

Manitoba Provincial Nominee Program

# Entrepreneur Pathway Instructions and Document Checklist

August 2019



## Instructions

This Document Checklist is for candidates who have received a **Letter of Advice to Apply (LAA)** from the Manitoba Provincial Nominee Program (MPNP). Please read these instructions carefully and follow the **Document Checklist** in order to comply with the document requirements of the MPNP. Non-disclosure or omission of relevant facts in the application will result in a refusal.

All forms and supporting documents must be submitted **BY MAIL** or in person to:

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

## Document requirements

- Use the drop-down box in the 'Remarks' column of the **Document Checklist** to enter S for Submitted, NS for Not Submitted or NA for Not Applicable/Available if you complete this checklist electronically.
- Arrange your documents in the order of the **Document Checklist**.
- Please note that in addition to commonly listed documents, the MPNP may require specific documents from specific countries. Provide these documents to the MPNP if this is applicable to you.
- In case you are unable to submit any of the documents listed in the **Documents Checklist**, please submit an explanation and/or alternative documents.
- For all documents issued by a third party in support of your credentials, you must provide their contact information, such as mailing address, telephone, fax numbers and e-mail address of the person/organization certifying your credentials.
- Declarations made by the applicant, family members or friends will not be considered sufficient supporting documentation on their own by MPNP.
- Include translations of any documents in languages other than English or French. Translations must be certified
- You should keep a copy of your complete application along with documentation for your future reference.

**Non-compliance**

Your MPNP application may 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.

## Documents Checklist

### Part I

Item No.	Details	Remarks
<b>1.</b>	<p><b>MPNP Letter of Advice to Apply (LAA)</b></p> <ul style="list-style-type: none"> <li>• Submit a printed copy of the LAA email</li> <li>• The LAA must be valid when the Application is received by the MPNP</li> </ul>	
<b>2.</b>	<p><b>Manitoba Provincial Nominee Program Fee Payment Form</b></p> <ul style="list-style-type: none"> <li>• Completed and signed by the Principal Applicant</li> <li>• Accompanied by proof of the wire transfer payment, i.e. wire transfer receipt issued by the financial institution</li> </ul> <p>Note: Please ensure that your financial institution put your name in proper field so the wire transfer can be identified when received</p>	
<b>3.</b>	<p><b>Personal Net Worth and Source of Fund Verification Report</b></p> <p>Submit a complete report issued by one of Manitoba’s designated third-party verifiers. More information about designated third parties can be found at <a href="http://www.immigratemanitoba.com/immigrate-to-manitoba/mpnp-for-business/">www.immigratemanitoba.com/immigrate-to-manitoba/mpnp-for-business/</a></p> <ul style="list-style-type: none"> <li>• Applicants must follow the 3<sup>rd</sup> party verifier’s documents checklist and provide sufficient documentation to the verifier in a timely manner. The 3<sup>rd</sup> party verifier will require 45-60 days to deliver a report once complete documentation has been received.</li> </ul>	

## Part II – MPNP and Government of Canada Forms

Item No.	Details	Remarks
<b>4.</b>	<b>Manitoba Provincial Nominee Program Forms</b>	
A	<p>Manitoba Provincial Nominee Program Generic Application Form – Business</p> <ul style="list-style-type: none"> <li>Completed by the principal applicant ONLY.</li> </ul> <p>Ensure that:</p> <ul style="list-style-type: none"> <li>appropriate questions are answered in full; and</li> <li>the form is signed by the principal applicant (electronic signature is acceptable)</li> </ul> <p>Note: Attach additional pages where necessary.</p>	
B	<p>Manitoba Information Release Form</p> <ul style="list-style-type: none"> <li>Completed and signed by the principal applicant and applicant's spouse.</li> </ul>	
C	<p>Manitoba Consent to Indirect Collection and Disclosure of Personal Information</p> <ul style="list-style-type: none"> <li>Completed and signed by the principal applicant and applicant's spouse.</li> </ul>	
D	<p>Manitoba Code of Conduct for Immigration Representatives Who Represent Applicants to MPNP</p> <ul style="list-style-type: none"> <li>Completed by the principal applicant and his or her representative.</li> </ul>	
<b>5.</b>	<b>Government of Canada Forms</b>	
	You required to submit following federal immigration forms with your MPNP Business Investor Stream application.	
IMM 0008	Generic Application Form for Canada	
IMM 0008DEP	Additional Dependents/Declaration (if applicable)	
IMM 5669	Schedule A - Background/Declaration (applicable for applicant, spouse and dependent child aged 18 years or older)	

Item No.	Details	Remarks
IMM 5406	Additional Family Information (applicable for applicant, spouse and dependent child aged 18 years or older)	
IMM 0008_4	Schedule 4: Economic Classes: Provincial Nominees	
IMM 0008_4A	<p>Schedule 4A: Economic Classes: Provincial Nominees - Business Nominees</p> <p>Please note that applicants must submit a narrative document bearing their signature and describing how their present net worth was accumulated. 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. All investments and loans must be included for the given period. 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.</p> <ul style="list-style-type: none"> <li> <b>Schedule 4A – Economic Classes – Provincial Nominee - Business Nominees Form</b> 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 <b>personal assets</b> and liabilities. <b>Do not include business assets</b> 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, <b>with the exception of personal effects such as jewelry, antiques, paintings, carpets, furniture and automobiles.</b> Please see <b>Section J of Schedule 4A</b> for more details </li> </ul>	
IMM 5562	Supplementary Information – Your Travels	

## Part III – Supporting Documents

Item No.	Details	Remarks
<b>6.</b>	<b>Proof of Research Visit to Manitoba</b>	
	If you have conducted a visit to Manitoba, submit these documents:	
A	A complete Trip Activity Log – Provide details 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	
<b>7.</b>	<b>Business Plan</b>	
A	Submit a complete Business Plan. Guidelines regarding information required in your Business Plan are available at <a href="https://immigratemanitoba.com/wp-content/uploads/2022/05/bis-enp-bp-guidelines-052022.pdf">https://immigratemanitoba.com/wp-content/uploads/2022/05/bis-enp-bp-guidelines-052022.pdf</a>	
<b>8.</b>	<b>Identity / Marriage Information</b>	
	Submit <b>photocopies</b> of:	
A	All appropriate birth, marriage, divorce, proof of separation/divorce for yourself and your spouse;	
B	National Identity Card/Certificate (where applicable).	
<b>9.</b>	<b>Children’s Information</b>	
	Submit photocopies of:	
A	<ul style="list-style-type: none"> <li>Each child’s birth certificate (which includes the names of his/her parents)</li> <li>Adoption papers</li> <li>Proof of custody for children under the age of 19</li> </ul>	
B	If your child/children resided and/or studied in Manitoba, please include: <ul style="list-style-type: none"> <li>Proof of school registration and Manitoba residence, attendance reports, study permit and guardianship documents, if applicable.</li> </ul>	

Item No.	Details	Remarks
<b>10.</b>	<b>Passport / Travel Documents</b>	
	<p><b>IMPORTANT: Do not send original passports.</b></p> <p>A Submit <b>photocopies</b> of passports (current and old) for yourself, your spouse and dependent children.</p> <p><b>Note:</b> Children must each have their own Passport, separate from their parents.</p> <ul style="list-style-type: none"> <li>• Submit photocopies of all pages of Passport</li> <li>• Submit a photocopy of your travel document for the country in which you currently reside (if the travel document is a separate attachment to the passport)</li> <li>• <b>Note:</b> Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</li> </ul>	
<b>11.</b>	<b>Education and Language Proficiency Information</b>	
	Submit photocopies of:	
A	Degrees, diplomas or certificates and transcripts	
B	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 <a href="http://www.immigratemanitoba.com/immigrate-to-manitoba/general-mpnp-policies/language-proficiency/">www.immigratemanitoba.com/immigrate-to-manitoba/general-mpnp-policies/language-proficiency/</a>	
<b>12.</b>	<b>Proof of Connection to Manitoba and Canada</b>	
	If you have close relatives in Manitoba, submit <b>photocopies</b> 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"> <li>i. Canadian Passports</li> <li>ii. Permanent Residence Card</li> <li>iii. Health Card</li> </ul>	
	If you or your spouse have travelled, studied and/or worked in Manitoba in the past, submit <b>photocopies</b> of:	
C	Visitor, study and/or work permits issued to you or spouse and any other relevant information about your past stays in Manitoba	



Item No.	Details	Remarks
D	Letter of reference from employer in Manitoba, if applicable, for applicant or spouse.	
E	T4 or Notice of Assessment from CRA if applicable	
<b>13. Documents Pertaining to Previous Immigration Applications</b>		
Submit <b>photocopies</b> of:		
A	Decision letters regarding the outcome of past applications (approval, refusal, withdrawal)	
<b>14. Employment Information</b> (applicable for all past or present employment for you and your spouse)		
Submit <b>photocopies</b> of:		
A	Curriculum vitae (or resume); summarizing the business experience, work experience and educational qualifications.	
Submit <b>photocopies</b> of:		
B	Labour / Employment contracts, if applicable.	
C	Organizational chart of the enterprise(s) where you have worked, identifying your position on the chart and the number of employees in the enterprise.	
Submit <b>Originals</b> 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"> <li>• specific period of your employment with the company;</li> <li>• position(s) you held, and time spent in each position;</li> <li>• your main responsibilities in each position; and</li> <li>• total annual salary including disbursements, bonus and commission during your employment.</li> </ul>	
For Iran residents only:		
Submit <b>Notarized photocopies</b> of:		
E	Lists of employees declared for social insurance purposes, indicating the principal applicant's name for the last two years.	

Item No.	Details	Remarks
For Ukraine and Russia residents only: Submit <b>Notarized photocopies</b> of:		
F	All pages of the principal applicant and spouse's Work Book.	
<b>15. Documents Supporting Business Ownership Experience</b> (applicable for all past or present business experiences)		
Submit <b>photocopies</b> of:		
A	Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications.	
Submit <b>Notarized photocopies</b> of:		
B	Business licenses or business registration certificates.	
C	Articles of Association, Incorporation or Memorandum, if applicable.	
D	Registration with taxation authorities and business tax returns of the last three years.	
For Iran residents only:		
<b>In addition to</b> the commonly listed documents, Submit <b>Notarized photocopies</b> 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.	
<b>16. Personal Net Worth or Financial Information</b>		
Submit <b>Notarized photocopies</b> of:		
A	Personal income tax certificates/returns of applicant and spouse for the last three years.	
B	Personal credit report for applicant and spouse, if applicable, issued by credit agency of your country.	