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Immigrant Partner Checklist

This checklist is designed to outline the information required by the Prince Edward Island Provincial Nominee Program for all Immigrant Partner applications. The application submission must include provincial forms, federal forms, processing fee, along with all required supplementary documents and follow the order as stated below. Failure to do so will result in the application not being processed.

Please note that all Immigrant Partner applications must use the services of a recognized Investment Intermediary and must be identified before the Prince Edward Island Provincial Nominee Office will process the application.

The Immigrant Partner Category of the Prince Edward Island Provincial Nominee Program will only accept applications from authorized representatives who are members in good standing of the Canadian Society of Immigration Consultants or lawyers who are members in good standing of a Canadian Law Society.

The processing fee for the Immigrant Partner application is \$2,500 Canadian dollars. This fee is made payable to Island Investment Development Inc. in the form of a certified cheque, money order or bank draft. Part of the \$2,500.00 Canadian dollars Immigrant Partner processing fee may be eligible for refund. If the file is declined, for any reason prior to interview stage, \$2,000.00 of the \$2,500.00 processing fee will be returned to the principal applicant. Once an invitation to an interview letter is issued for a principal applicant the \$2,500.00 processing fee becomes non refundable. (Note: except in cases in which the Applicant is unable to obtain a TRV to attend the Interview and in those cases \$2,000 of the \$2,500 processing fee will be returned to the principal applicant.)

All documents, if not in English or French, must include a notarized translation.

Unless otherwise specified, our office requires clear and legible copies of all applicable supporting documentation.

The Prince Edward Island Provincial Nominee Program office reserves the right to request further documents as required.

Non-disclosure, misrepresentation and/or submission of fraudulent documents will lead to immediate decline of an application.

Under the Federal/Provincial agreement the Province of Prince Edward Island through the Prince Edward Island Provincial Nominee program has been given the right to select and nominate applicants based on the suitability to the Province of Prince Edward Island.

To submit an application please mail, courier or hand deliver the complete package to the Prince Edward Island Provincial Nominee Office. Applications will not be accepted by facsimile or email.

Attach this checklist and the \$2,500 processing fee to the front of the application package.

Tab 1 The following Prince Edward Island Provincial Nominee Forms are required:

*Self-Assessment Form (PEI-PNP-01) must be completed and the scores transferred to the Submission Form (PEI-PNP-02) but the Self-Assessment should not be included with the documentation. **Originals required for all forms.***

Included Not Applicable

- Submission Form (PEI-PNP-02) – (original required)
- Good Faith Agreement Form (PEI-PNP-03) – (original required)
- Release of Information for Evaluation Form (PEI-PNP-04) – (original required)
- Information Release Form (PEI-PNP-05) – (original required)
- Proof of Language Ability Form (PEI-PNP-06) – (original required)
 - Complete this form if you are not using an interpreter at your interview
- Language Proficiency Agreement Form (PEI-PNP-07) – (original required)
 - Complete this form if you are using an interpreter at your interview

Tab 2 The following Citizenship and Immigration Canada Federal Forms are required:

Included Not Applicable

- Application for Permanent Resident in Canada Form (IMM 0008 Generic).
 - Please attach a recent photo of each person included in this form.
- Schedule 1 Background/Declaration Form (IMM 0008 Schedule 1)
 - Please note that this form must be completed by the principal applicant, spouse and all dependent children 18 years of age or older
- Additional Family Information Form (IMM 5406)
 - Please note that this form must be completed by the principal applicant, spouse and all dependent children 18 years of age or older
- Schedule 4 Economic Classes Provincial Nominees (IMM 0008 Schedule 4)
- Schedule 6 Economic Classes Business Immigrants (IMM 0008 Schedule 6)
 - Pages 1 – 6 are required – note please insert this form under Net Worth – Tab 9.
- Use of Representative Form (IMM 5476)

Tab 3 Identity/Status Information

Included Not Applicable

- Current photo for principal applicant, spouse and dependents (**clear** copies of photo)
- Birth certificate for principal applicant and spouse
- Marriage certificate
- Death certificate of former spouse (if applicable)
- Divorce certificate or proof of separation
- South Korea – Family Census Register
- China – Household Register

Tab 4 Children's Information

Included Not Applicable

- Children's birth certificates which name their parents
- Adoption papers for adopted dependent children
- Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court
- If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements
- Proof of continuous full-time studies of all dependent children aged 22 or over, including:
 - Complete school records/transcripts since attaining age 22
 - Letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week
 - Proof of full financial support by parents since reaching age 22

Tab 5 Passport/Travel Documents

Included Not Applicable

- Passport and/or travel documents for principal applicant, spouse and dependent children. The copy must show the passport number, date of issue, expiration, photo, name, date and place of birth.

Tab 6 Proof of Relationship in Canada

Included Not Applicable

- Proof of relationship to any close relative in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada; photocopy of the Permanent Resident Card, or proof of Canadian citizenship such as photocopy of pages of Canadian Passport or Canadian Citizenship Card.

Tab 7 Education (grade 12 minimum requirement)

Please be advised that we require only the highest level of education documentation to be submitted.

Included Not Applicable

- High school graduation certificate for principal applicant and spouse
- Educational degrees, diplomas or certificates for both principal applicant and spouse
- Official transcripts showing school(s) attended, courses taken and duration of program(s) for principal applicant – for high school only if you are unable to provide a transcript from your high school we will accept a letter from the school stating dates attended, name of applicant and level of education reached.
- Professional licenses or certificates for both the principal applicant and spouse

Tab 8 Employment

Included Not Applicable

- National Occupational Classification (NOC) for the applicant, and an explanation of how the applicant meets this NOC criteria. (For information see <http://www23.hrdc-drhc.gc.ca/2001/e/genenc/welmme.shtml>)
- Management Criteria
 - Provide evidence of transferrable business management experience, such as resume, or equivalent, clearly showing duties and responsibilities number of staff supervised, number of years in position, training and recruitment roles; financial responsibilities, budget allocation and decision making, etc.
 - Provide an executive summary of the company that the principal applicant is currently working for including but not limited to, what the company is, products and/or services offered, organizational structure, annual revenues of the company, annual revenues for the operation managed by the applicant.

Please select one of the following two options:

Option A:

- Original letters of reference for work experience within the past 10 years for the principal applicant.
 - Each letter must be on company letterhead and include:
 - Specific period of employment with the company (start and end dates)
 - Position(s) held, and time spent in each position
 - List of tasks/duties and main responsibilities in each position
 - Provide an executive summary of the company that the principal applicant is currently working for including but not limited to, what the company is, products and/or services offered, organizational structure, annual revenues of the company, annual revenues for the operation managed by the applicant.
 - Signature of an authorized representative of the company (name and title)

Option B:

- Self-employed/business ownership must provide:
 - Business registration documents
 - Work contracts, if applicable
 - Provide evidence of transferrable business management experience, such as resume, or equivalent, clearly showing duties and responsibilities number of staff supervised, number of years in position, training and recruitment roles; financial responsibilities, budget allocation and decision making, etc.
 - Provide an executive summary of the company that the principal applicant is currently working for including but not limited to, what the company is, products and/or services offered, organizational structure, annual revenues of the company, annual revenues for the operation managed by the applicant.

Tab 9 Net Worth

Please be advised that the Schedule 6 form must be a complete and current statement of the total personal net worth of both the principal applicant and spouse. All assets and liabilities must be disclosed.

We require supporting documents as evidence to verify \$400,000 net worth as per Prince Edward Island Provincial Nominee program guidelines.

The Prince Edward Island Provincial Nominee Office reserves the right to request full supporting documentation to confirm or verify source of and/or accumulation of funds.

Listed below are the requirements for the different types of assets.

Included Not Applicable

- Schedule 6 Economic Classes Business Immigrants (IMM 0008 Schedule 6)
 - Pages 1 – 6 are required

- Bank accounts: Bank statements and transaction records for the most current 6-month period.
- Fixed term deposits: A 6-month detailed transaction statement from financial institution confirming amount, ownership, value, date of deposit and date of maturity.
- Property: Our office will only accept a title deed for proof of ownership along with a valid, current property appraisal to confirm value of the property. Please note title deed is the only document we will accept as proof of property ownership, no exceptions.
 - Please ensure when listing properties on the Schedule 6 that they are listed for easy matching of documentation, referencing the property/plot number as shown on deed.
 - Property must be owned solely by principal applicant and/or spouse
- Stocks and Other Investments: Provide a notarized investment summary detailing the most current 6-month period of the number of shares held, adjusted cost base (original cost) and current market value supported by a copy of the share certificate. Based on the availability of the information requested above, Prince Edward Island Provincial Nominee Program office reserves the right to request additional documentation, if applicable.
- Key Money: Our office will only accept key money towards net worth as long as unambiguous supporting documentation is provided. Key money must be owned by the applicant and/or spouse.

Required documentation may include but not limited to: Property register, current apartment value evaluation by Real Estate Bank or Real Estate 114, publicly listed land valuation issued by a district office, standard value of real estate issued by a tax office, or property appraisal done by Korea Appraisal Board, property lease contract (with district office report stamp on it), debt balance certificate (if mortgaged, the debt certificate should show the mortgage details) and letter of support from the bank confirming existence.

- Verification of owner/renter and that the key money is in their name.
- Verification of the transfer of funds from the owner/renter to the Landlord
- Verification of the contractual obligation of the key money
- Verification of the term of the contract start and end
- Verification of the accessibility of the key money
- Verification of the ability to terminate the contract so as to be able to include the key money in net worth calculations

- Business: The principal applicant and spouse must disclose all business ownership. This section must be completed, ensuring the business' name; % owned; current book value and current estimated market value.
 - If using the business to meet the net worth requirement the principal applicant must provide notarized/certified translation of the most recent audited financial statements and business' tax records for each year the business is in operation for up to five years.
 - 70-30-30 Rule
 - Assets belonging to a business may be considered personal assets, for the purpose of this application, according to the following rule: The applicant, or the applicant and spouse in combination must own a minimum of 70% or the equity in the business(s);
 - No more than 30% of net corporate assets may be considered as personal net worth; and
 - No more than 30% of the \$400,000 personal net worth requirement, or \$120,000, may consist of corporate net assets as per this rule.
- Pensions and Other assets: Pension, insurance and other funds held by third parties are not accepted unless **unambiguous** evidence is provided to indicate the specific amount available on a specific date, along with a clear, written statement from the agency holding the funds that the funds may be cashed or otherwise realized on that date.
 - Private loans and/or gifts will not be accepted.
- Liabilities and Other personal debts: All liabilities must be disclosed and current supporting documentation is required.
- In addition to above noted requirements Korean applicants are required to submit a personal and corporate credit report from NICE (National Investment and Credit Evaluation).
- Korean Real property Evaluations - the following forms are acceptable for Korean Real Estate used for net worth calculations.
 - Apartments, Condos – Require a Real Estate Bank or Real Estate 114
 - Houses – Require a Korean Appraisal Board Appraisal
 - Land – Require a Korean Appraisal Board Appraisal and a publicly listed landed valuation issues by the district office which sets a value annually per square meter of land

Tab 10 Other Documents

Included Not Applicable

- Confirmation of status, and all other correspondence of previous applications for Immigration to Canada to Citizenship and Immigration Canada and/or Provincial Nominee Programs.
- Confirmation of status for principal applicant/spouse and all dependents who are currently residing in Canada.

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