStream@gov.mb.ca.

Additional Instructions:

- **Schedule 4A** – Economic Classes – Provincial Nominee - Business Nominees Form has several sections to list your assets and liabilities. Section A, B, C, E, F, and G are for the disclosure of the principal applicant’s **personal assets** and liabilities. **Do not include business assets** in these sections. Business assets must be listed in Section D of this form. The MPNP will only consider the current book value of the business shown in the audited financial statements in the calculation of your total personal net worth. You must disclose all assets and liabilities owned by you, your spouse and your dependent children in this form, **with the exception of personal effects such as jewellery, antiques, paintings, carpets, furniture and automobiles.**
- **Important: Section J of Schedule 4A** – Economic Classes – Provincial Nominee - Business Nominees Form: Section J of this form advises an applicant to submit a narrative document. This narrative document should describe all income earning activities and events of your family. Please provide occupational history and indicate the total net income that you and your spouse have received and the business and family investments and loans that you made during a given period. Please provide details for the last **twelve years**. Sign and include this narrative document with Schedule 4A form. Please refer to Sources of Funds section for further information.
- If your spouse is a contributor to your family income and net worth, he or she must fill out his or her own narrative document.

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| 5. | <p>You can access all the above listed forms at Immigration, Refugee and Citizenship Canada website web site: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-package-provincial-nominees.html</p> | |
| IMM 0008 | <p>Generic Application Form for Canada</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008enu_2d.pdf | |
| IMM 0008DEP | <p>Additional Dependants/Declaration</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008depenu.pdf | |
| IMM 5669 | <p>Schedule A - Background/Declaration</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5669e.pdf | |
| IMM 5406 | <p>Additional Family Information</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5406e.pdf | |
| IMM 0008_4 | <p>Schedule 4: Economic Classes: Provincial Nominees</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008_4e.pdf | |
| IMM 0008_4A | <p>Schedule 4A: Economic Classes: Provincial Nominees - Business Nominees</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm0008_4ae.pdf • Please note that applicants must submit a narrative document bearing their signature and describing how their present financial resources, both family and business, were accumulated. Please see Section J of Schedule 4A for more details | |
| IMM 5562 | <p>Supplementary Information – Your Travels</p> <ul style="list-style-type: none"> • https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5562e.pdf | |

Part III – Other Required Documents

All required documents should be mailed to:

Manitoba Provincial Nominee Program
7th Floor, 213 Notre Dame Avenue
Winnipeg, Manitoba, Canada R3B 1N3

| Item No. | Details | Remarks |
|---|---|---------|
| 6. Identity / Marriage Information | | |
| Submit photocopies of: | | |
| A | All appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse; | |
| B | National Identity Card/Certificate or Cedula (where applicable). | |
| 7. Children's Information | | |
| Submit photocopies of: | | |
| A | <ul style="list-style-type: none"> Each child's birth certificate (which includes the names of his/her parents) Adoption papers Proof of custody for children under the age of 19 | |
| B | If your child/children resided and/or studied in Manitoba, please include: <ul style="list-style-type: none"> Proof of school registration and Manitoba residence, attendance reports, study permit and guardianship documents, if applicable. | |
| 8. Passport / Travel Documents | | |
| IMPORTANT: Do not send original passports. | | |
| A | Submit photocopies of Passports that are valid for at least one year for yourself, your spouse and dependent children. Note: Children must each have their own Passport, separate from their parents. <ul style="list-style-type: none"> Submit photocopies of all pages of Passport Submit a photocopy of your visa for the country in which you currently reside (if you reside in a different country than your nationality) Note: Nationals of the People's Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada. | |

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| 9. | Education and Language Proficiency Information | |
| | Submit photocopies of: | |
| A | Degrees, diplomas or certificates and transcripts | |
| B | Study permit and degrees, diplomas or certificates from Canadian educational institution for the principal applicant and spouse, if applicable | |
| C | Language Proficiency Test Results for both the principal applicant and/or spouse, if applicable. More information about language tests can be found at www.immigratemanitoba.com/immigrate-to-manitoba/general-mpnp-policies/language-proficiency/ | |
| 10. | Proof of Connection to Manitoba and Canada | |
| | If you have close relatives in Manitoba, submit photocopies of: | |
| A | Documents showing relationship such as birth or marriage certificates of the close relative in Canada (showing the names of common parents). | |
| B | Provide the following for your close relatives in Canada (if applicable): <ul style="list-style-type: none"> i. Canadian Passports ii. Permanent Residence Card iii. Health Card | |
| | If you or your spouse have travelled, studied and/or worked in Manitoba in the past, submit photocopies of: | |
| C | Visitor, study and/or work permits issued to you or spouse and any other relevant information about your past stays in Manitoba | |
| D | Letter of reference from employer in Manitoba, if applicable, for applicant or spouse. | |
| E | T4 or Notice of Assessment from CRA if applicable | |
| 11. | Documents Pertaining to Previous Immigration Applications | |
| | Submit photocopies of: | |
| A | Decision letters regarding the outcome of past applications (approval, refusal, withdrawal) | |
| 12. | Employment Information | |
| | (applicable for all past or present employment including senior management experience) | |
| | Submit photocopies of: | |
| A | Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications. | |
| | Submit Notarized photocopies of: | |
| B | Labour / Employment contracts, if applicable. | |

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| C | Organizational chart for the enterprise(s) the principal applicant has worked with, indicating his/her place on the chart and the number of employees in each enterprise. | |
| Submit Originals of: | | |
| D | <p>Letters of reference detailing past or present work experience.</p> <p>Letters of reference must be on official letterhead with company seal affixed on it and signed by an authorized representative of the company, who is identified by name, title, mailing address, e-mail address, telephone, and fax numbers.</p> <p>Each letter should indicate:</p> <ul style="list-style-type: none"> • specific period of your employment with the company; • position(s) you held, and time spent in each position; • your main responsibilities in each position; and • total annual salary including disbursements, bonus and commission during your employment. | |
| For Iran residents only: | | |
| Submit Notarized photocopies of: | | |
| E | Lists of employees declared for social insurance purposes, including the principal applicant's name for the last two years. | |
| 13. Documents Supporting Business Ownership Experience (applicable for all past or present business experiences) | | |
| Submit photocopies of: | | |
| A | Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications. | |
| Submit Notarized photocopies of: | | |
| B | Business licenses or business registration certificates. | |
| C | Articles of Association, Incorporation or Memorandum, if applicable. | |
| D | Registration with taxation authorities. | |
| For Iran residents only: | | |
| In addition to the commonly listed documents, Submit Notarized photocopies of: | | |
| E | Letter of confirmation from Guild Union and Guild Union License. | |
| F | Official notice in the Gazette announcing the registration of the business or change in share holding of the business. | |

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| 14. | Personal Net Worth Statement Or Financial Information | |
| A | Submit a complete report issued by one of Manitoba’s designated third-party verifiers. More information about designated third parties can be found at www.immigratemanitoba.com/immigrate-to-manitoba/mpnp-for-business/ | |
| | Submit Notarized photocopies of: | |
| B | Personal income tax certificates/returns of applicant and spouse for the last three years. | |
| C | Personal credit report for applicant and spouse, if applicable, issued by credit agency of your country. | |