

Newfoundland and Labrador Provincial Nominee Program

International Entrepreneur Category

APPLICATION
GUIDE




Newfoundland
Labrador

Contents

Introduction	1
Eligibility Criteria for the Principal Applicant.....	6
Eligibility Criteria for Applicant's Business.....	7
Application and Assessment Process	10
Appendix A: Points Grid - Expression of Interest.....	23
Appendix B: Document Checklist	26
Appendix C: Business Establishment Plan	33
Appendix D: Arrival Meeting	39
Contact Information.....	40

This document is available in alternate format upon request.

Introduction

The Newfoundland and Labrador Provincial Nominee Program (NLPNP) is an immigration program that is administered by the province of Newfoundland and Labrador. It operates under the Canada-Newfoundland and Labrador Immigration Agreement with the federal Department of Immigration, Refugees and Citizenship Canada (IRCC). It allows Newfoundland and Labrador to nominate applicants to the federal government for permanent residency under these categories: Skilled Worker, Express Entry-Skilled Worker, International Graduate, International Entrepreneur, and International Graduate Entrepreneur.

The goal of the NLPNP is to help the province address its labour market needs via immigration from other countries. If an individual meets the criteria and eligibility requirements for one of the categories, the province will support that individual's application for permanent residency to IRCC. Provincial nominees must settle in Newfoundland and Labrador and have sufficient ability to communicate in either English or French. Depending upon the program category in which an application is submitted, specific financial and other criteria will apply.

The International Entrepreneur Category of the NLPNP is an immigration program for experienced business owners or senior business managers who wish to start or acquire a business in Newfoundland and Labrador and who intend to provide active and ongoing participation in the day-to-day management and direction of a business.

The key feature of the International Entrepreneur Category is that it is a temporary to permanent residence program. This means that approved applicants must operate and actively manage a business in Newfoundland and Labrador on a work permit for at least one (1) continuous year before being nominated for permanent resident status in Canada.

There are six (6) steps an applicant must complete

- 1 Expression of Interest (EOI) Criteria and Process**
- 2 Invitation to Apply (ITA)**
- 3 In-Person Interview and Business Performance Agreement**
- 4 Work Permit and Business Establishment in Newfoundland and Labrador**
- 5 Request for Nomination**
- 6 Apply for Permanent Residence**

Each of these steps is described in detail on the following pages.

Disclaimer: The NLPNP is an immigration recruitment and selection program that allows the Government of Newfoundland and Labrador to nominate individuals to the federal government who can meet provincial labour market and economic needs and who intend to permanently establish themselves in Newfoundland and Labrador. A nominee, along with any dependents, approved under this program may become permanent residents of Canada following approval by the Government of Canada. This category is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

The NLPNP and its categories are dependent upon application volumes and labour market needs.

The NLPNP and category criteria may change without notice.

The NLPNP reserves the right to close or suspend application intake for any NLPNP category at any time.

Regardless of when an application was submitted, the Office of Immigration and Multiculturalism (OIM) may decline to consider applications in closed or suspended streams.

If application criteria or forms are updated or if there are changes to the NLPNP or its streams or categories including closure or suspension of a stream or category, you will find the most current information at www.nlimmigration.ca.

Applications may be assessed with the most current criteria irrespective of the date of submission of an application.

By submitting an application to the NLPNP, you agree and acknowledge that OIM is not obligated to assess or process any application submitted.

Applications to the NLPNP are treated as an indication of interest, and may be processed at OIM's discretion, in a manner that will best support the goals of the NLPNP.

The decision to process applications can depend on the following factors: application volumes, quality of the application, labour market information, occupational supply and demand forecasting, and/or any other factors as determined by OIM.

By submitting an application to the NLPNP you agree and acknowledge the decision whether to assess or process any application, and the outcome of that assessment or processing is at OIM's sole discretion.

You also agree and acknowledge that meeting NLPNP basic eligibility requirements does not guarantee nomination or that your application will be assessed or processed.

At the time of application to Immigration, Refugees and Citizenship Canada (IRCC), you must meet all IRCC criteria for permanent residency and supporting documents must be valid. Please review the following website for additional criteria: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/provincial-nominees/after-apply-next-steps.html>

You also agree and acknowledge that a nomination from the OIM does not guarantee that a permanent resident visa will be issued, and that OIM is not responsible for any processes or decisions of IRCC.

Misrepresentation: If it is found that any person included in or associated with the application, including but not limited to the Expression of Interest (EOI) has misrepresented or intentionally omitted material information in the course of applying to the NLPNP that is relevant to the application, Expression of Interest or the decision to nominate, the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the OIM for misrepresentation is unable to submit an EOI or apply to the NLPNP for a period of five (5) years.

Withdrawal of Application: Other than in the case of suspected or actual misrepresentation, an applicant may withdraw their application at any time prior to nomination without penalty.

Please note that if selected, you must operate and actively manage your business for a minimum of one (1) year before you can be considered for nomination for permanent residency.

Fees

There is a provincial application fee for the International Entrepreneur category (for the principal applicant and associated partners). Please refer to the website for the current fee structure. The provincial application fee is subject to change without notice. There may be fees associated with obtaining and preparing the required documents for this category (e.g., education credentials, language testing, translations, financial reports, etc.).

You are responsible for any and all costs associated with travel to Newfoundland and Labrador for the exploratory visit and in-person interview. In addition, you (and associated partners, if applicable) must pay all required Government of Canada immigration fees when you submit your application to IRCC for the work permit as well as for permanent residence.

Use of a Representative

If you are using a paid immigration representative to conduct business on your behalf with the Province of Newfoundland and Labrador, that individual must be either:

- An immigration consultant who is a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC); or

- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under their supervision; or
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision.

WARNING:

Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by the Office of Immigration of Multiculturalism.

If you are using a paid representative to assist you with your application, you will need to complete the Use of Representative Form.

Definitions of Dependent and Relative

For the purposes of the Newfoundland and Labrador Nominee Program, family members eligible to be included in an application for nomination for permanent residency are called “**dependents**” and include:

- Spouse (legal marriage),
- Common-law partner¹ of at least one (1) year, and
- Dependent children: daughters and sons, including adopted children, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - are 22 years of age or older and have depended substantially on the financial support of the parent since before the age of 22 and are unable to be financially self-supporting due to a physical or mental condition.

For the purposes of the International Entrepreneur category a **relative** is defined as a:

- parent;
- grandparent;
- brother/sister;
- aunt/uncle;
- niece/nephew;

of yours, or, if it applies, your spouse or common-law partner.

1 You are a common-law partner either of the opposite sex or same sex if you have been living together in a conjugal relationship for at least one year in a continuous, non-interrupted 12-month period. If you have maintained a conjugal relationship for at least one year but have been prevented from living together or marrying, you may be considered common-law after providing evidence there was a satisfactory reason you could not live together. In either case, you will need to provide a Statutory Declaration of Common-Law Union [IMM 5409] available at <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5409e.pdf>

Eligibility Criteria for the Principal Applicant

To qualify, an individual must:

- Be at least 21 years and no more than 59 of age;
- Provide a business plan with supporting financial documentation verified by a recognized third-party professional (applicants are solely responsible for payment of associated fees related to obtaining these documents);
- Have a minimum of Canadian high school diploma or equivalent foreign credential verified by an Education Credential Assessment (ECA), taken in the last five (5) years prior to the date the EOI is submitted;
- Want to live permanently in Newfoundland and Labrador while owning and actively managing a local business that has the potential to create significant economic benefit to Newfoundland and Labrador;
- Have at least \$600,000 CAD in unencumbered net business and personal assets that can readily be transferred to Canada;
- Be able to invest at least \$200,000 CAD of their own money to establish a business in the Newfoundland and Labrador with a minimum ownership of 33.3 per cent, or \$1 million in equity investment;
- Demonstrate ability to create at least one (1) full-time equivalent job for the local population (permanent residents and Canadian citizens);
- Demonstrate that the business is a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services;
- Have at least two (2) years' experience actively managing and owning a business (25 per cent minimum ownership) in the last five (5) years OR five (5) or more years' experience in a senior business management role in the last ten years;
- Have a score of at least five (5) on the Canadian Language Benchmark in speaking, listening, reading and writing in English or French (acceptable tests are Canadian English Language Proficiency Program (CELPIP) General Test, or International English Language Testing System (IELTS), General Training Test; or Test d'évaluation de français (TEF);
- Complete an online EOI; and
- Receive an Invitation to Apply (ITA) from the Office of Immigration and Multiculturalism.

Applicants intending to support regional economic development or focus on high-demand industries or sectors (e.g. Agriculture, Aquaculture, Technology, Natural Resources) will receive priority consideration.

All prospective International Entrepreneur applicants applying from outside the province must conduct an initial exploratory visit to Newfoundland and Labrador prior to submitting an official application to the Office of Immigration and Multiculturalism.

Ineligible Applicants for International Entrepreneur Category

- Individuals living illegally in their country of residence;
- A person who has had a removal order issued against them by IRCC or Canada Border Services Agency;
- A person who is prohibited from entering Canada;
- A passive investor (individuals who intend to invest in a Newfoundland and Labrador business with very limited or no involvement in the day-to-day management of the business); and
- An individual who does not have legal status (ineligible to apply until their status is restored).

Eligibility Criteria for Applicant's Business

In addition to meeting the minimum eligibility criteria above, the applicant's proposed business must also meet the following criteria:

- The applicant must provide active and on-going participation in the day-to-day management and direction of the business.
- Businesses must meet the legal requirements of the community in which they operate.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services.
- The business must be considered a "permanent establishment" as defined under subsection 400(2) of the Canadian Income Tax Regulations, 1985.
- The business is liable to pay income tax on taxable income earned as a result of a "permanent establishment" in Newfoundland and Labrador, irrespective of income or other taxes which may also be payable in other jurisdictions as a result of income earned or other business activity.
- The business must be actively managed by the applicant from the place of business in Newfoundland and Labrador. The business must not be managed from another location in Newfoundland and Labrador or from another Canadian province or territory or other country.
- The business must have the potential to create significant economic benefit to Newfoundland and Labrador. For example:
 - Increasing value added manufacturing or processing, exports, destination tourism, research and development, and technology commercialization;
 - Developing innovative approaches to traditional businesses
 - Transferring technology and specialized knowledge to Newfoundland and Labrador; or
 - Providing products or services to an under-served local or regional market.

Ineligible Businesses for International Entrepreneur Category

- Businesses that are conducted remotely (from another Canadian jurisdiction or from another country);
- Property rental, investment, and leasing activities;
- Real estate construction/development/brokerage, insurance brokerage or business brokerage; unless the applicant can prove their business in one of these areas is of compelling benefit to the Province, and can demonstrate their ability to manage the daily operations of the business;
- Professional services or self-employed business operators requiring licensing or accreditation;
- Pay day loan, cheque cashing, money changing and cash machines;
- Pawnbrokers;
- Taxi companies;
- Home-based businesses; unless the applicant can prove their business will have a compelling benefit to the Province;
- Businesses involved in the production, distribution or sale of pornographic or sexually explicit products or services;
- Not-for-profit businesses;
- Investments into a business operated primarily for the purposes of deriving passive investment income;
- Businesses operating primarily for the purpose of deriving investment income such as interest, dividends or capital gains;
- Business that will compensate employees solely on the basis of commission;
- Any other type of business that by association could tend to bring OIM, NLPNP, or the Government of Newfoundland and Labrador into disrepute.

International Entrepreneur – Additional Criteria

There are two sub-categories within the International Entrepreneur Category - Starting a New Business and Purchasing an Existing Business. Each sub-category has unique criteria in addition to the criteria noted above.

Additional Criteria When Starting a New Business

If starting a business, the applicant must create a minimum of one full-time equivalent employment opportunity for a Canadian citizen or permanent resident in Newfoundland and Labrador. This position must:

- Be over and above any position filled by the approved applicant. For clarity, jobs created for or filled by dependents or relatives of the applicant are not eligible;
- Be relevant and directly related to the applicant's business; and
- Meet the prevailing wage levels (see <https://www.jobbank.gc.ca/explorecareers?select=ec-wages>).

Additional Criteria When Purchasing an Existing Business

If the applicant is purchasing an existing Newfoundland and Labrador business, all of the following apply:

- The business must have been in continuous operation by the same owner for the previous five (5) years;
- All applicants purchasing or partnering in an existing business must complete an exploratory visit to meet the current owner(s) if the applicant is applying from outside of the province;
- Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business;
- The business must be actively in operation and not in receivership; and
- Applicants must offer employment on similar terms and conditions to existing staff, including maintaining existing wages and employment terms.

Partnerships

The International Entrepreneur (IE) category allows up to 10 partners (i.e. the primary applicant and nine (9) additional partners) associated with one application. Both international and Canadian citizens or permanent residents can be partners on the application. Each applicant seeking permanent residency through this category must either:

- invest \$200,000 (CDN) **and** have at least one-third (33.3 per cent) ownership of the company **or**
- must invest \$1,000,000 or more.

It must also be shown that participating partners are actively involved in the day-to-day management of the proposed business.

Note: If there are associated partners seeking permanent residency through the same business, they are responsible for submitting the same documentation as the principal applicant.

Those seeking permanent residency through the International Graduate Entrepreneur category cannot be partners under the International Entrepreneur category.

Application and Assessment Process



The following sections outline the six (6) steps required to obtain permanent residency via the International Entrepreneur Category. OIM will work with you during the first five (5) steps. The final step, **Apply for Permanent Residence**, involves the federal Department of Immigration, Refugees and Citizenship Canada (IRCC). More information on all of these steps is outlined below.

1 Expression of Interest Criteria and Process

Prospective applicants must indicate their interest in applying for the International Entrepreneur Category by submitting an online EOI. An EOI is an expression of your interest in the Entrepreneur Category. OIM will select EOIs who will then be given an ITA to submit a full application package for consideration by OIM. OIM will select EOIs based upon their score on the points grid, with the top scoring EOIs being prioritized for selection. **Submitting an EOI does not guarantee acceptance to the program or nomination.**

Follow these steps to submit your EOI to the program:

- Review the International Entrepreneur Category Eligibility Criteria. Only those who meet the minimum eligibility criteria can submit an EOI.
- If you are eligible to apply under the International Entrepreneur Category, review the Points Grid in Appendix A prior to completing the online EOI.
- Complete your online EOI at www.nlimmigration.ca.
- Instructions are provided online. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.

- You must ensure you understand the questions before providing an answer. Review the NLPNP website and this application guide if needed.
 - If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of selection, and that all answers are accurate and truthful. If your EOI is not accurate, it may result in your EOI being removed from consideration for an ITA. If you are selected, it is your responsibility to notify OIM of any change in the information submitted in your EOI.
- There is no fee for submitting an EOI.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
 - **You WILL NOT be contacted unless your EOI is selected.**
 - EOIs can remain in the pool for twelve months from the date of receipt. If your EOI is not selected during this time, it will be removed from the pool, but you will be able to submit a new EOI, if interested.
 - If you are able to acquire additional points after submitting your EOI, you will need to submit a new EOI.

OIM recommends that applicants read and understand this entire guide prior to submitting an EOI.

2 Invitation to Apply

If your EOI is selected you will receive an ITA letter from OIM. This letter will include an ITA File Number. As part of your application to OIM, you are expected to provide the following:

- A complete application form, which can be found at www.nlimmigration.ca.
- All supporting documentation, a list of which can be found in Appendix B;
- A Business Establishment Plan (see below for more information); and
- A Net Worth Verification Report (see below for more information).

All documentation for your application must be provided in English or French. OIM will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a dependent or relative of the applicant or spouse, or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply proof from the translator describing their translation ability or certification.

Application Form

The application form for the International Entrepreneur category can be found at www.nlimmigration.ca.

You must list all dependents on your application to the International Entrepreneur Category whether or not they are coming to Canada with you. Any new dependents must be declared to OIM and IRCC before any visas are issued.

Supporting Documentation

You need to provide supporting documents with your application form. Please carefully review Appendix B which provides the International Entrepreneur Document Checklist and outlines all required documents.

Business Establishment Plan

You will need to submit a Business Establishment Plan as part of your application. This must include the following:

- Your plan to establish a business that aligns with the points assigned in the International Entrepreneur Category Points Grid.
- Percentage of equity ownership and the dollar amount of investment in the business in Newfoundland and Labrador for both the primary applicant and associated partners (if applicable).
- Commitment to provide active and on-going participation in the day to day management and direction of the business at the business site; and
 - to create at least one employment opportunity for a Canadian or permanent resident in Newfoundland and Labrador (non-relative workers) **if starting a new business; or**
 - to offer to the existing staff similar terms and conditions to what they already enjoy, including maintaining existing wages and employment terms **if purchasing an existing business.**
- You are required to make a **mandatory exploratory visit** to Newfoundland and Labrador prior to starting a new business or purchasing an existing business. Details of your completed exploratory visit need to be included with the Business Establishment Plan.

For full details on the Business Establishment Plan, please see Appendix C. Please note that OIM reserves the right to have your Business Establishment Plan assessed by professional third parties identified by the Government of Newfoundland and Labrador at the cost of the applicant. The assessment conducted by identified third parties will focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

The overall assessment of the plan will consider both the written document and supporting documentation (if applicable) and the individual's discussion during the in-person interview.

Please note that once a Business Establishment Plan has been assessed by OIM, no changes to the Business Establishment Plan will be permitted without the written approval of OIM.

Net Worth Verification Report

As part of your application, you must provide a Net Worth Verification Report. This report must be prepared by one of OIM's designated Net Worth Verifiers, as listed on www.nlimmigration.ca. These verifiers are experts in assessing net worth and legal accumulation of net worth.

You must select one of the designated net worth verifiers, who will assess your net worth and the legal accumulation of your net worth. You are responsible for submitting the required documents to the Net Worth Verifier. A Document Checklist which lists the documents that will be required by the Net Worth Verifiers can be found at www.nlimmigration.ca. Please be aware that the Net Worth Verifiers may request documents in addition to those listed in the checklist and may call you for an interview, if necessary.

Upon engaging the services of a Net Worth Verifier, you must provide written direction, including the ITA number, to the Verifier instructing them to forward the verification report directly to OIM for inclusion with your application. Applicants may review and discuss the files with the Verifier prior to submission, however, only those files submitted by the Verifier directly to OIM will be considered in the application process. In order to ensure a prompt verification process and accuracy of reports, applicants shall ensure that all information provided to the Verifier is accurate and up to date.

Any and all costs associated with the provision of services by the Net Worth Verifier are the responsibility of the applicant.

Selection for an ITA does not guarantee that your application will be approved or that you will receive nomination or permanent residence.

Application Timelines

Please carefully review the following application timelines. If you have not submitted the required information within the required deadlines your ITA will expire and your file will be closed. If your file is closed and you are still interested in applying to the NLPNP you will have to submit a new EOI and begin the process again.

1. You will have **20 calendar days** from the issuance date of the ITA letter in which to:
 - a. Select an OIM designated Net Worth Verifier; and
 - b. Notify OIM of your chosen Net Worth Verifier.
2. You will have **90 calendar days** from the issuance date of the ITA letter to submit:
 - a. A complete application form;
 - b. All required supporting documents; and
 - c. A Business Establishment Plan.
3. You will have **180 calendar days** from the issuance date of the ITA letter in which to:
 - a. Submit your Net Worth Verification Report.

OIM Assessment of Your Application

Eligibility and Completion Check

After your application is received, and subject to application volumes, OIM will review your application to ensure that it is complete and meets eligibility criteria before it is accepted for assessment. If your application is not complete or if you do not meet basic eligibility requirements, your application will be rejected and your file will be closed. After your file is closed, you would need to start the entire process over again if you still wish to apply to the International Entrepreneur Category.

Assessment

OIM will conduct a full review and evaluation of the complete application, subject to application volumes and the possible circumstances set out in this Guide under “Disclaimer” (page 2). The processing time for a completed application eligible for consideration will depend on the time required for the verification of documents included in the application and on the volume of applications received. Your application will be assessed against the International Entrepreneur Category Eligibility Criteria and your EOI points assessment will be verified. If upon review of your application you are found not to meet the International Entrepreneur Category Eligibility Criteria, your application will be declared ineligible, and subsequently closed.

- If your application is declared ineligible, you may choose to submit a new EOI once you meet program criteria.

If it is found that you or any person associated with your application or Expression of Interest intentionally omitted relevant information or provided misleading information:

- Your application will be refused, and
- You will not be permitted to submit an EOI or application to the NLPNP for a period of five (5) years. **This decision cannot be appealed.**

3 In-Person Interview and Business Performance Agreement

In-Person Interview

After assessment of the application is complete, if you appear to meet the International Entrepreneur Eligibility Criteria you will be contacted to participate in an in-person interview with OIM staff. You will be required to travel to Newfoundland and Labrador to participate in this interview. It is anticipated that the interview will take place within 60 calendar days of OIM's request. Failure to participate in the interview within the time period determined by OIM will result in the closure of your application, unless a valid reason can be provided.

If your interview is not successful, your file will be closed. **This decision cannot be appealed.**

Any and all costs associated with travel to Newfoundland and Labrador for the exploratory visit and in-person interview are the responsibility of the applicant.

Business Performance Agreement

Upon completion of a successful in-person interview, you will be sent a Business Performance Agreement:

- You must review your signed and dated Business Performance Agreement and submit as instructed within 15 business days from the date the agreement was sent to you electronically by OIM.
- Your Business Performance Agreement is your legal agreement with the Government of Newfoundland and Labrador. It will state the amount you will invest in your business

coupled with the percentage of ownership in the business and the business sector where you will operate and actively manage the day-to-day its operations. The Business Performance Agreement will also list any other information relevant to your application including but not limited to: job creation, business succession, active role in management of business, and business location. This is based upon the information you supplied in your Business Establishment Plan.

- A Business Performance Agreement template can be found at www.nlimmigration.ca.

Application to Immigration, Refugees and Citizenship Canada (IRCC) for a Work Permit

Upon receipt of your signed and dated Business Performance Agreement, OIM will issue you with an International Entrepreneur Approval Letter and instructions on how to apply to IRCC for a work permit. A work permit allows you to settle in Newfoundland and Labrador and operate and actively manage your business.

- The International Entrepreneur Approval Letter is issued to facilitate your application to IRCC for a work permit.
- You must apply to IRCC for your work permit **within two months** of the date on the International Entrepreneur Approval Letter.

If IRCC refuses your work permit application you will no longer be eligible for the International Entrepreneur Category and your application will be closed.

4

Work Permit and Business Establishment in Newfoundland and Labrador

If your application for a work permit is approved, you (and any associated partners, if applicable) will be expected to arrive in Newfoundland and Labrador within six (6) months of receiving your International Entrepreneur Approval Letter.

All approved applicants (and any associated partners, if applicable) that do not arrive in Newfoundland and Labrador within six (6) months of the date of receipt of the International Entrepreneur Approval Letter will be deemed to have failed to fulfill the terms of their Business Performance Agreement and their file will be closed. Exceptions may be made on a case by case basis in circumstances where an applicant has not received their work permit within six (6) months of the date of the International Entrepreneur Approval Letter if they can demonstrate that an application to IRCC was submitted in a timely and diligent manner.

Upon arrival in Newfoundland and Labrador it is recommended that you start operating your business within six (6) months of your arrival date. **“Arrival Date”** means the date upon which you arrive in Newfoundland and Labrador after receiving your work permit.

Note: You must operate and actively manage your business for a minimum of one year before you are eligible for nomination.

Arrival Meeting with OIM

All approved applicants (and any associated partners, if applicable) are required to meet with OIM staff within 30 calendar days of their arrival date.

During the meeting an Immigration Program Development Officer will be available to answer questions related to fulfilling the terms of the Business Performance Agreement. OIM can also refer you to other service providers for relevant information and guidance related to the establishment of your business or settlement in Newfoundland and Labrador. You will be required to bring certain documents to the meeting with the Officer. Please refer to Appendix D for a list of documents you are required to submit.

5 Request for Nomination

In order to be eligible for nomination, you and your dependents must be living in Newfoundland and Labrador and you must have fulfilled the terms outlined in the Business Performance Agreement including transferring the required funds to Canada, and maintaining legal status in Canada. You must also have operated and actively managed your business in Newfoundland and Labrador, in accordance with your Business Performance Agreement for at least one (1) year before requesting nomination to support your permanent residency application.

Incorporating a Business

Once you are nominated for permanent residence, you may choose to incorporate your business.

If you choose to incorporate your business you will need to contact the Registry of Companies at Service NL. Your first step of incorporation will be to reserve a corporate name. A 90-day corporate name reservation can be made online at <https://cado.eservices.gov.nl.ca/CadoInternet/Main.aspx> for a \$10 fee.

Please refer to the corporate name approval policy at http://www.servicenl.gov.nl.ca/registries/companies/corp_name.html when deciding upon the name of the corporation.

Once your proposed corporate name has been approved by the Registrar of Companies you may then proceed to the incorporation step.

Applicable forms (Form 1 – Articles of Incorporation, Form 3 – Notice of Registered Office and Form 6 – Notice of Directors) can be located at http://www.servicenl.gov.nl.ca/registries/companies/corp_inc.html.

The original signed forms can be mailed or hand delivered to the Registry of Companies at:
59 Elizabeth Avenue
P.O. Box 8700
St. John's, NL
Canada A1B 4J6

The incorporation fee is \$300 (please make cheque payable to the Newfoundland Exchequer Account).

Additionally, you will be required to submit to the Registrar of Companies confirmation from the Office of Immigration and Multiculturalism, Department of Advanced Education, Skills and Labour, of acceptance as a candidate under the International Entrepreneur Category established in accordance with the Newfoundland and Labrador Provincial Nominee Program.

Upon incorporation of your business, the Registry of Companies will issue a Certificate of Incorporation. Once incorporated, the corporation will be required to file a corporate annual return (Form 23; \$100 fee) after each 12 month period. Additionally, if the corporation changes its registered office address (Form 3; \$10 fee) or board of directors (Form 6; \$10 fee) it will be required to notify the Registry of this change within 15 days.

Additional information can be obtained from the Registry of Companies at 1-709-729-3317 or <https://www.gov.nl.ca/dgsnl/registries/companies/>.

Nomination Request Form

A request for nomination will require the completion of a Nomination Request Form. The Nomination Request Form will ask for details of your business and will require that you submit a Review Engagement and Special Purpose Report.

The Review Engagement will consist of a review of the financial statements of the applicants business and include a conclusion (Review Report).

The Special Purpose Report will include an opinion regarding the following:

- The financial viability and sustainability of the business, discussing any relevant issues affecting the business' ability to continue in the near future as a going concern;
- Recommendations for the business to improve its viability and sustainability;
- A determination of any issues, challenges or concerns pertaining to auditing the financial statements; and
- A business review which may for example include but not be limited to: market analysis, product analysis, competitive analysis, and financial analysis.

Both the Review Engagement and Special Purpose Report must be provided by an individual or firm (henceforth, the verifier) that is licensed to provide such services under the Chartered Professional Accountants and Public Accountants Act of Newfoundland and Labrador. The proponent must hold a public accountant's license allowing one to issue such reports in Newfoundland and Labrador.

You are responsible for submitting the required documents to your chosen verifier. They can also provide compilation services, if required.

Upon engaging the services of a verifier, you must provide written direction, including the ITA number, instructing them to forward any files and reports generated as a result of the analysis directly to OIM for inclusion with your application. Applicants may review and discuss the files with their verifier prior to submission, however, only those files submitted by the verifier directly to OIM will be considered in the application process. In order to ensure a prompt verification process and accuracy of reports, applicants shall ensure that all information provided to the individual or firm is accurate and up to date.

Any and all costs associated with the provision of services by the verifier are the responsibility of the applicant.

OIM will assess your application for nomination and advise you of the outcome. You will be assessed on your compliance with your Business Performance Agreement and your nomination application.

Note: If the information in your application does not materially match the information in your EOI, your application will be rejected and your file will be closed. If misrepresentation is found, you will be unable to submit another EOI to OIM for five (5) years. If your situation or any of your information has changed and these changes would result in a loss of points or you would no longer meet the minimum criteria, then you should request to withdraw your EOI and not submit an application.

Nomination Decision

Nomination is at the sole discretion of OIM. Once an application is assessed, OIM will communicate the decision in writing to the applicant or their representative. If nominated by the Government of Newfoundland and Labrador:

- The applicant will receive a letter from the OIM to confirm that a **Nomination** has been issued; and
- Proof of Nomination will be sent directly to IRCC by OIM.

Note: the Proof of Nomination expires **six (6) months** after the date of issuance. This means you must apply for permanent residency within six (6) months.

Refusal Decision

If the application is being considered for refusal, the applicant or their representative will receive a letter of intent to refuse from OIM. The applicant has 30 business days to submit additional information to be considered by the OIM.*

After 30 business days, the application, including any new information submitted, will be re-assessed and a final decision made. This decision is sent in writing. **This decision cannot be appealed.**

6 Apply for Permanent Residence

If you are nominated by the Government of Newfoundland and Labrador, then it is your responsibility to submit a complete application for permanent residence to the Centralized Intake Office of IRCC as indicated in OIM's Letter of Nomination, **within six (6) months**.

To find out how to apply, review the IRCC website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/provincial-nominees.html>.

*In extenuating circumstances (hospitalization or death in family), extensions **may** be given, on a case-by-case basis.

Application for Permanent Residence

- To obtain permanent residence status, you must apply to IRCC with your NLPNP nomination certificate. You must:
 - Ensure you maintain your legal status in Canada; and
 - Have a valid work permit while you are waiting for IRCC to process your permanent resident application.
- IRCC considers your application after they receive the nomination certificate from the NLPNP.
- IRCC completes health, security and criminal reviews, and then, if approved, issues a permanent resident visa to you and your dependents.

IRCC makes the final decision for the granting of permanent resident visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

OIM is not responsible for IRCC's decision to grant or deny permanent resident status.

OIM may withdraw your nomination at any time prior to the issuance of the permanent resident visa if:

- You no longer meet minimum eligibility requirements of the program including deviations from your Business Performance Agreement;
- OIM is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or invalid passport.

If approved by the visa office, you and your dependents will be issued a Confirmation of Permanent Residence form. You must provide OIM a copy of the signed Confirmation of Permanent Residence form within 30 business days of landing in Canada.

If your application is accepted for processing by IRCC and the information that you provided changes, such as your family composition, marital status, country of residence, contact information, you must inform OIM. You are required to update your application even if your visa has already been issued.

Appendix A:

Points Grid – Expression of Interest

The International Entrepreneur Points Grid reflects Newfoundland and Labrador's provincial economic and labour market priorities, and awards points for factors such as language, education, work experience, adaptability and age. Each International Entrepreneur candidate must achieve a score of 72 in the application assessment in order to qualify under the NLPNP International Entrepreneur category. The maximum score possible is 120.

I. LANGUAGE

First Official Language	Points – First Official Language				Total Points (Max. 32)	Documents required
	Speaking	Listening	Reading	Writing		
CLB 7 +	6	6	6	6	24	IELTS or CELPIP or TEF
CLB 6 +	5.5	5.5	5.5	5.5	22	
CLB 5 +	5	5	5	5	20	
	Points – Second Official Language					
	Speaking	Listening	Reading	Writing		
CLB 5 +	2	2	2	2	8	

2. EDUCATION

Education level	Points (Max. 30)	Documents Required
Completion of Doctoral level (PhD) degree	24	Transcripts; Diploma / Degree; Letter from University confirming completion of PhD Educational Credential Assessment.
Completion of Master's level degree	20	Transcripts; Diploma / Degree; Educational Credential Assessment.
Completion of a post-secondary degree or diploma of two (2) years or longer	15	Transcripts; Diploma / Degree; Educational Credential Assessment.
Canadian high school diploma or equivalent foreign credential	12	Transcripts; Diploma / Degree; Educational Credential Assessment.
Completion of a Canadian post-secondary degree or diploma of two (2) years or longer	6	Transcripts; Diploma / Degree.

3. BUSINESS OWNERSHIP EXPERIENCE*

Ownership Experience	Points (Max. 24)	Documents Required
Ownership of business for three (3) years or more	15	• Resume • Business registration/license • Tax registration • Reference letters • Labour contracts • Pay stubs or payroll records • Income certificate • Income statement
Ownership of business for two (2) to three (3) years	5	
Senior Management Experience over five (5) years	9	

***Note:** Applicants must either have a minimum of two (2) years of business ownership experience in the past 10 years including a minimum 25% ownership and active role in the management and operations of a company or greater than five years of experience in a senior management role in the past 10 years. An active role means that you are personally involved in the day-to-day operations of the company and have direct involvement in the decision-making. Both ownership and senior management experience must be relevant to the proposed Business Establishment Plan.

Applicants claiming five (5) or more years of senior management work experience must demonstrate that they have a history of work experience in an occupation that corresponds to the National Occupational Classification (NOC) 2016 Skill Type 0, Skill Level A or B. In order to prove this experience, applicants must provide a reference letter from previous employers explicitly stating how the applicant performed the duties described in the specific occupation under the specific NOC. Please visit <http://noc.esdc.gc.ca/English/home.aspx> to find the corresponding NOC Code and a detailed description of the duties involved with that occupation.

You need to demonstrate that you:

- Performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2016, and
- Performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of NOC 2016.

The Reference letters should:

- Be written on company letterhead
- Be signed by a person occupying a position of authority and must include that person's name and title
- Show company's full address, telephone and fax numbers, e-mail and website addresses
- Be stamped with the company's official seal (if applicable)
- Indicate the specific period of your employment with the company

- Indicate the positions you have held during the period of employment and time spent in each position
- State your main responsibilities and duties in each position including number of employees supervised.
- State your annual salary plus benefits in each position, and
- State the number of hours worked per week in each position

4. NEWFOUNDLAND AND LABRADOR ECONOMIC PRIORITIES

NL Economic Priorities	Points (Max. 12)	Documents Required (where applicable)
Business in Technology, Agriculture, Aquaculture, or Natural Resources	8	Incorporation Documents; Proof of registration with CRA; industry-specific permits; other proof as required.
Business in sector not listed as priority above	4	
Business in Rural Area (Outside St. John's CMA)	4	

5. AGE

Age	Points (Max. 12)	Documents Required
21-30	10	Birth certificate; passport; national identify document.
31-40	12	
41-50	8	
51-59	4	
60+	0	

6. ADAPTABILITY

Adaptability Factor	Points (Max. 10)	Documents Required
Relatives in Newfoundland and Labrador	6	Proof of status (PR card, passport); Proof of relationship; proof of residency (bills, lease, employer's letter).
Previous work experience in Newfoundland and Labrador of two (2) years or more (contract of service, i.e. waged employment)	4	Reference letters from prior employers.
Previous work experience in Newfoundland and Labrador of one (1) to two (2) years (contract of service, i.e. waged employment)	2	

Appendix B:

Document Checklist

Applications which do not follow these instructions will be returned and will not be assessed.

If copies are requested, do not send originals as they will not be returned to you. Review and organize your completed forms and supporting documents in the order below before submitting your application.

When preparing your application package, DO NOT:

- Send double-sided copies
- Bind your application or put the pages in ring binder
- Enclose individual pages in plastic, envelopes or folders
- Tie, sew, bolt, or glue the pages together
- Use multiple staples on a page
- Send multiple copies of identical documents

To better assess applicants, OIM reserves the right, at any point in the application process, to:

- Make a decision on an application;
- Request additional documentation; and/or
- Request that the principal applicant attend an interview.

Newfoundland and Labrador Nominee Program forms – provide ORIGINALS		
Check	Document	Who must provide the document
Submit one completed and signed original form		
☐	Application Form	Principal applicant
☐ N/A	Use of a Representative Form (if applicable) Optional. Use this form if you wish to designate an authorized representative who has your permission to conduct business on your behalf with the Newfoundland and Labrador Office of Immigration and Multiculturalism. When you appoint a representative, you also authorize the Province of Newfoundland and Labrador to share information from your application with this person. This form must be completed by the principal applicant and by all accompanying dependents age 19 or older.	Principal applicant, and dependents (age 19 or older)

Newfoundland and Labrador Nominee Program forms – provide ORIGINALS		
Check	Document	Who must provide the document
☐	Business Establishment Plan Please refer to Appendix C for complete details	Principal applicant
☐	Net Worth Verification Report OIM designated Net Worth Verifier as posted on www.nlimmigration.ca . will assess your net worth and the legal accumulation of your net worth. A Net Worth Verification Report received must be submitted directly to OIM by the Verifier as part of your NLPNP application.	Report must be provided by an OIM designated third-party professional. This applies to the principal applicant and associated partners if applicable.

Supporting Documents – Provide COPIES ONLY		
Travel Documents, Passports and Visas:		
☐	Valid passports / travel documents ☐ Valid regular passport . Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Newfoundland and Labrador Nominee Program application ☐ If you live in a country other than your country of nationality, include a photocopy of your visa for the country where you currently live ☐ All previous temporary residence permits, if applicable and available ☐ Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application.	Principal applicant, spouse/ common-law partner and dependents. This also applies to associated partners if applicable.
☐	Proof of legal status in your country of residence if other than your country of nationality (e.g., work permit)	Principal applicant, spouse/ common-law partner and dependents. This also applies to associated partners if applicable.

Identity and Civil Status Documents:		
☐	Marriage certificate (if applicable)	Principal applicant. This also applies to associated partners if applicable.
Children's Information:		
☐	Birth certificates identifying both parents	Dependents. This also applies to associated partners if applicable.
☐	Adoption papers (if applicable)	Dependents. This also applies to associated partners if applicable.
☐	Custody document and permission for the child to come to Canada (if applicable). This is for children under age 19 (0-18) and If accompanying, proof that the children may accompany the principal applicant to Canada	Principal applicant, spouse/common-law partner. This also applies to associated partners if applicable.
Education Documents:		
☐	Education certifications received (e.g., degrees, diplomas or certificates)	Principal applicant. This also applies to associated partners if applicable.
☐	For foreign credential include an Educational Credential Assessment (ECA) within the last five (5) years prior to the date the EOI is submitted	Principal applicant. This also applies to associated partners if applicable.
☐	Transcripts for successfully completed secondary or post-secondary studies	Principal applicant. This also applies to associated partners if applicable.

Language Documents:		
☐	Please provide you results from one the following tests: - IELTS (General Training Test only) - CELP (General test only) - TEF (Test d'Évaluation de Français) Language test results must not be older than two (2) years prior to the date the EOI is submitted.	Principal applicant. This also applies to associated partners if applicable.
Financial Information:		
☐	Net Worth Verification Report from one of OIM's designated Net Worth Verifiers.	Principal applicant, spouse or common-law partner. This also applies to associated partners if applicable.

Supporting Documents – Applicants with Senior Management Experience		
☐	Résumé	Principal applicant. This also applies to associated partners if applicable.
☐	Reference letters from all employers for the past 10 years where Senior Management experience is being claimed. These letters must: • Be written on company letterhead • Be signed by a person occupying a position of authority and must include that person's name and title • Show company's full address, telephone and fax numbers, e- mail and website addresses • Be stamped with the company's official seal (if applicable) • indicate the specific period of your employment with the company • indicate the positions you have held during the period of employment and time spent in each position • state your main responsibilities and duties in each position including number of employees supervised. • state your annual salary plus benefits in each position, and • state the number of hours worked per week in each position	Principal applicant. This also applies to associated partners if applicable.
☐	Copies of employment contracts with Senior Management experience	Principal applicant. This also applies to associated partners if applicable.
☐	Pay stubs or payroll records for a period of the most recent 12 months from the principal applicant's current employer(s)	Principal applicant. This also applies to associated partners if applicable.

Supporting Documents – Applicants with Business Ownership Experience		
☐	Business registration license of each enterprise owned	Principal applicant. This also applies to associated partners if applicable.
☐	Registration with taxation authorities for each enterprise owned	Principal applicant. This also applies to associated partners if applicable.
☐	Proof of shareholding enterprise	Principal applicant. This also applies to associated partners if applicable.
☐	A notarized reference letter	Principal applicant. This also applies to associated partners if applicable.
☐	Enterprise's last year's financial statement, highlighting where the salaries and/or dividends paid to principal applicant were recorded	Principal applicant. This also applies to associated partners if applicable.
☐	Income certificate prepared by a member or affiliate of the principal applicant's current enterprise	Principal applicant. This also applies to associated partners if applicable.
☐	Business items of principal applicant's current business/ employer such as product brochures, photographs of business establishment, etc.	Principal applicant. This also applies to associated partners if applicable.
☐	Any other documents that will support business ownership.	Principal applicant. This also applies to associated partners if applicable.

Supporting Documents Required for Purchasing a Business:		
☐	Proof of establishing fair-market value for business being purchased; e.g., Business valuation report	Principal applicant/previous business owner
☐	Financial statements from the business for the previous five (5) years	Previous business owner
☐	List of current employees with their salaries and number of hours of work paid by the employer per week and employment terms (e.g., full time, part time, benefits, etc.)	Previous business owner
☐	Proof of payment of employees' salaries for a period of 12 months	Previous business owner
☐	Employment offer letters accepted by employees of the business	Principal applicant
☐	Proof of exploratory visit to Newfoundland and Labrador and related supporting documents such as: • Flight itinerary and boarding passes • Summary of meetings including the itinerary of meetings and associated photographs or business cards for personal and business interactions • Photographs of the principal applicant's trip • Email correspondence with any business contacts in Newfoundland and Labrador/Canada, etc.	Principal applicant

Adaptability:

☐	Previous work in Newfoundland and Labrador (if applicable): If you have completed at least one year of full-time work in an occupation listed in Skill Type 0 or Skill Levels A or B of the National Occupational Classification) in Newfoundland and Labrador on a valid work permit or while authorized to work in Canada please provide: ☐ Letter(s) of reference from past Newfoundland and Labrador employer(s) ☐ A copy of any T4s if available ☐ A copy of the employment authorization Relatives in Newfoundland and Labrador (if applicable): If you or your accompanying spouse/common-law partner have a close relative who is 19 years of age or older who is a Canadian citizen or permanent resident and who has been living in Newfoundland and Labrador for at least one continuous year, you can gain points. This close relative can be a parent, grandparent, brother/sister, aunt/uncle, niece/nephew. ☐ Submit Proof of Relationship to your close relative in Newfoundland and Labrador, such as birth, marriage or adoption certificates. For example, to prove that your relative is your paternal aunt, it would be necessary to submit copies of birth certificates for her and for your father showing they have at least one common parent. ☐ Proof of Status: If your close relative is a permanent resident of Canada then submit a copy of their: • Record of Landing (IMM100) or • Confirmation of Permanent Residence, or • Permanent Resident Card If your close relative is a Canadian citizen then submit a copy of their: • Photo page of a Canadian passport, or • Canadian citizenship card ☐ Proof of Residency: Provide evidence your listed relative physically lives in and is established in Newfoundland and Labrador and has been living in the province continuously for at least one year. This may include copies of: • Lease agreements • The most recent Notice of Assessment from the Canada Revenue Agency • An employer's letter confirming employment • Monthly bills (one page of each bill is sufficient) • Credit card invoices and bank statements Note: The evidence should show the relative's name and full address in Newfoundland and Labrador and must be less than six (6) months old from the date of application submission.	Principal applicant. This also applies to associated partners if applicable.
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Applicants are encouraged to submit any other documents that they believe will substantiate their claims made in their application. OIM reserves the right to request further information throughout the assessment process.

Appendix C:

Business Establishment Plan

The Business Establishment Plan must be a coherent and considered plan for successful settlement and business development in Newfoundland and Labrador. The Business Establishment Plan should contain a well thought out idea to ensure that the business has a reasonable chance of success and can be implemented upon arrival. Information presented should demonstrate that the business meets the minimum investment requirements and you will have an active ongoing role in the management of the business.

In developing this Business Establishment Plan you must demonstrate that you have conducted extensive research and considered relevant economic, market and cultural factors. You must also take into account your management strengths and weaknesses. The Business Establishment Plan must include a detailed Action Plan that outlines the planned actions of the business over the next two to three years, including but not limited to, financial actions required to start or buy business, anticipated start date of the business, when staff will be hired, timing of planned export activities, etc.

There is no penalty for a third party developing a Business Establishment Plan; however, you must be involved in its design and contribute to the content. You must have complete knowledge of the Business Establishment Plan and will be held accountable to any proposals, meetings, partnerships, or activity listed within the Business Establishment Plan. **In the event that you are unaware of the Business Establishment Plan's contents, you may be deemed ineligible.**

Please note that the NLPNP reserves the right to have Business Establishment Plans assessed by professional third parties identified by the Government of Newfoundland and Labrador. In this event, you will have the choice to withdraw the application or proceed with assessment at your own cost. The assessment conducted by identified third parties will only focus on the preparation and due diligence conducted by you in preparing the proposed business plan.

The Business Establishment Plan must include all of the following information, including a detailed Action Plan, regardless of whether you are purchasing an existing business or plan to establish a new business.

Business Idea

- Proposed industry/sector:
 - Aerospace
 - Agri-food/seafood
 - Biotechnology
 - Culture
 - Energy
 - Forestry
 - Information and communications technologies
 - Manufacturing
 - Mining/materials
 - Oceans technology
 - Retail/services
 - Tourism
 - Other (please specify)
- Description of your proposed business:
 - Minimum ownership percentage: You must demonstrate you will own at least one-third (33.33%) of the business in Newfoundland and Labrador. All investors in the business must be listed, including contact information.
 - If you are planning to purchase an existing business please include the name of the business (full legal name if a corporation) as well as the trading/operating name (if applicable). Please also include details of any changes you are considering to the business operation. For example, how will you improve, upgrade and/or expand the existing business? This may include creating new employment, investing in improvements and/or upgrades to the business, introducing new products and/or services.
- Business ownership information – partnership, proprietorship, corporation, acquisition, franchise.
- Proposed location for the business (city or town)
- What will be the geographic coverage (local, regional or national)?

Sales and Marketing Plan

- Market analysis and marketing strategy including
 - Who are your customers?
 - Who are your suppliers?
 - Who is your competition?
- Who will be the major supplier(s) for the business?
- How will the business acquire space to operate?
- What products or services will you offer?
- What distribution channels will you use?
- What hours will your business operate?
- Do you plan to use outside professional services?
- Please include full details of research undertaken to support these plans?

Exploratory Visit

You are required to make a **mandatory exploratory visit** to Newfoundland and Labrador prior to starting a new business or purchasing an existing business. Your report on the visit must cover the entire length of your stay in Canada, including time spent in other provinces, if any. The information required must be submitted as part of your Business Establishment Plan, including any relevant documents. Do not include brochures, flyers, maps or other promotional materials collected during the exploratory visit.

Detail:

- Length of your stay.
- The name of the professional business service providers or settlement organizations visited during your trip, including mailing addresses, telephone numbers, and emails.
- A description of the activity and/or meeting and how it relates to the applicant's business establishment or settlement.
- Copies of all airline tickets, boarding passes and hotel receipts during your entire stay in Canada.
- Copies of business cards collected from relevant contact and business service providers contacted during your visit.
- Details of visit to existing business location and meetings with current owners if you are planning to purchase an existing business. You should include the business name, location and the current owner's names and contact details.

Critical Factors

- Identify government regulations that will be applicable to the proposed business idea such as environmental regulations, health regulations, municipal zoning requirements, and labour rules.
- Are there special insurance requirements?
- Outline any overall anticipated challenges in addition to those identified above.

Risk Factors

OIM will consider the potential for any risk factors of your proposed business and your ability to address these risks, including but not limited to whether you are proposing external financing, or whether you are proposing to invest more than 50% of your personal net worth.

Investment/Financial

- Proposed investment amount including how the money will be spent.
- Forecasted start-up funds and expenses.
- Source of financing for investment. (You must provide the minimum investment amount from your own funds). If credit will be required in addition to investment from own resources, please specify the amount of credit and from what sources.
- If a succession/takeover, financial statements for the last five (5) years should be provided.
- Three (3) years' pro-forma financial statements including balance sheet, income statement and cash flow statement. Assumption notes for income statement and cash flow statement including a rationale for estimated revenue, expenses and profitability must be included.

Business Relationships

- The name, organizations, mailing addresses, phone numbers, and emails of contracted professional business service providers who the applicant has contacted and/or has established an active working relationship or paid contractual agreement with.
- The name, organization name, mailing address, email and telephone number of the person who compiled or assisted in the compilation of the Business Establishment Plan.
- A summary of people contracted or consulted in preparation of the Business Establishment Plan.

Human Capital

- Management contribution you will make with respect to the proposed business (e.g., sales, distribution, production, research and development). Please include an estimate of the hours you will spend managing and/or working in the business on a weekly basis.
- How many and what type of jobs to be created for Canadians or permanent residents?
- If it is business succession, describe how you will offer to the existing staff similar terms and conditions to what they already enjoy, including maintaining existing wages and employment terms.
- What will be the educational requirements and experience for newly created positions?
- Preparation and training for entrepreneurship in Newfoundland and Labrador (including course titles and institution names, if applicable).
- Educational background and its relevance to the proposed business idea.
- Entrepreneurial experience and its relevance to the proposed business idea.
- If you have no relevant experience or background directly related to your business idea, please explain how your knowledge or experience can be applied to the proposed business idea.

Business Establishment Plan change requests:

If, after arrival in Newfoundland and Labrador, you realize that a change in your Business Establishment Plan is necessary, you may make a Business Establishment Plan change request.

- Business Establishment Plan change requests must be made in writing and will be assessed on a case-by-case basis.

Applicants will be expected to demonstrate genuine attempts to purchase or establish the business as per their original Business Establishment Plan and must provide detailed documentation to demonstrate that they have made a fair attempt to fulfill their original Business Establishment Plan.

You are not guaranteed to receive approval for a Business Establishment Plan change even if the proposed changes meet program criteria.

Appendix D:

Arrival Meeting

All approved applicants (and any associated partners, if applicable) are required to meet with an Immigration Program Development Officer within 30 calendar days of their arrival date.

You will be required to bring originals and photocopies of the following documents to the meeting:

- Principal Applicant's (and any associated partners, if applicable) Passport
- Dependents' Passports, if applicable
- Work Permit for Principal Applicant
- Newfoundland and Labrador Driver's License, if applicable.
- Newfoundland and Labrador Medical Care Plan (MCP) Card
- Proof of address in Newfoundland and Labrador:
 - Copy of utility bills in your name;
 - Copy of any lease agreement you have signed; and/or
 - Copy of your mortgage or purchase agreement if you have purchased a house.
- Proof of funds transfer to Canada. You must provide proof that you have transferred the amount specified in your Business Performance Agreement to a bank account in Newfoundland and Labrador. This can include:
 - A copy of your bank statement showing the withdrawal from your bank account in your home country and a photocopy of your bank statement showing the deposit into your bank account in Newfoundland and Labrador; or
 - A copy of your funds transfer showing the account money was withdrawn from and the Newfoundland and Labrador account money was transferred to.

Only the following documents are required for associated partners who are Canadian citizens or permanent residents:

- Passport (if applicable)
- Newfoundland and Labrador Driver's License, if applicable.
- Newfoundland and Labrador Medical Care Plan (MCP) Card
- Proof of address in Newfoundland and Labrador:
 - Copy of utility bills in partner's name;
 - Copy of any lease agreement (if applicable); and/or
 - Copy of mortgage or purchase agreement if they have purchased a house.

Contact Information

Postal Box Address (Mail)

Office of Immigration and Multiculturalism
Department of Immigration, Skills and Labour
Government of Newfoundland and Labrador
West Block, Confederation Building
100 Prince Philip Drive
P.O. Box 8700, St. John's, NL A1B 4J6
CANADA

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