

Manitoba Provincial Nominee Program for Business

APPLICATION KIT

This Application Kit outlines the requirements for the Manitoba Provincial Nominee Program for Business. All of the necessary forms, along with instructions for completing the forms, are included. Please review carefully prior to applying to determine if you qualify to be considered for the program and to ensure that all necessary documents are submitted.

IMPORTANT

There are a limited number of provincial nominee certificates allocated from the Government of Canada to the Province of Manitoba per year. Given this limitation, Manitoba will select the applicants who best meet the qualifications and objectives of the program. If we are unable to nominate you, you may be encouraged to apply directly to Canada's Business Immigration Program for entrepreneurs, investors and self-employed, with Manitoba as your destination. Decisions on applications are final. There is no appeal process. However, this does not preclude applicants from applying again at a later date or to other provincial or federal programs.



**Competitiveness,
Training and Trade**



**Labour and
Immigration**

For more information, please contact the:

Business Immigration and Investment Branch

6th floor - 259 Portage Avenue
Winnipeg, Manitoba, Canada R3B 3P4

Telephone: (Canada 001) 204-945-1872
Fax: (Canada 001) 204-948-2179
Email: immigratemanitoba@gov.mb.ca
Website: www.immigratemanitoba.com
www.manitoba-canada.com/pnp-b

Table of Contents

	Page
Introduction	4
Important Terms	5-6
The Application Process.....	7-8
Frequently Asked Questions.....	9 - 11
Instructions for Completing the Forms	12 -18
Guidelines for Preparation of Business Proposals	19 - 20
Document Checklist	21 -24
Document Checklist Tags	25 - 26

INSERTS:

- Immigrant Application Form (IMM 0008 Generic; Schedule 1, Schedule 4, IMM 5476)
- Additional Family Information Form (IMM 5406)
- Manitoba Business Supplementary Form (MBSUP)
- Manitoba Information Release Form (MREL)
- Release of Information for Evaluation of Provincial Nominee Program Form (MEVA)
- Declaration of Intent to Reside in Manitoba

Introduction

The Manitoba Provincial Nominee Program (MPNP) is an immigration program. It allows the Government of Manitoba to recruit and assess immigrants who are best suited to contribute to the province's economy and who intend to live and work in Manitoba. The MPNP seeks out potential immigrants who are good candidates for Manitoba but who otherwise may not qualify under Canada's immigration criteria. An applicant nominated by Manitoba should receive favourable and prompt consideration from Citizenship and Immigration Canada as long as they comply with medical and statutory requirements, submitted bona fide documents, or are not proven to have intentions of going to a destination other than Manitoba.

There are two categories of immigrants under the Provincial Nominee Program. One is skilled workers and the other is business immigrants. This application kit has information and forms for business immigrants. Business people who intend to reside in Manitoba and who propose to establish or purchase businesses in Manitoba may apply provided they meet the following requirements:

- Have a minimum of 3 years business experience or management background;
- Are willing to commit adequate funds for a business venture (minimum \$150,000 CDN);
- Have a minimum personal net worth of \$250,000 CDN (Canadian dollars);
- Have conducted a comprehensive exploratory visit to Manitoba prior to submitting the PNP-B application. During your exploratory visit, **an interview with the Business Immigration and Investment Branch is required**. Details regarding the exploratory visit are found in this kit.
- Are able to provide documented assessment of business opportunities in Manitoba and general knowledge of the province;
- Able to provide an outline of their business proposal which can be assessed; and
- If Nominated, will be able to deposit \$75,000 CDN with the Province until their business has been established.

If Nominated You will be Instructed to:

- Sign a deposit agreement (contract) and make a deposit of \$75,000 CDN into a bank account in Manitoba.
- Forward the original Federal Immigration Forms, processing and Right of Permanent Residency fees to the Business Immigration and Investment Branch.
- The Manitoba Department of Labour and Immigration will then forward the package to the appropriate Canadian Visa Office.

Citizenship and Immigration Canada (CIC) reviews the file, conducts a Security and a Health check, and may request an interview. CIC retains final authority in issuing the Permanent Resident Visa.

Important Terms

Before you review the Application Kit, please refer to the definitions below:

Accompanying Dependents – a spouse, common-law partner or conjugal partner or dependent child (see below for definition of dependent children) of the principal applicant who intends to immigrate to Manitoba with the principal applicant. Accompanying adult dependents may be issued a MPNP Certificate of Nomination if the principal applicant (parent) is approved as a provincial nominee and if the adult dependent:

- is between the ages of 22 – 25;
- has never been married or is not in a common-law relationship;
- is living with the principal applicant (parent) at the time the application is made; and
- will be travelling to Manitoba at the same time as the principal applicant.

Balance Sheet – a listing of the assets available to conduct business operations, the liabilities against those assets, and an indication of the scope of operations.

Business Immigrant (for Manitoba) – a person who has the intention, relevant business experience, and ability to establish, purchase or make a substantial investment in a business in Manitoba that will contribute significantly to the provincial economy and job creation. The business immigrant must also intend to live in Manitoba and have the ability to provide active and ongoing participation in the management of the business.

Canadian Visa Office – Citizenship & Immigration Canada immigration office outside Canada, located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.

Cash-Flow Statement (also known as Statement of Changes in Financial Position) – a Cash Flow Statement traces the flow of funds (or working capital) into and out of a business during an accounting period. It can be used to assess the timing, amount and predictability of future cash flows and it can be used as the basis for budgeting. There are three sections to a Cash Flow Statement: operating activities; investing activities; and financing activities. Cash flow is not the same as net income.

Dependent Children – children who are under 22 years of age and unmarried on the date the application arrives at the **Canadian** visa office, or children of any age or marital status who are financially dependent on their parents for ONE of the following reasons:

- they are in school full-time and are financially dependent on their parents since reaching the age of 22 (or from the date of their marriage, if married before 22). Students who interrupt their full-time studies are still considered dependents, as long as they are not away from their program of study for more than one year and continue to be financially dependent on their parents during that time; or
- they cannot support themselves due to a physical or mental disability, and are financially dependent on their parents.

Deposit – a deposit will be made with the Government of Manitoba. This deposit will be held until the agreed investment has been made. Terms governing release of the deposit are found in the Deposit Agreement. **Note: No interest will be paid on the deposit. No deposit is required until after the application has been assessed and approved.**

Deposit Agreement – the agreement entered into between the immigrant and the Province of Manitoba governing the terms and conditions under which the Deposit will be held and subsequently released.

Equity Investment (Capital cash outlay) – the amount of money, in Canadian Dollars, which will be invested into a business being established in Manitoba. This investment can take the form of Share Capital (Common or Ordinary Shares, Preferred Shares, or Subordinated Shareholder Loans). There will be no other claims on this money, except that of the Immigrant Entrepreneur.

Exploratory Visit – a visit that gives the prospective business immigrant an opportunity to acquire first-hand knowledge about living and doing business in Manitoba. The visit may include market analysis/research, in-person meetings with industries and government departments or agencies, industry tours, and other important considerations in establishing or buying an existing business. (You may need a visitor visa to travel to Canada/Manitoba for an exploratory visit). Refer to “Guide to Making an Exploratory Visit”. During your visit you **must attend** an interview with the Manitoba Business Immigration and Investment Branch.

Financial Statements – documentation including balance sheets, income statements and cash flow statements that are audited or reviewed by independent accredited accountants. See individual definitions in this section for details on each of these items.

Income Statement – an indicator of a company’s financial performance, which measures sales or revenues and expenses over a specified time period, usually one year.

Manitoba Provincial Nominee - Business – a person who has been nominated in accordance with Manitoba’s criteria for business immigrants. This person will be assisted in applying for a permanent resident visa through a designated Canadian visa office under the immigration category of Provincial Nominee.

Net Income – the amount of money a business has made over a specified period of time (usually one year). This is generally calculated as revenue less expenses and income (corporation) tax. It is calculated before dividends to shareholders or drawings to proprietors or partners.

Nominate – term used by the Province of Manitoba to select individuals for the Manitoba Provincial Nominee Program.

Permanent Resident – a person who is legally in Canada as a landed immigrant, but who is not yet eligible to apply for or has not yet been granted Canadian citizenship.

Personal Net Worth – an indication of the financial background and strength of the principal applicant and spouse, which is calculated as the difference of assets (things *owned*) minus liabilities (things *owed*). It does not include value of personal items such as jewelry, furniture, appliances, etc.

Principal Applicant – the person (you or your spouse) who has a better chance of meeting the selection criteria for the Manitoba Provincial Nominee Program for Business as an entrepreneur.

The Application Process

IMPORTANT:

**IF YOU HAVE NOT CONDUCTED AN EXPLORATORY VISIT,
BEFORE SUBMITTING YOUR APPLICATION CONTACT THE:**

MANITOBA BUSINESS IMMIGRATION AND INVESTMENT BRANCH

(Email: pnp-b@gov.mb.ca; tel. (Canada 001) 204-945-1872; fax (204) 948-2179).

To Apply For The Program, You Must:

1. Complete the enclosed forms. **Before you start, carefully read the detailed instructions for completing the forms. Make a photocopy of the forms for each person who will be completing them.**
 - Application for Permanent Residence in Canada – IMM 0008 (Generic); Schedule 1 and Schedule 4
 - Additional Family Information Form – IMM 5406
 - Authority to Release Information to Designated Individuals – IMM 5476
 - Manitoba Business Supplementary Form – MBSUP
 - Information Release Form – MREL
 - Release of Information for Evaluation of Provincial Nominee Program–MEVA
2. Collect all documents, as explained in detail in the Document Checklist. It is your responsibility to submit all supporting documents. If documents are missing, not translated or unclear, your application may be returned and not assessed. Translated documents must be notarized.
3. Review and organize your completed forms and supporting documents in the same order as the Document Checklist to ensure you have a complete application package.
4. **PHOTOCOPY** all your completed forms and supporting documents and attach the labels from the Document Checklist Tag Sheet. **KEEP THE ORIGINALS OF YOUR FORMS AND DOCUMENTS. IF NOMINATED, YOU WILL NEED THEM LATER IN THE APPLICATION PROCESS.**
5. Submit the photocopy of your completed application package. **(DO NOT FAX APPLICATION PACKAGE.)**
6. **MAIL TO:**
Business Immigration and Investment Branch
Manitoba Competitiveness, Training and Trade
6th floor - 259 Portage Avenue
Winnipeg, Manitoba, R3B 3P4 CANADA
7. Your application will be reviewed, and you will be contacted by letter, fax or electronic mail (e-mail) with the results. Further clarification and/or documentation may be requested.

8. Decisions on applications are final. There is no appeal process. However, this does not preclude applicants from applying again at a later date or from applying to other provincial or federal programs.
9. If you are accepted for the Manitoba Provincial Nominee Program for Business, you will be given a letter with further instructions on **depositing your \$75,000 CDN** and on forwarding any other necessary documentation to the province.
10. Upon receiving all required documents and federal fees, Manitoba Department of Labour and Immigration will forward your entire application to the appropriate Canadian Visa office.

Further instructions will be sent directly to you from the Canadian Visa Office regarding medical examinations.

The Canadian Visa Office may require additional documentation at this time. In some cases, you may be required to attend an interview.

The Province of Manitoba may withdraw a Certificate of Nomination at any time prior to the issuance of the Permanent Resident Visa if the Provincial Nominee or any accompanying dependent is deemed inadmissible as a result of medical, criminal or security checks, or the Province of Manitoba is advised that information provided in the application is false or misleading.

If and when all requirements are satisfactorily met, Citizenship and Immigration Canada will issue permanent residence visas for you and your dependents. Upon arrival in Manitoba, contact the Business Immigration and Investment Branch for support in establishing your business. Once the business has been established, you may request the release of the \$75,000 deposit.

At any time during this process you are encouraged to contact our offices for further information or clarification.

Frequently Asked Questions

Q. What is the Manitoba Provincial Nominee Program for Business?

A. The Manitoba Provincial Nominee Program for Business is a component of an existing immigration program that was created through an agreement between the Government of Canada and the Province of Manitoba. The purpose of this program is to attract exceptional business persons who are able and willing to make a capital contribution and be active in a new or existing business in the Province of Manitoba.

Q. How much money must I have to qualify as a business immigrant?

A. Business immigrants are required to have a legally earned or obtained net worth of at least \$250,000 (CDN) and be willing and able to make a capital contribution of at least \$150,000 into a business venture in which they will be actively involved.

Q. Must I make an exploratory visit to Manitoba before submitting my application?

A. Exploratory visits are **required**. This visit will allow you to identify and assess potential business opportunities as well as experience Manitoba's quality of life. For more information on exploratory visits, contact the Business Immigration and Investment Branch at pn-p-b@gov.mb.ca; phone (Canada 001) 204-945-1872; or fax (204) 948-2980.

Q. I have never owned a business. Does this affect my chances of qualifying?

A. While the experience of owning a successful business improves your chances of being selected, it is not essential. You must, however, be able to prove significant general business and management experience. This may include financial, marketing or operations/production management experience, or expertise in the field specific to the intended business.

Q. Do I need to hire a lawyer, consultant, or representative to help me complete or advise me on my application?

A. It is not necessary to hire a lawyer, consultant or representative to assist you with your application. In some cases (for example, if you have difficulty understanding the forms) you may wish to hire someone to help you fill out the forms or give advice. However, if you hire someone, your application will not receive special attention, or be handled differently from other applications.

Q. What kind of businesses will help me to become nominated?

A. Due to the limited number of nomination certificates, applicants will be assessed, first on meeting the minimum requirements, and second, on the economic benefit they intend to bring to Manitoba. Although not an exhaustive list, value-added businesses which provide meaningful and lasting employment in Manitoba, such as:

- Manufacturing
- Food processing
- ICT (Information, Communications and Technology)
- Primary Production (example: mining, fishing and farming)
- Life Sciences (example: pharmaceuticals and biotechnology); and
- Energy

are desired. Some communities in Manitoba outside the City of Winnipeg are in need of more basic services. Applicants that identify these needs and propose to meet them will be considered for nomination.

Q. What kind of businesses will not be considered?

A. Although the program offers flexibility in the types of businesses being considered, it is essential that the planned business be an operating entity. Passive investments such as loan companies, property rental and investment and leasing companies will not be considered.

Q. Are partnership or group applications permitted?

A. Only under certain circumstances. Please note that each individual must qualify for the Provincial Nominee Program for Business on their own merits. For more information, contact the Business Immigration and Investment Branch at *pnp-b@gov.mb.ca*; phone (Canada 001) 204-945-2466, or fax (204) 948-2179.

Q. Why is a \$75,000 Deposit required?

A. The **\$75,000 Deposit** is required of the successful provincial nominee business applicant to ensure that the level of investment, creation of employment opportunities and type of business activity are undertaken as planned in Manitoba.

Q. When do I deposit the \$75,000?

A. After you have been nominated, you will be given detailed instructions regarding the deposit of the \$75,000 to the Province of Manitoba.

Q. When is the \$75,000 Deposit released?

A.

- You have 2 years from the date of landing to fulfill the requirements of the Deposit Agreement. Once your investment has been verified in the business area you proposed, your \$75,000 deposit will be returned to you.
- Any changes to the Deposit Agreement **must be discussed and approved** by the Business Immigration and Investment Branch before proceeding with your business.

Q. If I am approved for the Manitoba Provincial Nominee Program for Business, what is my next step?

A. If you are approved as a Provincial Nominee, you will receive a letter from the Business Immigration and Investment Branch which will have detailed instructions about the deposit and the forwarding of Federal Immigration forms to the **Business Immigration and Investment Branch**.

Q. How long will it take for me to receive my immigration visa and what are the factors that may delay processing my application?

A. Based on current experiences with the program, applicants may receive their visas between 6 and 12 months after a complete application is received by the Business Immigration and Investment Branch office. There are several things that can delay processing of your application. These may include, but are not limited to: not having completed an exploratory visit; the need for an interview with the Canadian Embassy; incorrectly completed or unsigned application forms and/or cheques; missing documents; unclear photocopies; documents not accompanied by a certified English or French translation; failure to provide an accurate mailing address or change of address; verification of information and documents provided; a medical condition which may require additional tests or consultations; and a criminal or security problem.

Q. May I change my plans for my business venture after I arrive in Manitoba?

A. You may do so **only with the approval of the Province of Manitoba**. You will be required to contact the Business Immigration and Investment Branch for counseling and guidance as soon as you think you may have trouble fulfilling, and/or need to change, your business plans.

Q. What if I am unable to proceed with my business venture in Manitoba?

A. If the business plan or project does not go ahead, or another approved project involving comparable levels of investment and employment is not undertaken, the Province of Manitoba will be in a position to retain the \$75,000 deposit.

Q. What fees will I have to pay?

A. If you are nominated, you will be responsible for all federal immigration processing and the Right of Permanent Residency Fees. You will receive detailed instructions on payment of these fees after you are nominated. Do NOT include payment of any fees with your provincial nominee application package.

NOTE: DO NOT QUIT YOUR JOB OR SELL OR DISPOSE OF YOUR PERSONAL POSSESSIONS AND BUSINESS ASSETS UNTIL YOU HAVE OFFICIAL CONFIRMATION FROM CITIZENSHIP AND IMMIGRATION CANADA THAT YOU WILL RECEIVE A PERMANENT RESIDENT VISA.

How to Complete the Forms

The following text does not contain instructions for all the boxes on the forms. Most questions are clear; instructions are provided only when necessary. Note the following:

- Print clearly with a black pen or use a typewriter.
- Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.
- You must answer all questions. If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer “N/A” (“Not applicable”).
- If your application is accepted and information you provide on the forms changes before you arrive in Canada, you must inform, in writing, the visa office to which you applied. You must do this even if your visa has already been issued.

Application for Permanent Residence in Canada (IMM 0008 Generic)

To be completed by:

- You, as the principal applicant.

At the top of this form, you will find three boxes:

Box 1: Category under which you are applying ...

Check the “Economic class” box.

Box 2: How many family members ...

Write the total number of people included in your application, including yourself and any family members, whether they are accompanying you to Canada or not.

Family members include your:

- **Spouse:** A husband or wife of the opposite sex
- **Common-law partner:** A person of the opposite or same sex with whom you have lived in a conjugal relationship for at least one year
- **Dependent children:** Daughters and sons, including children adopted before the age of 18, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - have been continuously enrolled as full-time students and financially supported by their parents since turning 22 (or from the date of becoming a spouse or common-law partner if this happened before the age of 22); or
- have substantially depended on the financial support of their parents since before turning 22 and are unable to support themselves due to a medical condition.

Box 3: Language you prefer for ...

Correspondence: Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.

Interview: You may be selected for an interview. Interviews can be conducted in English or French. You may also be interviewed in another language of your choice; however, you will be responsible for the cost of hiring an interpreter.

Instructions for filling out the rest of the form are listed below:

1. Print your full **family name** (surname) as it appears on your passport or on the official documents that you will use to obtain your passport. Print all of your **given names** (first, second or more) as they appear on your passport or official documents. Do not use initials.
5. If you are a citizen of more than one country, give details on a separate page.
10. This section requires you to give details of your past marriages or common-law relationships. If you have never had a spouse or common-law partner other than your current one, check the “No” box and proceed to Question 11. If you have, check the “Yes” box and provide the details requested. If you have had more than two previous spouses or common-law partners, give details on a separate page.
12. Check the box that best describes the highest level of education you have completed. If you have not completed secondary school, check the “No secondary” box.

Secondary education: the level of schooling after elementary and before college, university, or other formal training. Also called high school.

Trade/Apprenticeship: completed training in an occupation, such as carpentry or auto mechanics.

Non-university certificate/diploma: training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).

Bachelor’s degree: An academic degree awarded by a college or university to those who complete the undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.

Master’s degree: An academic degree awarded by the graduate school of a college or university. Normally, you must have completed a Bachelor’s degree before a Master’s degree can be earned.

Ph.D.: the highest university degree, usually based on at least three years graduate study and a dissertation. Normally, you must have completed a Master’s degree before a Ph.D. can be earned.

14. This is the address we will use to mail correspondence regarding your application. Print your address in English and, if applicable, also in your own native script.

Details of family members

There is space for three family members on this form. If you have more than three family members, photocopy this page before you start to fill it in so you have enough space for everyone.

Given name(s)

Print all of your family members' **given names** (first, second or more) as they appear on their passports or official documents. Do not use initials.

Country of citizenship

If your family member is a citizen of more than one country, give details on a separate page.

Relationship to you

Indicate whether the family member is your spouse, common-law partner, daughter or son.

Will accompany you to Canada

Tell us if your family member will come to Canada with you. He or she must immigrate before the visa expires, but may arrive in Canada after you.

Education

Indicate the level of education your family member has successfully completed. Use the categories listed in Question 12.

Photos

- Take **Appendix C: Photo Specifications** sheet to a photographer. Ask the photographer to provide you with the number of photos requested in **paragraph 1 of Appendix A: Checklist**.
- On the back of each photo, write the name of the person appearing in the photo and their height and eye colour.
- Put the photos in an envelope and seal the envelope.
- Write **your** name and date of birth on the outside of the envelope.
- Staple the envelope to your permanent residence application form. Be careful not to staple or bend the photographs.

Background / Declaration (IMM 0008, Schedule 1)

To be completed by:

- You
- Your spouse or common-law partner (whether accompanying you to Canada or not)
- Your dependent children aged 18 or over (whether accompanying you to Canada or not).

1. Write all of your given names. Do not use initials.
6. Indicate your current status in the country where you now live (for example, citizen, permanent resident, visitor, refugee, no legal status, etc.)
10. Provide details of all secondary and post-secondary education. Begin with the most recent program completed.
11. You must account for every month since your 18th birthday. Under “Activity”, print your occupation or job title if you were working. If you were not working, enter what you were doing (for example, unemployed, studying, travelling, etc.). Attach another sheet if necessary.
15. Give a complete address including the street, town or city, province or region, and country. If there was no street or street number, explain exactly the location of the house or building. You must account for every month during the past 10 years. Do not use post office (P.O.) box address.

Application preparation

If a friend, relative, lawyer or other consultant helped you prepare your application, he or she must complete this section.

Declaration

Read the statements carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign, the application will be returned to you.

Economic Classes – (IMM 0008, Schedule 4)

To be completed by:

- You, as the principal applicant.

4. “Funds” refers to money in Canadian dollars, and includes the value of any property you own. It does not include jewelry, cars or other personal assets.

Authority to Release Information To Designated Individuals (IMM 5476)

To be completed by:

- You, as the principal applicant.

Privacy laws prevent us from releasing information about your application to anyone else unless you give us permission to do so. If you have a representative (for example, a relative, friend, lawyer or consultant) helping you to complete the application process and you authorize us to release information about your application to him or her:

- print the representative's name and address in this section and sign on the line provided.
- provide proof, such as a photocopy of a birth certificate or passport, that your representative is a Canadian citizen or permanent resident.

If your representative is not a Canadian citizen or permanent resident of Canada, it will not be possible to release information, even with your authorization

Instructions for the Additional Family Information Form (IMM 5406)

EVERYONE WHO COMPLETES THE IMM 0008 FORM MUST COMPLETE THIS FORM (IMM 5406). MAKE ENOUGH PHOTOCOPIES BEFORE YOU BEGIN.

SECTION A

If you have *NEVER* been married, sign and put the date underneath “NOTE 1.” If you have been married only one time, do not fill out this section. Complete this section *ONLY* if you have been married more than once.

- Print your name. If you filled out the IMM 0008 form, you would be considered the Applicant. Circle “Applicant.”
- Put your birth date and place of birth, current marital status and present address.
- Put the name of your former spouse, his/her birth date, place of birth, marital status and present address.
- Put the name of your former spouse’s mother and father. Put their birth dates, places of birth, marital status and present address.

IF YOU HAVE BEEN MARRIED MORE THAN TWICE, ATTACH A SEPARATE PAGE FOR EACH MARRIAGE. USE THE SAME FORMAT.

SECTION B

If you do not have ANY children, sign and put the date underneath “NOTE 2.” Otherwise, complete this section *ONLY* if:

- you are divorced, and have children as a result of marriage(s); OR
- you have adopted a child or children; OR
- you have a child from a non-marital relationship, and you do not have custody of the child.

Print the child’s name, relationship to you (son, daughter, adopted, or step-child), date of birth, place of birth, marital status and present address.

SECTION C

Complete this section *ONLY* if you have brothers and sisters (including step and half brothers and sisters). If you do not have brothers and sisters or step/half brothers and sisters, print “not applicable.”

SECTION D

Read the statement carefully, and sign and date it in the appropriate space.

Instructions for the Manitoba Business Supplementary Form (MBSUP)

Instructions for completing the Manitoba Business Supplementary Form (MBSUP) are included on the form. Include as much information as possible using additional pages where needed.

Instructions for the Information Release Form (MREL)

This form must be completed by the principal applicant. It must be signed and dated by both the principal applicant and spouse (if applicable) in the presence of a **witness**. You must identify the city or town and country in which this document is signed.

Instructions for the Release of Information for Evaluation of Provincial Nominee Program (MEVA)

If nominated, your signature(s) on this form allows us to collect information, after you have landed in Canada, to evaluate the Manitoba Provincial Nominee Program.

This form must be completed, signed and dated by the principal applicant and spouse (if applicable) in the presence of a **witness**. You must identify the city or town and country in which this document is signed.

GUIDELINES FOR PREPARATION OF BUSINESS PROPOSALS

MANITOBA PROVINCIAL NOMINEE PROGRAM – BUSINESS

The Province of Manitoba requires that applicants under the Provincial Nominee Program for Business to provide details of the proposed business which they plan to undertake once they land in Manitoba. This business proposal is required for three reasons:

1. A sound business proposal is a good indication that the applicant has thought through the idea and has come up with a workable business to operate in Manitoba that will utilize their existing skills. The business proposal should contain a well-thought out idea; not necessarily one where all issues have been thoroughly researched, but enough to demonstrate that the business has a reasonable chance of success.
2. The Province is looking to attract those businesses which offer the greatest benefit for Manitoba. Businesses which offer more economic value for Manitoba will be favored. The types of businesses that will be given priority are: Manufacturing, Food Processing, ICT (Information Communications and Technology), Primary Production (example: mining, fishing and farming), Life Sciences (example: pharmaceuticals and biotechnology), and Energy.
3. To determine the terms and conditions of the Deposit Agreement under which the Deposit will be released.

NEW BUSINESSES (Start-up)

For proposals involving the establishment of a new business, the applicant should provide a comprehensive outline of the business activities, with a clear indication of the following:

- What products or services will the company be offering?
- Who will be the customers? Will the customers be local, regional, national, or global?
- What are the key markets?
- How will the company market its product to these customers?
- Where will the business be located?
- How many and what types of jobs will be created?
- What are the key sources of material and labor?

The applicant is also expected to produce a 2-5 year forecast, which includes an Income Statement, Balance Sheet, and accompanying notes providing details of assumptions. A great deal of guidance can be found on Industry Canada's web site at http://strategis.ic.gc.ca/app/sbp/perfplus/profile/reportCriteria/capture.do;jsessionid=0000-XHgTEpWBA_2bqEXpokKrep:viuhl9hp?language=eng. This provides key ratios for thousands of types of businesses in Manitoba and Canada.

**The applicant should also provide the source/basis for their projections other than the Statistics Canada information. If the applicant's projections vary significantly from the ratios found on this web site, then this should be explained in the notes.

** **Note:** For applicants wishing to undertake a farming activity, please visit the website: <http://www.gov.mb.ca/agriculture/financial/farm/software> for "Farm Plan" information.

**EXISTING BUSINESSES:
(Purchase of or Significant Investment in an Existing Business)**

For proposals involving the purchase of or investment in an existing business, the applicant should provide a description of the current scope of the business activity, and details regarding how the applicant will change the business (if at all). The following supporting information should be provided:

1. Historic Financial Statements for at least the past 4 years (if the business has been in operation for less time, then Financial Statements since the business inception should be provided). These Financial Statements should include a Balance Sheet, Income Statement, and Statement of Changes to the Financial Position (Cash Flow);
2. Details on how many and what types of jobs will be created and/or sustained;
3. A 2-5 year forecast including Income Statement and Balance Sheet. Major changes to the business should be reflected in the forecast, and adequately explained in the notes;
4. A brief letter of intent between the existing owners and the applicant outlining the basic understanding between the two parties. This letter should not be binding and should be subject to a formal contract being entered into once the applicant has obtained their formal visa. The letter of intent should include information on:
 - anticipated level of investment
 - details of assets or shares to be purchased (percentage of ownership being acquired)
 - brief details of anticipated management responsibilities
 - if the entire business is being acquired, what, if any, will be the transitional help offered by the existing owners.

Document Checklist

Submit **PHOTOCOPIES** of all applicable documents, along with your photocopied application forms. Translations of any documents in languages other than English or French must be certified or notarized.

Assemble your documents in the order listed below. Attach the relevant DOCUMENT CHECKLIST TAGS provided in this package. Use this checklist to verify that you have all the required documents.

NOTE: DO NOT SEND ORIGINALS OF OFFICIAL DOCUMENTS SUCH AS BIRTH CERTIFICATES, PASSPORTS, ETC. ONLY PHOTOCOPIES ARE TO BE FORWARDED BY MAIL.

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
1.	<p>APPLICATION FOR PERMANENT RESIDENCE IN CANADA (IMM 0008 Generic; Schedule 1, Schedule 4, and IMM 5476) Check that it is complete and signed and that you have included (not stapled) six specified photos (with names on the back for each applicant) for each member of your family and yourself.</p> <p>SCHEDULE 1: BACKGROUND DECLARATION Include a Schedule 1 form completed by:</p> <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age. <p>SCHEDULE 4: ECONOMIC CLASSES – Provincial Nominees Completed by the principal applicant.</p> <p>IMM 5476: AUTHORITY TO RELEASE INFORMATION TO DESIGNATED INDIVIDUALS Completed by the principal applicant.</p>	
2.	<p>ADDITIONAL FAMILY INFORMATION (IMM 5406 – 1 page) Completed by:</p> <ul style="list-style-type: none"> • The principal applicant • Spouse or common-law partner • Each dependent child over the age of 18 years. <p>Each person who completes an IMM 0008 form must also fill out the IMM 5406.</p> <p>Check that it is complete and signed. Attach additional pages, if necessary. Write IMM 5406 on the corner of each additional page.</p>	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
3.	<p>MANITOBA BUSINESS SUPPLEMENTARY FORM (MBSUP)-7 pages</p> <p>MBSUP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> a) appropriate questions are answered in full; b) all attachments are included; and c) the form is signed by both principal applicant and spouse. <p>Attach additional pages, where necessary. Write MBSUP on the top of each additional page.</p>	
4.	<p>MANITOBA INFORMATION RELEASE FORM (MREL) – 1 page</p> <ul style="list-style-type: none"> a) complete, sign and date this form; and b) ensure that a witness has also signed. <p>This form permits the Province of Manitoba to work on your behalf.</p>	
5.	<p>RELEASE OF INFORMATION FOR EVALUATION OF PROVINCIAL NOMINEE PROGRAM (MEVA) – 1 page</p> <ul style="list-style-type: none"> a) complete, sign and date this form; and b) ensure that a witness has also signed. <p>This form permits the Manitoba Government to evaluate the Provincial Nominee Program.</p>	
6.	<p>IDENTITY / MARRIAGE INFORMATION Submit:</p> <ul style="list-style-type: none"> a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse; b) if there are discrepancies in these documents, provide a sworn Affidavit explaining the discrepancies; and c) a clear copy of your National Identity Card/Certificate or Cedula (where applicable). 	
7.	<p>CHILDREN'S INFORMATION Submit:</p> <ul style="list-style-type: none"> a) each child's birth certificate (which includes the name of their parents); b) adoption papers; c) proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; d) proof that you have fulfilled any obligation stated in a custody agreement for any children not accompanying you to Canada; and e) proof of continuous full-time studies for all dependent children aged 19 or over such as letter(s) from the school(s), signed by a school official, confirming continued enrolment in full-time studies since turning 19 years of age. 	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
8.	<p>PASSPORT / TRAVEL DOCUMENTS Submit:</p> <p>a) photocopies of passport or travel documents that are valid for at least two years for yourself, your spouse and dependent children; DO NOT SEND ORIGINAL DOCUMENTS. Children must each have their own passport, separate from their parents. You are required to submit only photocopies of pages showing the Passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a different country than your nationality, include a copy of your visa for the country in which you currently reside. Note: Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</p> <p>b) copies of entry or exit visas from previous visits to Canada.</p>	
9.	<p>EDUCATION INFORMATION Submit:</p> <p>a) copies of educational degrees, diplomas or certificates for both the principal applicant and the spouse. Proof of education must include official transcripts showing school(s) attended, courses taken, degree(s) completed and photocopies of professional licenses;</p> <p>b) all documents translated into English or French; and if the principal applicant studied in Manitoba, provide documentation.</p>	
10.	<p>EMPLOYMENT INFORMATION (as applicable) Submit:</p> <p>a) copies of letters of reference detailing both the principal applicant and spouse’s past and present work experience. Letters of reference must be official and signed by an authorized Representative of the company who is identified by name and title. 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 during your employment. <p>b) any letter(s) or contract(s) about your employment or information you believe may be relevant to your successful establishment in Manitoba. This may help to determine the suitability of your employment skills, as well as demonstrate your motivation, adaptability, initiative or resourcefulness; and</p> <p>c) evidence of past employment in Manitoba, if applicable.</p>	
	<p><i>*Numbers 11 to 16 are related to the information requested on the Manitoba Business Supplementary Form (MBSUP).</i></p>	

ITEM NO.	DOCUMENT	CHECK IF COMPLETE
11.	<p>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA (III) If you have relatives in Manitoba, submit:</p> <ul style="list-style-type: none"> a) Photocopies of birth and marriage certificates of the relative in Manitoba (showing the names of common parents); AND Photocopies of Canadian Passports or Certificates of Citizenship, or Immigration Visas of relatives in Manitoba. 	
12.	<p>BUSINESS EXPERIENCE OR MANAGEMENT BACKGROUND (V) Submit:</p> <ul style="list-style-type: none"> a) Curriculum vitae (or resume); b) Description of each business that you have owned or operated in the last three years; c) Information responding to Leadership/Management section (#5 of MBSUP); d) It is advisable to include reference letters from business associates such as your bank manager, accountant, lawyer, partners/company shareholders, or business associations who can confirm your business experience. 	
13.	<p>FINANCIAL INFORMATION (VI) Submit photocopies for each business owned or operated in the last 3 years:</p> <ul style="list-style-type: none"> a) business licences or business registration certificates; b) balance sheets, income statements, statements of changes to financial position (cash flow) for the past 3 years; c) corporate income tax returns for the past 3 years. 	
14.	<p>PERSONAL NET WORTH STATEMENT (VI) Submit personal income tax returns for the past 3 years.</p>	
15.	<p>EVIDENCE OF VISIT TO MANITOBA (VII) Submit:</p> <ul style="list-style-type: none"> a) itinerary of your visit; and b) description of your research. 	
16.	<p>BUSINESS INTERESTS IN MANITOBA (VIII) Submit details of intended business venture.</p>	

Document Checklist Tags

ASSEMBLE YOUR DOCUMENTS AS LISTED BELOW.
ATTACH YOUR DOCUMENTS TO THE RELEVANT TAG.

1. IMMIGRANT APPLICATION FORM (IMM 0008 Generic; Schedule 1, Schedule 4 and IMM 5476)

2. ADDITIONAL FAMILY INFORMATION (IMM 5406)

3. MANITOBA BUSINESS SUPPLEMENTARY FORM
(MBSUP)

4. MANITOBA INFORMATION RELEASE FORM
(MREL)

5. RELEASE OF INFORMATION FOR EVALUATION OF PNP
(MEVA)

6. IDENTITY / MARRIAGE INFORMATION

7. CHILDREN'S INFORMATION

8. PASSPORT / TRAVEL DOCUMENTS

9. EDUCATION INFORMATION

10. EMPLOYMENT INFORMATION

11. PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA

**12. BUSINESS EXPERIENCE OR MANAGEMENT
BACKGROUND**

13. FINANCIAL INFORMATION

14. PERSONAL NET WORTH STATEMENT

15. EVIDENCE OF VISIT TO MANITOBA

16. BUSINESS INTERESTS IN MANITOBA

REFER TO “THE APPLICATION PROCESS” IN THIS KIT FOR DETAILED INSTRUCTIONS ON PREPARING AND SUBMITTING YOUR APPLICATION PACKAGE.