

Nova Scotia Nominee Program Update Notice to Stakeholders Revised - October 13, 2006

There have been a number of developments in recent months with the Nova Scotia Nominee Program. As previously advised, the Nova Scotia Office of Immigration has assumed full responsibility for the Nova Scotia Nominee Program since the agreement between the Cornwallis Financial Corporation and the Province of Nova Scotia expired on June 30, 2006. Please rely solely on the communications and instructions provided by the Nova Scotia Office of Immigration as only this information reflects the official policies and procedures of the Nova Scotia Nominee Program and the Government of Nova Scotia.

On August 10, 2006, the Office of Immigration took possession of the outstanding files involving nominee and business mentor applications. Office of Immigration staff have been busy conducting data entry and inventory, and have begun reviewing files to ensure all necessary documentation has been received, to determine the status of each application and, to ensure that the applicant meets the basic criteria. Staff will then communicate in writing with applicants and/or their representatives to provide information on the status of their applications.

Cap of 400 Certificates

- Under our current agreement with the federal government on the nominee program, the Office of Immigration is allowed to issue 200 Certificates of Nomination annually. We have been successful in working with the federal government to raise that cap to 400 certificates. Please be advised that we have now reached the cap of 400 nominations. As indicated in our previous Notices to Stakeholders on our website (August 1 and September 18, 2006), we will now defer nominations until January 2007. We will continue to process all applications, but the nominations will not be issued until January 2007. Successful applicants who have not yet been nominated will have their nominations deferred until that time. This means that successful applicants will be notified that they will be nominated but will not receive their letters of nomination until January 2007. In addition, the Certificate of Nomination in the applicant's name will only be issued in January 2007 to the appropriate visa office.

Economic Stream - Applications

- The province will not be accepting any new applications under the Economic stream for the balance of the 2006 calendar year. We will be re-designing this stream.
- We will process and assess all Economic stream applications that were formally initiated at Cornwallis Financial Corporation on or before June 30, 2006 (proof or confirmation

required) provided that the application was not subsequently withdrawn and that a completed application containing all supporting documentation was received by the Nova Scotia Office of Immigration no later than **September 30, 2006, 4:00 p.m.**, Atlantic Daylight Savings time. It is the client and/or representative's responsibility to ensure the file is completed. Please refer to the Document Checklist at the end of this document.

- All that is required as fee payment prior to the interview is the non-refundable amount of \$1700 CAD if the applicant applied before May 9, 2006 or \$1200 CAD if he/she applied on or after May 9, 2006. Please note that there is no requirement for a \$10,000 CAD deposit before September 30, 2006.

Economic Stream - Agent Commissions

- The Nova Scotia Office of Immigration has introduced a new policy for payment of agent commissions for Economic stream applications. It is posted on our website at www.novascotiainmigration.com. To summarize, commissions of \$20,000 CAD will be paid to immigration representatives for all Nova Scotia Nominee Program Economic stream applications submitted to Cornwallis Financial Corporation on or before June 30, 2006 which result in a nomination by the Province of Nova Scotia and in the issuance of a permanent resident visa by the federal government.
- Cornwallis Financial Corporation is responsible for the payment of commissions to representatives whose clients were nominated (i.e. received a letter of nomination) before July 1, 2006.
- The Nova Scotia Office of Immigration is responsible for the payment of commissions to authorized representatives whose clients were nominated (i.e. received a letter of nomination) after July 1, 2006. The full commission of \$20,000 CAD will be provided in one payment installment **after** the nominee is issued the permanent residence visa. No advance payments on the commission will be made after nomination.

Economic Stream - Business Mentor Program

- The Nova Scotia Office of Immigration continues to accept new Business Mentor applications from Nova Scotia companies wishing to offer a six-month employment contract at a middle management level to nominees approved under the Economic stream. New application materials have been developed and are accessible on our website at: <http://novascotiainmigration.com/nsnp/employer/economic.html>
- **Please note:** Economic nominees are required to enter into a six month employment contract with an approved business mentor company within twelve (12) months of landing in Canada. If the applicant fails to do so, he/she will lose their right to be offered an opportunity for employment with an approved business mentor. The time limit may only be extended with the written permission of the Nova Scotia Office of Immigration.

- The Nova Scotia Office of Immigration will deal directly with companies and nominees to approve businesses and to facilitate a nominee-business match. We will not deal directly with third-party consultants, brokers and agents. Businesses DO NOT need to pay a broker, consultant or agent to apply as a NSNP Business Mentor or to qualify to receive a match. Application materials can be accessed free of charge from the Nova Scotia Office of Immigration. Similarly, nominees should not incur additional costs for the Business Mentor Program. The cost is included as part of the NSNP fees nominees pay.

Economic Stream - Refund Requests

- The general policy is that application fees paid by an Economic stream applicant to the Nova Scotia Nominee Program can be refunded at anytime before the permanent resident visa is issued with the exception of the non-refundable portion. The non-refundable portion is \$1700 CAD if the applicant applied before May 9, 2006 or \$1200 CAD if he/she applied on or after May 9, 2006. A full refund of all fees is granted if the applicant withdraws because he/she is unable to attend the scheduled interview due to a visitor visa refusal (proof may be required).
- All refunds will be issued in Canadian funds only and will be provided in one installment. Clients who are eligible for a refund are asked to complete the NSNP Refund Request Form to make a formal request. The form can be accessed on our website at www.novascotiainmigration.com.

Interviews

- The Office of Immigration will issue letters of appointment for Economic stream applicants after completed files have been received and a preliminary staff assessment indicates that the files meet minimum requirements. The letter of appointment will be sent directly to the applicant and/or their representative. No letter will be sent directly to the visa post as was the past practice.
- **Please note:** All mandatory exploratory visits in the province and the interviews must take place on or before **February 28, 2007**. If applicants are unable to meet this visit and interview deadline, their application will be considered withdrawn and their files will be closed.

Skilled Workers and Community Identified

- There are no fees for the Skilled Worker and Community Identified streams of the Nova Scotia Nominee Program. The \$5,000 fee under the Skilled Worker stream was eliminated for new applications submitted to the Nova Scotia Office of Immigration on or after July 1, 2006. The \$1,700 fee under the Community Identified stream was eliminated on May 9, 2006 for applications submitted on or after May 9, 2006.

Other Items

- The Office of Immigration acknowledges that, during this transition and summer vacation period, there will be processing delays both with the nominee application and the business mentor program. We apologize for any inconvenience caused by this delay. We thank you again for your patience and cooperation as we work to improve the program.
- As you can appreciate, the Office of Immigration is receiving many enquiries by phone, fax and e-mail concerning client status within the NSNP. These multiple requests, often by the same stakeholders, for the status of applications are using staff resources that should be directed to the processing and finalization of applications under assessment. Please do not make multiple contacts to the NSNP to inquire about the status of your application as this may result in delays in our ability to process your applications. In addition, please do not make client enquiries by phone. Submit fax or e-mail enquiries only to confirm file status.

Further Information

- For further information, please contact our office at the following:

Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 110A
PO Box 1535
Halifax NS B3J 2Y3
Telephone: (902) 424-5230
Toll Free in Nova Scotia: 1-877-292-9597
Fax: (902) 424-7936
email: nsnp@gov.ns.ca

Documents Checklist for NSNP Economic Applications

Please do not send originals of documents where copies are requested as the originals will not be returned.

Original:

G	NSNP Economic application form completed and signed	- for principal applicant.
G	Colour passport-sized photographs	- for all family members

Copies: Please include **certified translations** of all documents that are not in English or French.

G	IMM0008 Generic – Application For Permanent Residence	- for principal applicant.
G	IMM0008 Schedule 1 – Background/Declaration	- for all family members over age 18, whether they are accompanying or not
G	IMM0008 Schedule 4 - Economic Classes: Provincial Nominees	- for principal applicant
G	IMM5406 - Additional Family Information	- for all family members over age 18 who complete the IMM0008 Schedule 1
G	IMM5476 – Use of a Representative form (if applicable)	- for all family members over age 18
G	passports	- for all family members
G	birth certificates	- for all family members
G	marriage and/or divorce certificates if applicable. If divorced then documents indicating custody of children and permission from former spouse allowing child to accompany applicant or spouse to Canada.	- for principal applicant and dependents
G	police clearance certificates, if available.	- for all family members over age 18
G	education certificates (e.g. degrees, diplomas or certificates)	- for all family members*
G	résumé or Curriculum Vitae (C.V.)	- for principal applicant
G	employment contract signed by PA	- for principal applicant
G	Letters from past employers indicating years of experience, title of position held, roles and responsibilities, salary. Employment contract and letters of appointment if available.	- for principal applicant
G	Documents indicating business ownership Business financial records for the past 3 years from date of NSNP application.	- for principal applicant and dependents
G	backup document corresponding to each net worth item indicating sources of funds for the past 3 years since date of NSNP application	- for all family members

Please note:

- Please note, do not include personal items such as jewelry, furniture and vehicles.

* The *Immigration & Refugee Protection Act* has a specific definition of dependent child for children over the age of 22 years.