



Manitoba Farm Strategic Recruitment Initiative

Application Kit

The Farm Strategic Recruitment Initiative (FSRI) is a special rural economic initiative under the auspices of the Manitoba Provincial Nominee Program for Business (MPNP-B).

This Application Kit outlines the eligibility requirements for the FSRI. All of the necessary forms, along with instructions for completing the forms, are included. Please review carefully prior to applying to determine whether you qualify to be considered for the FSRI and to ensure that all necessary documents are submitted.

IMPORTANT

The Manitoba Provincial Nominee Program – Farm Strategic Recruitment Initiative (FSRI) is for individuals with proven farm business experience, sufficient available capital to invest, and who intend to establish and operate a farm operation in rural Manitoba. It is expected that successful applicants of the FSRI will establish a farm business in rural Manitoba producing primary products that is consistent with the province’s current farm industry. The type of operation and investment must correlate with Provincial statistics and be relevant to Manitoba’s farm industry. Agri-business operations not producing primary products may qualify under the Business Program criteria.

Do not complete and submit this application kit unless you are confident that you adequately meet the eligibility criteria of the FSRI and have conducted an Exploratory Visit. Applications received from individuals who have not completed the mandatory Exploratory Visit will not be interviewed and their applications will be returned unprocessed.

The MPNP-B does not require applicants to use the services of immigration representatives. No priority or special consideration will be given to applications prepared by an immigration representative.

The FSRI criteria and forms may change without notice. See our website for the most up-to-date information and to ensure you have the most recent version of this application kit.

Applicants are responsible for the content of their applications. If material and relevant facts relating to the application have been withheld or misrepresented, the application will be refused. The MPNP-B routinely checks with reliable sources to verify whether information provided and documents submitted are genuine.

Be advised that decisions on applications are final. There is no appeal process; however, this does not preclude applicants from beginning the application process anew after one year (or two years for cases of misrepresentation) if the reasons for the refusal of the initial application have been addressed. If the MPNP-B is unable to nominate you, you are still encouraged to consider other federal immigration streams with Manitoba as your destination.

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For more information, please contact the:

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Introduction

The Manitoba Provincial Nominee Program (MPNP) is a provincial immigration program made possible through the *Canada-Manitoba Immigration Agreement*. It allows the Government of Manitoba to recruit and nominate immigrants who are best suited to contribute to Manitoba's economy. Applicants nominated by Manitoba should receive favourable and prompt consideration from Citizenship and Immigration Canada (CIC) as long as they comply with CIC's statutory requirements, submit bona fide documents, and have a genuine intention to reside in Manitoba.

There are two immigration streams under the MPNP. One is for skilled workers and the other is for business investors. This [application kit](#) contains information for applicants to the Farm Strategic Recruitment Initiative (FSRI) which is a special rural economic initiative under the auspices of the Manitoba Provincial Nominee Program for Business (MPNP-B). Instructions for completing your application are included in this kit; however, forms are also available for downloading from our website at www.gov.mb.ca/jec/invest/npn-b/fsri/f_forms.html

The MPNP-B will only nominate individuals who intend to reside in Manitoba with their dependent family members, make an investment into a farm business and assume an active managerial role in that business. Individuals who do not meet all program requirements are encouraged to explore other provincial and federal immigration programs.

MPNP-B officers assess applications based on eligibility requirements and selection factors. Applicants must meet the eligibility requirements. However, applicants should also be aware that meeting the minimum eligibility requirements does not guarantee nomination. Priority is given to the applicants who have the greatest potential to become economically established in Manitoba. Applicants are strongly encouraged to review the entirety of this application kit. Do not complete and submit this application kit unless you have completed your exploratory visit and are confident that you meet the FSRI eligibility criteria. Applications received by individuals who have not completed the mandatory Exploratory Visit will be returned unprocessed.

A decision to nominate does not guarantee the issuance of a Permanent Resident (PR) Visa. CIC retains the final authority in the issuance of all visas. CIC will review the file, conduct security and health checks, and may request an interview. Moreover, your nomination may be withdrawn by the MPNP-B at any time prior to the issuance of a PR Visa. Reasons for the withdrawal of a Nomination Certificate include, but are not limited to:

- The MPNP-B is no longer satisfied that you meet the requirements under which you were nominated.
- A material and relevant fact related to your application was misrepresented or withheld.
- The MPNP-B is no longer satisfied that you intend to reside in Manitoba.

Approved applicants will be required to submit a good-faith deposit in the amount of CDN \$75,000. This deposit is refundable to applicants, without interest, once they have met the terms and conditions of their Deposit Agreement. Prior to landing as a PR, an applicant who withdraws his/her application will be refunded his/her deposit without interest.

MPNP-B / FSRI Eligibility

Ineligible applications

Applications will **not** be accepted from individuals who:

- have an unresolved refugee claim in Canada;
- are in Canada illegally;
- are subject to a removal order in Canada;
- are prohibited from entering Canada;
- have an application pending with another Provincial Nominee Program in Canada;
- had a prior MPNP-B or FSRI application refused within the last 12 months; or
- had a prior MPNP-B or FSRI application refused for misrepresentation or false documentation within the last 24 months.

Applicants residing in Manitoba while their applications are being processed are responsible for maintaining their legal status in Canada as defined by the Immigration and Refugee Protection Act (IRPA).

Applicants should be aware that they may be ineligible for nomination by the MPNP-B, if they:

- do not meet the eligibility criteria as determined by the MPNP-B;
- have committed misrepresentation and/or fraud during the application process;
- have been refused by another provincial or federal immigration program in Canada and the reasons for refusal are applicable to the MPNP-B;
- have close relatives and/or children residing in other province(s) of Canada;
- are unable to provide sufficient explanation with supporting documentation proving that the acquisition of their earned income and net worth were legally obtained; or
- are unable to demonstrate that they have the necessary resources and skills to operate their intended business.

Applicants may also be ineligible for immigration to Canada, if:

- the applicant or any dependent family member (whether accompanying or not) has a serious medical condition;
- the applicant or any dependent family member (whether accompanying or not) over the age of 18 has a criminal record; or
- the applicant has unresolved custody or child support disputes affecting any member of the family.

To qualify for the Farm Strategic Recruitment Initiative (FSRI), interested applicants must:

- have a minimum verifiable personal net worth of CDN\$350,000.
- have a minimum of three years farm business management or farm ownership and operation experience supported by verifiable documents.
- demonstrate adaptability, specifically relating to practical farming skills, technical knowledge and experience in technological based farming practices that will transfer directly to Manitoba's current primary farm production industry.

The MPNP-B advises you to review and understand the eligibility requirements carefully. The FSRI is a special rural economic initiative under the auspices of the Manitoba Provincial Nominee Program for Business (MPNP-B). Although the FSRI does not employ an adaptability matrix that awards points for English or French language capabilities, the FSRI recognizes language capabilities in either of Canada's two official languages are an important adaptability skill that will accelerate your ability to become economically established in rural Manitoba. If you feel that you will be unable to demonstrate your adaptability, specifically relating to your practical farming skills, experience and technical knowledge of technological based farming practices which will transfer directly to Manitoba's current primary production farm industry, the MPNP-B does not recommend that you apply to the FSRI Program. Farm business persons who are unable to demonstrate that they meet the FSRI criteria are encouraged to review the MPNP-B criteria. Please refer to FAQ #7 to 12 for further information.

The applicant must also:

- conduct an **Exploratory Visit** to Manitoba. The applicant must provide a visit report and other documents to demonstrate the research conducted during this visit (please see details on page 7 and 8).
- attend and conduct an interview upon request of a MPNP-B officer in either of Canada's two official languages after the Nomination Application with application fee have been submitted.

The applicant must also be prepared to:

- make an Eligible Farm Business Investment in Manitoba; and
- reside in Manitoba along with his/her dependent family members.

Note: Meeting the basic eligibility requirements does not guarantee nomination.

Farm Business Ownership / Operation or Senior Farm Management Experience

You must have at least three years of full time farm business and operational experience in the past five years either as a farm business owner or in a senior farm management role of a successful farming operation. Your job title, place of employment, responsibilities and farm business skills must be described clearly in the resume and in the Manitoba Provincial Nominee Program for Farm Strategic Recruitment Initiative (FSRI) Application Form. You must demonstrate adaptability, specifically that your practical farming skills, technical knowledge and experience in technological based farming practices will transfer directly to Manitoba's current primary farm production industry. The application will be evaluated taking into consideration your farm business ownership and operational experience or your farm managerial experience as senior manager or a combination of both.

Farm Business Owner: As a farm business owner / operator, you must be engaged actively and on an ongoing basis in producing primary agriculture products that are marketed for income purposes. Also, as a farm business entrepreneur, you should bear the risk of return for the capital investment in your farm business enterprise.

Senior Farm Management Experience:

- You have occupied a position in the highest level of the management structure of a major farm business. In that position, you were responsible for the strategic policy development affecting a major component or a wide range of operations of that farm business, and have done so for at least three of the past five years prior to applying. You must demonstrate adaptability, specifically that your practical farming skills, technical knowledge and experience in technological based farming practices will transfer directly to Manitoba's primary farm production industry.
- If your application is based on Farm Managerial experience as senior manager, you must demonstrate that you have had a role with significant decision-making responsibilities involving a minimum of two of the following aspects of business:
 - Crop or livestock production and overall farm operations
 - Sales and marketing of primary agriculture products
 - Accounting and financial management of a farm business
 - Human Resources/Personnel of a farm business
 - Custom farm operation contracting
- In addition to the above, you should also demonstrate that your level of income is commensurate with the prevailing income level of senior farm managers of other major farm businesses in your country. You must clearly demonstrate this level of income through appropriate documentation including government income tax assessments and/or income tax returns.

Exploratory Visit

What is an Exploratory Visit?

If you are considering immigrating to Manitoba through the FSRI, you must make an Exploratory Visit to Manitoba to investigate farm business and lifestyle opportunities in rural Manitoba.

The Exploratory Visit is mandatory for the Farm Strategic Recruitment Initiative (FSRI) and must be completed prior to submitting a Nomination Application to the FSRI. The Exploratory Visit must be conducted no more than one year prior to submission of an FSRI Nomination Application.

You must visit Manitoba for a period of not less than five business days (excluding the days of arrival and departure), to conduct extensive farm business and rural lifestyle-related research. Although an Exploratory Visit to Manitoba must be for a minimum of five business days, longer visits are recommended as they provide the applicant with a better opportunity to explore Manitoba.

An Exploratory Visit provides you with time to research farming opportunities available, as well as the rural lifestyle in Manitoba. It is expected that you will conduct research activities such as, but not limited to:

- Collecting necessary information to prepare your Statement of Farm Business Intent, which may include farm purchase price, crop or livestock cost of production, marketing farm production, farm machinery and equipment, analyzing competition, or investigating customers and farm suppliers.
- Researching information related to moving to and living in Manitoba such as schooling for children, recreational activities, services available for newcomers and the general cost of living.

During an Exploratory Visit, you must dedicate a significant portion of time conducting farm business-related research and meeting with various stakeholders such as farm business lenders or farm business advisors etc. You are expected to provide details of your business and lifestyle research through an Exploratory Visit Report which forms part of your Nomination Application.

How to Request and be Approved for an Exploratory Visit

You are **not** required to send any request to the MPNP-B nor do you require any approval from the MPNP-B to conduct this visit. The MPNP-B will **not** issue a letter of invitation to support an Exploratory Visit to Manitoba. It is your responsibility to ensure that you have the necessary travel documents (such as a Visitor's Visa) required for travel to Manitoba, Canada. The MPNP-B does not provide letters of invitation or support for you to obtain a Visitor's Visa and cannot intervene in cases in which a potential applicant is denied a Temporary Resident Visa.

Submitting an Exploratory Visit Report with the Nomination Application

If you have conducted an Exploratory Visit to Manitoba, you are required to submit a report of this visit with the Nomination Application. There is no prescribed format for this report; however, you must describe all the activities you have undertaken during this visit. This report must cover the entire period of stay in Canada starting from the first day of entry to the day of leaving Canada and also include time spent in other provinces, if any. You should include airline tickets, boarding passes, hotel receipts, business cards and all other relevant details to describe the activities undertaken during the visit. Please do not attach brochures, flyers, maps or information booklets collected during the Exploratory Visit with this report.

Business Intent

What is a Farm Business Intent?

The Manitoba Provincial Nominee Program – Farm Strategic Recruitment Initiative (FSRI) is for individuals with proven farm business experience, sufficient available capital to invest, and who intend to establish and operate a farm operation in rural Manitoba. It is expected that successful applicants of the FSRI will establish a farm business in Manitoba that reflects the province's current farm industry with regard to the type of operation and investment amount that correlates with Provincial statistics. The Province of Manitoba requires that applicants provide details of the farm business / operation which they intend to undertake once they land in Manitoba.

The Summary of Farm Business Intent is required for three reasons:

- 1) A sound business intent is a good indication that the applicant has come up with a business plan to operate a farm business in Manitoba that will utilize his/her existing farm business skills and experience. The business intent should contain a well-thought out idea to demonstrate that the farm operation being proposed is relevant to the Manitoba farm business industry, economically viable and that the intended farm operation has a reasonable chance to succeed.
- 2) To assess whether the intended farm business / operation meets the minimum investment requirements and that the applicant will have an active and ongoing role in the management of the business.
- 3) To determine the terms and conditions of the Deposit Agreement under which the deposit will be released.

Guidelines for Preparation of the Summary of Farm Business Intent

The following is an outline of what the Summary of the Farm Business Intent should contain:

I. Farm Business Idea / Operation

Describe the proposed farm business idea or farm operation and include:

- Primary farm Production or contracting services that will be provided.
- Market segment the farm business will compete in.
- Who the target customers are.
- The geographic coverage – local, regional or national.
- Identify whether this is a new farm business being purchased from an existing owner.

II. Personal Details

- Education background
 - Does your education relate to the proposed business idea?
 - Do you have farm business experience in the proposed business idea?
 - If no relevant experience, can your knowledge or experience be applied to the proposed business idea?
- Qualifications and skills
 - Demonstrate adaptability to reflect that your practical farming skills, experience and technological operations will transfer directly to Manitoba's primary production farm industry that is currently in practice today.
- Language skills
 - Language proficiency in English or French
 - Language barriers

III. Critical Factors

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

IV. Market Analysis

- Market size
 - What is the size of the market? Is it local, regional, or export-oriented?
- Market segment
 - Which segment of the market will the proposed business target? Will the farm operation be focused on crop production, livestock production, mixed farming, apiary, etc.
- Market trends
 - Is the market growing, contracting, or static? What is the industry forecast?
- Target market and customer profile
 - What kind of customers will your proposed farm business target? Provide demographics data.
- Competition
 - List the existing competitors.
- Marketing
 - What farm marketing efforts will be required to sell the farm production?

V. Resource Requirements

- Location and distribution
 - What is the proposed location of the farm business?
 - Is the planned farm location close to farm suppliers, farm markets, trucking routes?
- Farm machinery and equipment
 - What type of farm equipment will be required? Is there any special equipment?
- Suppliers
 - Identify farm suppliers that will supply the crop or livestock inputs and services.
- Farm Marketing
 - What marketing channel will be used to sell or market the farm production?
- Professional Advisors
 - Do you plan to utilize farm marketing consultants or livestock specialists?

VII. Human Resource Requirements

- Your role
 - You must outline your intended role and clearly demonstrate that you will have an active and ongoing day-to-day role in the management of the farm business.
- Employees (if applicable)
 - Will you employ workers? If so, what are the strategies around finding, hiring and keeping employees?
 - Have you taken into consideration federal and provincial regulations around occupational safety and health, as well as labour issues such as wages?
 - Will you employ an accountant for payroll issues? If not, are you familiar with requirements for making payroll deductions, such as income tax, Employment Insurance (EI) and Canada Pension Plan contributions (CPP)?

VI. Financial Feasibility

- Capital requirements
 - How much capital investment will be required to purchase the farmland and begin farm production? Will there be any leased farmland?
 - How much working capital is required to get the business started?
 - How much capital is required to keep the farm business going before break-even occurs?
- Credit requirements
 - Will financing be required? How much?
 - Source of financing? (Financial institutions? Applicant's Personal Equity?)
- Breakdown of investment
 - List the total amount of investment.
 - List how the investment will be broken down.
 - List the amount of personal funds to be invested as well as amount to be financed (borrowed).

Eligible Farm Business Investments

What is a farm for the purposes of the Farm Strategic Recruitment Initiative (FSRI)?

You must make an investment which meets the following criteria:

- You must live on your farm in rural Manitoba on a day-to-day basis;
- The farm must be in active primary agricultural production, must be economically viable and must not be out of production;
- You must not lease your farm land to others;
- You must manage the farm operation actively on a day-to-day basis. You must not use a third party or farm manager to run the farm; and
- You must not buy a farm for only land value appreciation purposes.

Farm Business Investments will not be eligible if they do not meet these additional requirements for investment and farm business activities.

Investment

1. The Investment from the Nominee's personal assets should be with no less than \$150,000 in tangible assets** in Manitoba.
2. If an investment is into an existing farm business, the Nominee must control at least 33.33% of the equity, or make a minimum \$1 million equity investment in the farm business. In addition, a redemption option should not be included in terms of investment.
3. Investment into personal items, such as the principal residence that is located off the farm and motor vehicles for personal use, will not be counted as part of business investment.
4. Investments into a farm business operated primarily for the purposes of deriving passive investment income are not eligible.

Business Activities

1. A farm business entity should have ongoing and recurring business activities in Manitoba.
2. The Nominee is required to actively participate in the management of the farm business on an ongoing basis from within Manitoba.
3. The farm business must be legal and viable in Manitoba's economic environment, and the applicant should have the necessary resources and skills to operate such a farm business.
4. The MPNP-B requires the Nominee to conduct value-added farm business activities in Manitoba. Purely speculative activities do not qualify under the MPNP-B.

*Tangible assets are items such as farmland, farm buildings, farm related vehicles, office equipment, computers, farm machinery, livestock, tools and fencing supplies, etc.

**Farm businesses that depict the characteristics of a hobby farm will not be eligible for refund.

***Farm businesses that are not established or based in rural Manitoba will not be eligible for refund.

Important MPNP-B/FSRI Information & Policies

As an applicant, you must make a commitment to reside in rural Manitoba with your dependents, to operate a farm business in rural Manitoba and to assume an active managerial role in that farm business. A Program Officer must be convinced of an applicant's commitment to live in rural Manitoba and conduct farm primary production in rural Manitoba before recommending nomination.

Truthful and Correct Information (Misrepresentation, fraud or concealment of information)

As the principal applicant, you are responsible for the accuracy and reliability of the documents and information submitted with a Nomination Application to the MPNP-B and for any information or documents provided on your behalf by a person who you authorize. The MPNP-B may consult third parties to verify the veracity of the documents submitted. **A false declaration, fraudulent document or concealment of information could result in the rejection of an application, withdrawal of nomination, and the refusal to examine any other application from that applicant for a period of two years, and, if applicable, may result in exclusion from Canada and/or become grounds for prosecution or removal.**

If, at any time during the application process, nomination stage or submission of an Application for Permanent Residence, it is found that you have misrepresented facts, supplied fraudulent documents or concealed relevant information from the MPNP-B, the MPNP-B reserves the right to close the application and withdraw the nomination (if issued).

Routine checks are conducted with issuing authorities, home government departments and other reliable sources to verify whether information provided and documents submitted are genuine.

There is no excuse or justification for misrepresentation. If a required document is not available, you should attach a written explanation when submitting your application and, if possible, provide other documents or information that might substantiate the issue in question.

Misrepresentation or withholding material facts relating to your Application for Permanent Residence in Canada is a criminal offence.

Information Change Requests and Information Accuracy

The MPNP-B relies, although not exclusively, upon the information provided in the application and, the interview of the applicant. Additionally, the MPNP-B undertakes its own due diligence with respect to prospective nominees, which may include conducting investigations to verify the accuracy of applicant-provided information. The MPNP-B has the obligation and authority to determine suitability for nomination and to investigate applicants and the information provided in the application, as well as any communications concerning the application, made either directly by the applicant or by the applicant's representative.

Every applicant is expected to be honest, open and forthright in his/her interactions with the MPNP-B. This includes the submission of the application, and also includes the relevant documentation that is provided in support of that application. Applicants are required to ensure that their application is complete and accurate when it is submitted, and should not expect to rely on being able to correct errors or omissions later on in the evaluation process.

Applicants are expected to disclose to the MPNP-B any updates in personal or financial circumstances which might alter, in a material way, information that they have already submitted. Any such updated information or documentation must be accompanied by an explanation from the applicant, indicating the nature of and reasons for the update.

If the MPNP-B determines that a submitted information update is particularly onerous (for example, if it substantially alters the content of the application), then it may set back the timeline for assessment of the application or require the applicant to withdraw their application altogether and reapply. Decisions regarding the effect of new or updated applicant-provided information are strictly at the discretion of the MPNP-B. You should be aware that any information provided to the MPNP-B after the application has been submitted may affect the decision being made. The MPNP-B has the discretion to render its decision based on the totality of information submitted, including having reference to the original application, as well as any new or updated information submitted, and the circumstances of such submission, and also having reference to any information obtained through the MPNP-B's own due diligence. Each MPNP-B decision will be determined on a case-by-case basis, and the outcome in any one case cannot be taken as a guarantee of a particular result in any other case.

You are ultimately responsible for any and all information that you submit, or that is submitted on your behalf. Material misrepresentation of a relevant fact on an application may be grounds for refusal or revocation of a nomination certificate. If the MPNP-B becomes aware of or discovers discrepancies, such as false submissions, omissions, etc. of a relevant and material nature in an application or other applicant-provided information, the application may be declined, even when such misrepresentations are made by your representative.

If new information is submitted after the application has been assessed, that information will not be accepted. If a request for an interview or meeting with MPNP-B staff to discuss new information is made, that request will be declined. All communications concerning an application under assessment must be made in writing and sent to the MPNP-B either by e-mail or postal mail.

Change in Contact Information

You are encouraged to provide an up-to-date personal e-mail address and contact details that can be used to communicate with the MPNP-B. Your e-mail address is very important for the MPNP-B. Please write this in clear and legible letters. The MPNP-B will communicate with you or your representative (if any) in a timely and efficient manner, preferably through e-mails. If you do not provide an e-mail address, please be advised that processing time will increase due to the time required for mail services. Changes in contact details must be supplied to the MPNP-B immediately. You should expect a longer processing time if this information is not communicated to the MPNP-B in a timely manner. It is your responsibility to ensure that the information in the application is up-to-date.

MPNP-B Fee

The MPNP-B charges a CDN \$2,500, non-refundable application processing fee for all business applications, including the Farm Strategic Recruitment Initiative (FSRI). If nominated, an applicant is responsible for all Citizenship and Immigration Canada (CIC) processing fees and Right of Permanent Residence fees. Applicants and family members are also responsible to pay for medical examinations and police clearances. Please refer to the respective visa post web sites regarding the fee details and payment process. www.cic.gc.ca/english/information/fees/fees.asp

Use of an Immigration Representative

You must complete a Code of Conduct for Immigration Representatives Who Represent Applicants to the Provincial Nominee Program form. If an applicant obtains the services of an authorized, paid representative, your representative must also complete the first part of this form. Please note that you are no longer required to complete IMM5476-Use of Representative form. However, you will have to complete this form when submitting your Permanent Residence Visa application to the Central Intake Office in Sydney, Nova Scotia, following nomination by the MPNP-B.

If you wish to change your immigration representative, you and your new representative must complete a new Code of Conduct for Immigration Representatives and Applicant's Declaration form and send this to the MPNP-B. This will automatically cancel the previous representative and authorize the new representative to work with the MPNP-B on your behalf.

You may cancel the appointment of a named representative at any time by completing the last part of the Code of Conduct for Immigration Representatives and Applicant's Declaration form. In this case, you do not need any authorization or consent from your previous immigration representative.

You should be aware that employing a lawyer or consultant will not guarantee success of your application, and that anyone who provides a guarantee of successful immigration may be making a false promise. CIC or the MPNP-B does not give any preferential treatment to applications represented by a lawyer or consultant. Each case is treated in the same manner and each application is evaluated based on the same criteria. For further information, please visit

<http://www.immigratemanitoba.com/2014/04/16/mpnp-representatives-consultants/>.

Accumulation of Net Worth (Source of Funds)

In order to meet the MPNP-B requirements, your declared net worth must have been legally obtained. You must demonstrate, through documentation, how your net worth was obtained. The MPNP-B will assess your net worth based on the information supplied on Federal form *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees* and the supporting documentation provided by you. Merely declaring income or inheritance of assets is not sufficient information to convince the MPNP-B that you have earned such income or acquired assets in the past. You must provide details of your income from all sources, including capital gains, rental income, etc. You must consider all your investments and living expenses when accounting for your accumulated net worth. The MPNP-B will also consider the value of assets, liabilities, income and expenses of your spouse and dependent children. Hence, the same must be reported while providing the details of your net worth. All such claims must be supported by sufficient and credible documents. Some of these supporting documents

might include copies of bank statements, individual tax receipts/returns or any other documents which you feel are appropriate to substantiate this information.

If you do not meet this criterion, your application will be declined and you will not be eligible to apply again to the MPNP-B for one (1) year from the date of the application submission.

Notarized/Certified Copy of a Document

To have documents notarized/certified, you must take your original documents and a photocopy of each document to a Notary Public in your community. This authorized individual needs to sign on your photocopies, indicating that these copies are true representations of the original documents, print his/her name, official position, date of certification, contact details and affix his or her official stamp. The MPNP-B accepts documents certified by a Notary Public in your country.

Notary Public – (also called a Notary). This is a public official who verifies that documents are real and/or official.

Note: The MPNP-B does not accept copies of documents certified by family members and/or an applicant's immigration representative.

Document Translation

The MPNP-B requires that all documentation be provided in either English or French. When documents are in a language other than English or French, the applicant must submit a notarized photocopy of the original document (as required in the Document Checklist) as well as a copy of its translation.

The MPNP-B will accept translated documents by a certified English/French translator or any person (with the necessary translation ability) other than the principal applicant's spouse, a member of the principal applicant's family, or a paid third party (immigration representative) that has assisted and prepared the application to the MPNP-B.

A Translator Affidavit must be provided, which describes the translation ability of the translator. A Translator Affidavit is a document that recognizes the translator has sworn, in the presence of a person authorized to administer oaths in the country in which the translator is living, that the contents of his/her translation are a true translation and representation of the contents of the original document. In this affidavit, the translator must provide his/her complete contact details including name, address, phone, fax number and e-mail address, start date and termination date of authorization, if applicable.

Substituted Evaluation

The MPNP-B does not base approval or nomination solely on an applicant meeting the basic criteria of the FSRI. A substituted evaluation may be used if an officer believes that an applicant's adaptability specifically relating to practical farming skills, technical knowledge and experience in technological based farming practices will not transfer directly to or is not relevant to Manitoba primary production farming industry. A substituted evaluation might also be used if there is not sufficient indication of the applicant being destined to Manitoba and/or demonstrates the potential to become economically established in rural Manitoba.

Here is a list of the most common situations in which the officer might decide to do a substituted evaluation. This list is only intended to provide guidance and is not a prescribed list of factors and circumstances to be used in support of exercising a substituted evaluation. There are a number of factors that an officer might cite individually or in combination as being pertinent to assessing the likelihood of the ability and the intention of the applicant to settle in Manitoba and become economically established in the province.

Questionable Intention to Settle in Manitoba:

- Strong family connection to other province(s).
- Recently worked or studied in other province(s), or currently or recently working or studying in other province(s).
- Recent or active immigration application(s) with a destination outside of Manitoba.

Unsubstantiated Sources of Funds:

- If the applicant has not adequately accounted for all of and/or the origins of all of his/her and his/her family's income and net worth.
- If the applicant cannot provide sufficient documentation from official sources to support or substantiate the accumulation of net worth.

Inability to Become Economically Established in Manitoba:

- The applicant's proposed farm business is not a relevant or Eligible Farm Business Investment.
- Lack of necessary resources and transferrable skills to manage the proposed farm business.
- Inability to demonstrate adaptability, specifically relating that practical farming skills, technical knowledge and experience in technology based farming practices will transfer directly to Manitoba farm production industry.
- Failed to demonstrate a potential for long-term contribution to the rural Manitoba economy.

A substituted evaluation is considered on a case-by-case basis. The scope of what an officer might consider as relevant cannot be limited by a prescribed list of factors to be used in support of exercising a substituted evaluation. There are any number and combination of considerations that an officer might cite as being pertinent to assessing the likelihood of the ability of the applicant to become **economically established** in Manitoba.

MPNP-B's Decision Process - Procedural Fairness

The **Procedural Fairness Process** allows an applicant a fair opportunity to respond to the MPNP-B's concerns prior to a negative decision being made on his/her application.

In cases in which the assessing officer would normally recommend an application for decline due to insufficient information, or concerns that the applicant does not meet all the MPNP-B's requirements, a Pre-Assessment Notice (PAN) letter will be sent to the applicant and his/her authorized representative (if applicable). The PAN letter will outline the officer's concerns and allow the applicant or his/her representative 30 days to respond to the content of the PAN letter. This time period allows the applicant a fair opportunity to respond to the concerns outlined in the PAN letter. After the specified period has expired, the officer will complete his/her assessment of the application and make a recommendation. The final step of the application assessment process is for the officer to make a

recommendation that will be reviewed by the Assessment Review Team (ART). This multi-step process involving multiple officers of the MPNP-B ensures that each application is assessed fairly.

Please refer to the FAQ section for additional information.

Nomination and Withdrawal of Nomination

After receiving nomination, the applicant (now a MPNP-B Nominee) is responsible for completing and submitting a complete Application for Permanent Residence to the appropriate office of CIC. This must be done within 180 days from the date of nomination.

A nomination may be withdrawn at any time prior to CIC issuing you a Permanent Resident Visa if the MPNP-B is not satisfied that you continue to meet the original requirements under which you were nominated. Reasons for which the MPNP-B may withdraw a nomination include, but are not limited to:

- The MPNP-B is advised that information provided in your visa application is false or has been misrepresented.
- You are deemed to not intend to live and/or start a business in Manitoba.

Submission of Application for Permanent Residence

You are advised to keep a copy of your MPNP-B application. You will be required to submit the same information provided in your MPNP-B application to Citizenship and Immigration Canada when making your Permanent Resident Visa application. However, in cases in which the information has changed substantially from the time of the Nomination Application and Application for Permanent Residence, you must provide a copy of the relevant changes to the MPNP-B. If you fail to advise the MPNP-B of the changes to your information, the MPNP-B reserves the right to withdraw the nomination.

Dependents

The nomination of an applicant includes the applicant's spouse or common-law partner and dependent children as defined by the Immigration and Refugee Protection Act (IRPA).

Accompanying Dependents – A spouse and/or a dependent child of the principal applicant, and/or his/her spouse, or common-law partner who intend to immigrate to Manitoba with the principal applicant.

Dependent Children – In order to be considered eligible to accompany an MPNP applicant to Manitoba, a dependent child must be:

1. under the age of 19 and not married or in a common-law relationship, or
2. 19 years of age or older, dependent substantially on the financial support of the parent since before the age of 19 and unable to be financially self-supporting due to a physical or mental condition

[CIC's amendment](#) of the definition of dependent child affects all federal and provincial immigration programs.

Please note the following:

- All existing dependents must be declared to the MPNP-B BEFORE nomination.
- New dependents, after nomination, must be declared to the MPNP-B and the Government of Canada Visa Office BEFORE Permanent Residence Visas are issued.
- If you do not declare a new dependent to the MPNP-B and the Government of Canada BEFORE your Permanent Residence Visa is issued, you will need to apply separately to sponsor these dependents through a Government of Canada sponsorship program AFTER you settle in Manitoba.
- The MPNP-B cannot assist you with a sponsorship application.
- Please also note that CIC may introduce regulatory changes to amend or change the definition of a “dependent”. In that eventuality, the newly introduced definition of a “dependent” will prevail.

The Application Process

Step #1 Conduct your Exploratory Visit to Manitoba.

Note: The MPNP-B advises you to review and understand the eligibility requirements carefully. The FSRI is a special rural economic initiative under the auspices of the Manitoba Provincial Nominee Program for Business (MPNP-B). Although the FSRI does not employ an adaptability matrix that awards points for English or French language capabilities, the FSRI recognizes language capabilities in either of Canada's two official languages as an important adaptability skill that can accelerate your ability to become economically established in rural Manitoba. If you feel that you will be unable to demonstrate your adaptability, specifically relating to your practical farming skills, experience and technical knowledge of technological based farming practices which will transfer directly to Manitoba's current primary production farm industry, the MPNP-B does not recommend that you apply to the FSRI Program. Potential applicants with farming backgrounds who are unable to demonstrate that they meet the FSRI criteria are encouraged to review the MPNP-B criteria. Please refer to FAQ #7 to 12 for further information.

You must visit Manitoba for a period of not less than five business days (excluding the days of arrival and departure), to conduct extensive farm business and rural lifestyle-related research. Although an Exploratory Visit to Manitoba must be for a minimum of five business days, longer visits are recommended as they provide the applicant with a better opportunity to explore Manitoba.

It is your responsibility to ensure that you have the necessary travel documents (such as Visitor's Visa) required for travel to Manitoba, Canada.

Step #2 Submit your Farm Strategic Recruitment Initiative Nomination Application

Once you have completed your Exploratory Visit, you can submit your complete Nomination Application together with all supporting documents and the non-refundable application processing fee of CDN \$2,500. **The fee must be paid in the form of a Bank Draft payable in Canadian Dollars to the Manitoba Development Corporation.**

Step #3 Attend an interview with MPNP-B Program Officer

After the Nomination Application and application fee has been received, you may be requested to participate in an interview. You will be contacted by the FSRI to make these arrangements once your file is being processed.

Step #4 Assessment of the Farm Strategic Recruitment Initiative Nomination Application

Once a complete Nomination Application has been received along with the non-refundable processing fee a confirmation letter acknowledging receipt of your application will be sent to you. The FSRI Nomination Application will be assessed according to FSRI and MPNP-B criteria. If your Nomination Application is refused, you will not be refunded your application processing fee.

(NOTE: Processing does not begin on incomplete applications.)

Step #5 Complete a Deposit Agreement

If you are approved for nomination, you will be instructed to sign a Deposit Agreement and send a deposit of CDN\$75,000 to Manitoba Development Corporation.

Step #6 Submit an Application for Permanent Residence to the CIC Central Intake Office (CIO) in Sydney, Nova Scotia, Canada

Upon receipt of a signed Deposit Agreement and deposit of CDN \$75,000, you will be instructed to submit your original Permanent Resident application to the Central Intake Office (CIO) in Sydney, Nova Scotia, Canada. The MPNP-B will send a Nomination Certificate directly to that office indicating that you have been nominated by the MPNP-B. Upon further screening, the CIO will forward the application to a designated Canadian Visa Office abroad that will provide instructions on medical examinations, security clearances and, upon favourable results, issue the Permanent Residence Visa.

Step #7 Immigrate to Manitoba

Upon arriving in Manitoba as a Permanent Resident, it is mandatory that you contact the Business Immigration and Investment Branch within 30 days to schedule an appointment to meet with a Business Settlement Officer.

Step #8 Establish your Eligible Farm Business in rural Manitoba and Request a Refund of Deposit

An applicant must establish his/her business and fulfill the investment requirements as outlined in his/her Deposit Agreement within two years of landing. Once the investment in the farm business area he/she proposed has been verified, the CDN\$75,000 Cash Deposit will be returned to the applicant.

IMPORTANT:

Do not complete this application kit unless you have completed your Exploratory Visit. Applications received from individuals who have not made an Exploratory Visit to Manitoba will not be interviewed and their applications will be returned unprocessed.

To apply to the FSRI, the applicant must:

- 1) Complete the forms. Please refer to our Document Checklist which has complete details of the forms and documents required to be enclosed with the application.
- 2) Collect all documents, as outlined in detail in the Document Checklist. It is an applicant's responsibility to submit all supporting documents. If documents are missing, not translated or unclear, your application may be returned and not assessed. Translated documents **must** be notarized.
- 3) Review and organize your completed forms and supporting documents in the same order as set out in the Document Checklist to ensure you have a complete application package.
- 4) Please collate your pages and secure them with one paper clip.
 - Do not bind your application or put the pages in a ring binder.
 - Do not enclose individual pages in plastic, envelopes or folders.
 - Do not tie, sew, bolt or glue the pages together.
 - Only staple documents together which have multiple pages.
 - Do not send multiple copies of identical documents.

- Do not send booklets, brochures or leaflets with your application that were collected during an Exploratory Visit.
- 5) PHOTOCOPY all your completed forms and supporting documents and attach the labels from the Document Checklist Tag Sheet.
 - 6) Submit your completed application package.
(DO NOT FAX or E-MAIL THE APPLICATION PACKAGE.)
 MAIL TO: Business Immigration and Investment Branch
 Manitoba Labour and Immigration
 600 - 259 Portage Avenue
 Winnipeg, Manitoba, Canada R3B 2A9
 - 7) The Nomination Application will be reviewed and you will be contacted by letter, fax or electronic mail (e-mail) with the results. Further clarification and/or documentation may be requested.
 - 8) Decisions on applications are final. There is no appeal process. However, this does not preclude applicants from applying again after one year (or two years for cases of misrepresentation), provided the reasons for refusal of the initial application have been addressed.

If your Application for Nomination is approved by Manitoba, you will be required to make a good-faith deposit of CDN\$75,000 to the Government of Manitoba, and sign a Cash Deposit Agreement guaranteeing that you will live in Manitoba and start or purchase a farm business in Manitoba within two years of obtaining your Permanent Resident status. The deposit will be refunded without interest when the investment described in the Deposit Agreement is made, the farm business is operational and the Nominee is actively involved in the operation of the farm business / operation from within Manitoba.

After the deposit of CDN\$75,000 and signed Deposit Agreement are received by Manitoba, you will be provided with instructions on how to submit the appropriate forms, documents and federal processing fees to a **Centralized Intake Office – Provincial Nominee Program (PNP)** P.O. BOX 1450, Sydney, Nova Scotia, Canada B1P 6K5. www.cic.gc.ca/english/information/offices/canada/sydney.asp

Further instructions will be sent directly to you from the Canadian Visa Office regarding health and security checks. The Canadian Visa Office may require additional documentation at that time. In some cases, you may be required to attend an interview.

Upon arrival in Manitoba, you must contact the Business Settlement Office of the Manitoba Provincial Nominee Program for Business (MPNP-B), (Canada 001-204-945-1872), for general settlement support in establishing your business. Once the business has been established, you may request the release of your CDN\$75,000 deposit. At any time during this process, you are encouraged to contact the MPNP-B for further information or clarification, or to advise on a change in personal situation or contact information.

Frequently Asked Questions

Q1. What is the Farm Strategic Recruitment Initiative within the MPNP-B?

A. The Manitoba Provincial Nominee Program for Business (MPNP-B) is a component of an immigration program that was created through an agreement between the Government of Canada and the Province of Manitoba. The Farm Strategic Recruitment Initiative (FSRI) is a special rural economic initiative under the auspices of the MPNP-B. The purpose of this program is to attract suitable farm business persons that meet the criteria of the FSRI. The MPNP-B accelerates the immigration process by providing a Nomination Certificate to allow for faster processing by the Government of Canada of your immigration application.

Q2. How much net worth must I have to qualify as a business immigrant under the FSRI?

A. Farm business immigrants are required to have a legally earned or obtained net worth of at least CDN\$350,000.

Q3. How much does the MPNP-B require me to invest in Manitoba in the FSRI Program?

A. The amount of investment you make in Manitoba will be dictated by the type of farm business you establish, the size of the operation, and the farm sector that you intend to enter. Depending on the size of the farm the investment may be in the hundreds of thousands or millions of dollars. While the total investment may include financing, a minimum of \$150,000 must be from your personal resources.

The CDN\$75,000 deposit is not part of the investment.

Q4. Must I make an Exploratory Visit to Manitoba before submitting my application?

A. Yes. Exploratory Visits are mandatory for a minimum of five business days. This visit will allow you to identify and assess potential farming opportunities as well as experience rural Manitoba's quality of life.

Q5. If I attend an Exploratory Visit and submit my application to the FSRI, and if I am interviewed, will I automatically be nominated by Manitoba?

A. Making an exploratory visit to Manitoba and being interviewed will not guarantee that you will receive a Nomination Certificate. The MPNP-B bases its decision on many factors in addition to the minimum net worth and experience criteria.

Q6. Do my documents have to be translated by a certified translator?

A. Yes. All documents must be accurately translated into English or French. If nominated, the Canada Visa Office may require similar translated documents. Applicants are advised to prepare additional copies of translated documents for this purpose.

Q7. I do not understand English or French. Will this affect my chances of being approved under the FSRI?

A. Though not cause for automatic refusal of an application, the inability to speak English or French will negatively impact your chances of being approved under the FSRI. Although the FSRI does not employ an adaptability matrix that awards points for English or French language capabilities, the FSRI recognizes that language capabilities in either of Canada's two official languages are an important adaptability skill which can accelerate your ability to become economically established in rural Manitoba. FSRI applicants must demonstrate suitability and adaptability to the Manitoba farm industry, which is rural based and services are offered predominantly in English or French.

Q8. If I apply to the FSRI and if I am approved, will I be guaranteed a Permanent Resident Visa to come to Canada?

A. In addition to meeting the requirements of the MPNP-B, an applicant must also meet the requirements of the Federal Government's Department of Citizenship and Immigration Canada.

Q9. Why do the FSRI eligibility criteria specify that an applicant must demonstrate practical farming skills, technological knowledge and experience in technological-based farming practice that will immediately transfer directly to Manitoba's current primary production industry?

A: In the past, applicants who successfully established rural farm businesses consistent with existing Manitoba farm operations and investment levels displayed the characteristics of having farming skills, technical knowledge and experience in technological based farming practices, and language skills that were immediately adaptable or transferrable to Manitoba. The technical knowledge and experience in technological based farming practices were being employed by the successful applicant in their existing farm business.

Applicants with farming as their business intention who previously did not employ similar technological based farming practices on their farm operation, or have suitable language skills were less likely to be successful in establishing a farm business in rural Manitoba.

Q10. I have never owned a farm business or managed a farming operation. Does this affect my chances of qualifying?

A. Yes. All FSRI applicants must be able to demonstrate that they have a minimum of three years of farm business management or farm ownership and operation experience supported by verifiable documents. You must demonstrate your adaptability, specifically your practical farming skills, technical knowledge and experience in technological based farming practices which will transfer directly to Manitoba's primary farm production industry that is currently in practice.

Q11. I operate a farm where the farm technologies, production practices, amount of investment, climate and / or government requirements are considerably different than Manitoba, but I am a hard worker, produce similar crops such as wheat and cattle, and I adapt easily to new business situations. Do I have a reasonable chance of being approved under the FSRI?

A. Manitoba will only nominate suitable farm business applicants whose practical farming skills, technical knowledge and experience in technological based farming practices are immediately transferrable to rural Manitoba, and that a long term contribution to the Manitoba economy can be achieved through their nomination. The MPNP-B recognizes that the FSRI Program will not be a suitable program for all potential farm business applicants. Applicants who do not meet the eligibility criteria of the FSRI are encouraged to review the MPNP-B Business Program, the MPNP Skilled Worker Program, or immigration programs offered by Citizenship and Immigration Canada with Manitoba as their destination.

Q12. I am not required to file income tax assessments or income tax returns on income that was earned through farming. Will this affect my chance of being a successful FSRI applicant?

A. All FSRI applicants must be able to demonstrate that they have a minimum of three years of farm business management or farm ownership and operation experience supported by verifiable documents. The MPNP-B requires all applicants to document their accumulation of funds as per IMM0008 Schedule 4a. Without official government documents to support declared income from farming operations as requested in the Document Checklist, the MPNP-B may not be able to accurately assess that you will meet the Program's and Citizenship and Immigration Canada's source of funds requirements.

Q13. What kind of information should I include in my Farm Business Intent?

A. Please refer to the "*Guidelines for Preparation of Summary of Farm Business Intent*" for specific information on how to complete the Farm Business Intent. The guide will provide you with some valuable information as to what factors a Farm Business Intent document should take into account. You may include any other information in your Farm Business Intent document that is not referred to in the Guide but that you think will be helpful in strengthening your proposal.

Q14. Do I need to hire a lawyer, consultant, or representative to help me complete or advise me on my application?

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

Q15. What kind of farm businesses will *not* be considered?

A. Please refer to the "*Eligible Farm Business Investments*" section of the MPNP-B website for specific information.

Q16. Why is a Deposit Agreement required?

A. If your Application for Nomination is approved by Manitoba; you will be required to make a CDN\$75,000 deposit to the Government of Manitoba, guaranteeing that you will live in Manitoba and establish a farm business in Manitoba. The deposit will be refunded to you when the investment described in your Deposit Agreement is made, your business is operational and you are living in Manitoba. The *Deposit Agreement* ensures that the applicant understands the commitment to Manitoba.

Q17. When do I deposit the CDN\$75,000?

A. After your Nomination Application has been approved, you will be given detailed instructions, including bank information, to make a deposit of the CDN\$75,000 to the Government of Manitoba.

Q18. When is the CDN\$75,000 Deposit released?

A. You have two years from the date of landing to fulfill the requirements of the *Deposit Agreement*. Once you have met the terms and conditions specified in your Deposit Agreement, your CDN\$75,000 deposit will be returned to you in full, without interest. Deposits are released to you only at your current address or may be wired to your account upon request. Any changes to the Deposit Agreement must be discussed and approved by the MPNP-B's Business Settlement Office before proceeding with any other business.

Q19. If I am approved for the Farm Strategic Recruitment Initiative (FSRI), what is my next step?

A. If you are approved as a Provincial Nominee under the FSRI, a Certificate of Nomination will be issued in your name (and your eligible dependents, if applicable) after the MPNP-B receives your signed Deposit Agreement and your deposit of CDN \$75,000. You will receive a letter from the MPNP-B which will provide detailed instructions about the deposit and the forwarding of Federal Immigration forms and Federal processing fees to the appropriate Centralized Intake Office of Citizenship and Immigration, Canada.

Q20. How long will it take for me to receive my Nomination Certificate and what are the factors that may delay processing my application?

A. There are several factors that can delay processing of your application. These may include, but are not limited to: delay on your part in returning a signed Deposit Agreement and making the deposit payment, incorrectly completed or unsigned application forms and/or missing documents; unclear

photocopies; documents not accompanied by a certified English or French translation; failure to provide an accurate mailing address or change of address; verification of information and documents provided or a change in family situation.

Q21. May I change my plans for my business venture after I arrive in Manitoba?

A. The Farm Strategic Recruitment Initiative is a special rural economic initiative under the MPNP-B. It is expected that if you are approved under the FSRI, that you will invest in and establish a farm operation in rural Manitoba. You are directed to contact the Business Settlement Office for any business related circumstances regarding your Deposit Agreement.

Q22. What if I need more time than the two years after landing to establish my business?

A. An extension may be granted depending on your circumstances and what kinds of activities you had undertaken within the two-year period. Extensions are not automatically granted unless requested for with an adequate explanation as to why the extension should be granted. Any such requests should be directed to the Business Settlement Office in writing, no less than 30 days prior to the anniversary of the two year period.

Q23. What if I am unable to proceed with my business venture in Manitoba?

A. If the intended farm business does not go ahead or is not undertaken, your CDN\$75,000 deposit may be retained by the Province of Manitoba.

Q24. If I have already applied for immigration under a Federal Government Program, or under any other Provincial Nominee program, can I still apply to the FSRI?

A. You may apply to the FSRI under the MPNP-B only if your other application was filed through a Federal Government Immigration Program and if that application is still waiting for a decision. Your application under the MPNP-B will not be accepted if you already have a pending application with any of the other provinces of Canada.

Q25. What fees will I have to pay?

A. The MPNP-B charges a CDN\$2,500 Nomination Application fee. This fee is non-refundable. If you are nominated, you will be responsible for all Federal Immigration processing and the Right of Permanent Residency Fees. You will receive detailed instructions on payment of Federal fees after you are nominated.

Q26. Who do I contact after I arrive in Manitoba?

A. It is important that you contact staff of the Business Settlement Office, located in Room 600 – 259 Portage Avenue, Winnipeg, Manitoba, telephone: 204-945-1872, to arrange an appointment. You will be required to bring your landing papers with you at that time. The Business Settlement Office provides information, advice and guidance to Nominees of the MPNP-B in preparing for and going through the establishment of their proposed farm business.

Q27. Can I start to dispose of my assets after I get nominated by Manitoba and before getting my Permanent Resident Visa?

A. No, do not quit your job or dispose of any assets until Citizen and Immigration Canada has provided you with a Permanent Resident Visa.

Q28. Can I still apply if I have been refused under an immigration program of another province?

A. Yes, you can still apply. However, you will be required to advise the MPNP-B if an application has been made previously to another Provincial or Federal immigration program. You are required to advise the MPNP-B of the results of that application including copies of any correspondence such as a letter of refusal. The application should contain sufficient information to allow the MPNP-B to evaluate

why the factors for refusal in the other Provincial or Federal programs do not apply to the application to Manitoba.

Q29. If I have dependents, relatives or friends living somewhere else in Canada, will that cause my application to be automatically refused?

A. In the *Declaration of Intent* submitted as part of the application, you declare that you understand that Manitoba only nominates individuals who intend to reside in Manitoba along with your dependent family members. The MPNP-B strongly encourages you to demonstrate that you meet this requirement whether you have or do not have relatives, dependents or friends in another province. If, for example, a dependent is studying in another province, you might consider moving this dependent to an educational facility in Manitoba to demonstrate a commitment to the province. Having friends or relatives in another province does not automatically cause an application to be refused. However, the MPNP-B must be convinced that the applicant will not come to Canada and reside in the province where those friends or relatives currently are. It is up to you to convince the MPNP-B of your sincerity to relocate to Manitoba.

Q30: Does the MPNP-B assist Nominees to identify specific farm business opportunities in Manitoba?

A: As a government entity, the MPNP-B does not endorse or advertise directly or indirectly any farm business opportunities. The MPNP-B does not have a list of farms for sale. However, through the counselling services by the Business Settlement Office, the MPNP-B will provide you with the necessary information and knowledge that will allow you to undertake independent research for farm business opportunities in Manitoba. Manitoba has a very diverse agriculture economy with opportunities in a variety of farm business sectors. We encourage you to conduct as much research as possible to identify opportunities across the broad spectrum of farm businesses operating in the Manitoba economy.

Application Assessment and Procedural Fairness

Q31: How is an application assessed to determine if it meets the MPNP-B requirements?

A: The MPNP-B's assessment system uses a multi-step process for reviewing applications for nomination. Once the FSRI Nomination Application is received, the file is comprehensively assessed by a Business Immigration Officer. If the assessing officer is able to make a positive assessment with the information and supporting documentation contained within the application, an approval recommendation from the officer is then reviewed by the Assessment Review Team (ART) comprised of Senior Management of the MPNP-B.

If the assessing officer is inclined to recommend an application for refusal due to concerns that you have not satisfied the MPNP-B that you meet all Program requirements, a Preliminary Assessment Notice (PAN) will be sent to the applicant and his/her authorized representative (if applicable). The PAN will outline the officer's concerns and allow you 30 days to respond. The MPNP-B believes that this time period will allow you a fair opportunity to respond to the concerns outlined in the PAN. Upon receipt of information from you regarding the PAN or after the specified 30-day period has expired, the officer completes his/her assessment of the application. The final step is for the officer's recommendation to be reviewed by the ART. This multi-step process involving multiple officers of the MPNP-B ensures that each application is assessed fairly.

Q32: If I receive a PAN and respond, will my application automatically be approved?

A: The PAN provides you with a fair opportunity to satisfy the concerns raised by the assessing officer. The response you provide must satisfy all of the MPNP-B's concerns raised in the PAN. Subsequently,

the application will be assessed taking your response into consideration, but this does not guarantee that your application will be approved.

Q33: What happens to my application if I do not provide a response to a PAN within the specified period?

A: If you do not respond to the PAN within the specified time frame, your application will be assessed based on the information currently available. If the MPNP-B's concerns outlined in the PAN remain outstanding, your application could be recommended for refusal.

Q34: If my application is refused, can I appeal the decision?

A: All decisions are final. There is no appeal process to the MPNP-B after a decision has been rendered. The MPNP-B has implemented the Procedural Fairness Policy to allow the applicant to address concerns **prior** to the MPNP-B making a final decision.

Q35: If my application is refused after I have received and responded to a PAN letter, can I submit additional information for reconsideration after the decision?

A: No further consideration will be given to an application after the decision date. Any information submitted to the MPNP-B regarding a declined application will be returned.

Q36: If my application was refused, can I re-apply to the MPNP-B?

A: Yes. You may re-apply to the MPNP-B after a period of one year from the date on the refusal letter.

Q37: If my application has been refused due to the identification of falsified documents, misrepresentation or concealment of material facts can I re-apply?

A: Yes. However you will not be eligible to re-apply for two years from the date of the decline letter. You must start the application process by beginning at Step 1 of the "How to Apply" process. Applicants who wish to re-apply must also adhere to all the application steps and processes outlined in the "How to Apply" section.

Q38: If I withdraw my FSRI nomination application from the MPNP-B, can I re-apply?

A: You may re-apply to the MPNP-B after two years from the date confirming your withdrawal from the MPNP-B. In this case, you must start the application process at Step 1 of the "How to Apply" process. Applicants that wish to re-apply must also adhere to all the application steps and processes outlined in the "How to Apply" section.

Q39: If I receive a PAN and withdraw my application from the MPNP-B without responding to the PAN, can I re-apply?

A: You may re-apply to the MPNP-B after two years from the date confirming your withdrawal from the MPNP-B. In this case, you must start the application process at Step 1 of the "How to Apply" process. Applicants who wish to re-apply must also adhere to all the application steps and processes outlined in the "How to Apply" section.

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

Important Terms

Before reviewing the Application Kit, please refer to the definitions below as they pertain to the Manitoba Provincial Nominee Program for Business (MPNP-B):

Affidavit – A sworn statement in writing. It is a written promise that this is the principal applicant's statement.

Accompanying Dependents – A spouse and/or a dependent child (see below for definition of Dependent Children) of the principal applicant who intends to immigrate to Manitoba with the principal applicant.

Application – A package including all forms, supporting documents and information provided to the MPNP-B to request consideration by the MPNP-B.

Balance Sheet (Statement of Financial Position) – One of the most important pieces of financial information, prepared by a business/company. It is a snapshot that shows what a business owns (Assets) and owes (Liabilities) at that point in time. The difference between the assets and the liabilities is called the owner's equity.

(Statement of) Business Intent: - A Business Intent is a plan summarizing the applicant's intended business venture. This should include enough information to outline the most important details of the applicant's business idea, how it will be run and broad expectations of outcomes.

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

Canadian Visa Office – Citizenship and Immigration Canada (CIC's) immigration office outside Canada, located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission that issues Temporary Resident Visas and Permanent Residency Visas.

Cash Deposit – A deposit of CDN\$75,000 will be made and payable to the Government of Manitoba. This deposit will be held until the agreed investment has been made. Terms governing release of the deposit are found in the Cash Deposit Agreement. **Note: No deposit is required until after the application has been assessed and approved, and no interest will be paid on the deposit.**

Cash Deposit Agreement – The agreement entered into between the applicant and the Government of Manitoba governing the terms and conditions under which the deposit will be held and subsequently released.

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

Certificate of Nomination – A certificate issued by the MPNP directly to a CIC Visa Office indicating that an approved Provincial Nominee is eligible to apply to that office for a Permanent Resident visa.

CIC - Citizenship and Immigration Canada.

CIC Visa Office – A Citizenship and Immigration Canada office at a Canadian Embassy, High Commission or Consulate that issues visas, including Permanent Resident Visas.

Common-law partner – A common-law partner is a person who has been living with the principal applicant in a conjugal relationship for at least one year. The term refers to both opposite and same-sex relationships.

Dependent Children – Dependent children are either a biological or an adopted child of the principal applicant, spouse or common-law partner; and

- are under 22 years of age;
- have never married or are not in a common-law relationship;
- are living with the principal applicant (parent) at the time the application is made, and will be traveling to Manitoba at the same time as the principal applicant;
- are financially dependent on their parents for ONE of the following reasons:
 - 1) they are in school full-time and are financially dependent on their parents since reaching the age of 22 (or from the date of their marriage, if married before 22). Students who interrupt their full time studies are still considered dependents, as long as they are not away from their program of study for more than one year and continue to be financially dependent on their parents during that time; or
 - 2) they cannot support themselves due to a physical or mental disability. Dependents who do not meet the above criteria may be considered for nomination under the Skilled Worker Program's *Strategic Recruitment Initiatives* **AFTER** the principal applicant has been nominated by the MPNP-B.

Please note the following:

- All existing dependents must be declared to the MPNP-B **BEFORE** nomination.
- New dependents, after nomination, must be declared to the MPNP-B and the Government of Canada Visa Office **BEFORE** Permanent Residence Visas are issued.
- If you do not declare a new dependent to the MPNP-B and the Government of Canada **BEFORE** your Permanent Residence Visa is issued, you will need to apply separately to sponsor these dependents through a Government of Canada sponsorship program **AFTER** you settle in Manitoba.
- The MPNP-B cannot assist you with a sponsorship application.
- Please also note that CIC may introduce regulatory changes to amend or change the definition of a “dependent”. In that eventuality, the newly introduced definition of a “dependent” will prevail.

Deposit Agreement – After an application is approved for nomination, the applicant must sign a contract with the Government of Manitoba which details the terms and conditions under which the applicant's deposit will be held and subsequently released. The Deposit Agreement will specify the applicant's intended level of investment and type of business proposed.

Designated Representative – An individual, not necessarily a paid immigration representative, named by the applicant and authorized to receive information about an application. The MPNP-B will only release information to **one** named and authorized representative.

Equity Investment (Capital cash outlay) – This consists of investment in verifiable assets and working capital. It is the amount of money, in Canadian Dollars, which is to be invested in while establishing a farm business in Manitoba. In the case of an incorporated farm business, this investment can take the form of Share Capital (Common or Ordinary Shares, Preferred Shares or Subordinated Shareholder Loans to the company. NOTE: This is an investment in permanent capital and, as such, there can be no fixed redemption date). The investment can also take the form of capital outlay for a facility or land that will be used for the purposes of operating the proposed business. There can be no other claims on this money, except that of the entrepreneur.

Exploratory Visit – A visit that gives the prospective farm business applicant an opportunity to acquire first-hand knowledge about living and operating a farm business in Manitoba. The visit may include farm market analysis/research, in-person meetings with farm related industries and government departments or agencies, and other important considerations in establishing a farm business.

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

HRSDC – Human Resources and Skills Development Canada.

Immigration Consultants of Canada Regulatory Council (ICCRC) – A self-regulating association of paid immigration representatives who are citizens or permanent residents of Canada. CIC and the MPNP-B will not release information to any paid immigration representative who is not a member in good standing with **ICCRC** or a lawyer in good standing with a Law Society in Canada or the Chamber des notaries du Quebec.

Immigration Representative – An individual who has the applicant's permission to conduct business for him/her with Citizenship and Immigration Canada (CIC). A paid representative must be either a lawyer registered with a Canadian Provincial Law Society or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC) or the Chamber des notaries du Quebec.

- **Paid Representative** – An individual who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC), a Canadian Provincial Law Society or the Chamber des notaries du Quebec who acts on behalf of the applicant applying for immigration under the MPNP-B. Only members of these associations are authorized to charge fees for immigration advice and/or services under the MPNP-B. If using the services of a paid representative, the applicant must confirm that the representative is a member in good standing of at least one of these two professional associations. For more information, please read CIC's tips for choosing an immigration representative.

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

Manitoba Provincial Nominee – A person whose application to immigrate to Manitoba has been approved and to whom the MPNP has issued a Certificate of Nomination.

Manitoba Provincial Nominee Program – A nomination program that allows the Province of Manitoba to assess and nominate applicants for immigration who can demonstrate their ability to establish successfully and permanently in Manitoba (commonly referred to as the MPNP).

Manitoba Provincial Nominee Program for Business (MPNP-B) Applicant – A person who has been nominated in accordance with Manitoba’s criteria for either a business or farm business investor. This person will be assisted in applying for a Permanent Residence Visa through a designated Canadian Visa Office under the category of Provincial Nominee.

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

Net Worth – The value of an applicant’s total assets, less the value of their total liabilities. This includes all the assets owned by the applicant’s spouse and dependent children but does not include value of personal items such as jewellery, furniture, appliances or vehicles etc.

Nominate – The term used by the Province of Manitoba to describe the selection of an applicant by the MPNP-B and to recommend an applicant for issuance of a Permanent Residence Visa by CIC.

Notary Public – (also called a Notary). This is a public official who verifies that documents are real and/or official.

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

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

Principal Applicant – The person (you or your spouse) who has a better chance of meeting the selection criteria for the MPNP-B as an entrepreneur.

Senior Farm Management Experience – You have occupied a position in the highest level of the management structure of a major farm business. In that position, you were responsible for the strategic policy development affecting a major component or a wide range of operations of that major business, and have done so for at least three of the past six years prior to applying.

If your application is based on Senior Farm Management experience, you must demonstrate that you have had a role with significant decision-making responsibilities involving a minimum of two of the following aspects of business:

- Crop or livestock production and overall farm operations
- Sales and marketing of primary agriculture products
- Financial management and accounting
- Human Resources/Personnel, if applicable
- Custom farm operation contracting.

In addition to the above, you should also demonstrate that your level of income is commensurate with the prevailing income level of senior farm managers of other major businesses in your country. You must clearly demonstrate this level of income through appropriate documentation including government income tax assessments and or income tax returns.

Spouse – A person to whom the principal applicant is legally married. The term refers to both opposite and same-sex relationships.

Supporting Documentation – The documents required for all immigration applications (e.g. documents that prove identity, work experience, language ability, finances, etc.).

Temporary Work Permit – A permit issued by a CIC Visa Office or case processing centre allowing the holder to work temporarily in Canada according to the conditions indicated on the permit. An approved Provincial Nominee may be eligible to apply for a temporary work permit without requiring HRSDC validation, if he/she has a job offer in his/her assessed occupation and a supporting letter from the MPNP.

Instructions, Forms and Document Checklist

INSTRUCTIONS:

- Please ensure only complete applications are submitted. If your application is not accompanied by required documents and forms, it may be returned to you without assessment. If enclosed documents are not legible, your application may be returned unprocessed.
- Submit ORIGINALS, PHOTOCOPIES or NOTARIZED PHOTOCOPIES of all applicable application forms and documents as indicated below. Translations must be provided for any documents in languages other than English or French and must be certified and/or notarized. All forms require original signatures in ink and must be signed with the same signature as it appears on the applicant's passport.
- Assemble your documents in the order listed below. Attach the relevant DOCUMENT CHECKLIST TAGS provided in this package. Use this Checklist to verify that you have all the required documents.
- The MPNP-B reserves the right to request originals or any additional documents as required to better assess your application.
- Please note that in addition to commonly listed documents, the MPNP-B requires some specific documents from specific countries. Please provide these documents to the MPNP-B if this is applicable to you.
- For all documents issued by a third party in support of your credentials, you must provide the contact information such as mailing address, telephone, fax numbers and e-mail address of the person/organization certifying your credentials. For example, auditor's contact information with audited financial statement, property appraiser's contact information with property valuation report, or bank contact information with bank statements, etc.
- In case you are unable to submit any of the documents listed in this Document Checklist, please submit an explanation and/or alternative documents. You may also submit any additional documents (not listed in this Document Checklist) if you think it will help you to establish your credential to qualify for the MPNP-B.
- In the 'Remarks' column you must record **S** for Submitted, **NS** for Not Submitted and **NA** for Not Applicable/Available.
- You should keep a photocopy of your complete application along with documentation for your future reference.

Guidelines for submitting the application package

- Staple together documents that have multiple pages.
- Schedule 4A – Economic Classes – Provincial Nominee - Business Nominees Form has several sections to list your assets and liabilities. Section A, B, C, E, F, and G are for the disclosure of the principal applicant's **personal assets** and liabilities. **Do not include business assets** in these sections. Business assets must be listed in Section D of this form. The MPNP-B considers the current book value shown in the financial statement of the business as its current market value.
- Schedule 4A – Economic Classes – Provincial Nominee - Business Nominees Form: Section J of this form advises an applicant to submit a narrative document. This narrative document should describe all income earning activities and events of your family. Please provide occupational history and indicate the total net income that you and your spouse have received and the business and family investments and loans that you made during a given period. Please provide details for the last twelve years grouped together in four-year periods. Sign and staple this narrative document with Schedule 4A form. Please refer to Sources of Funds section for further information.
- In the case of multiple properties, businesses, or other assets/liabilities, please put all documents specific to that item of the principal applicant's net worth together in the order of the Document Checklist. For example, if the principal applicant has two properties, include the title deed, property evaluation report, purchase agreement, and all other required documents relevant to that property together.
- **Warning:** You must present sufficient credible documents in support of your farm business and (or) farm management experience to earn enhanced points on these factors.

Forms and Document Checklist

Note: This application kit does not contain application forms.
Please visit our website to download or print application forms.

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<p>Manitoba Farm Strategic Recruitment Initiative (FSRI) Application Forms and Documents Please submit originals of Items 1 to 3.</p>	
1.	<p>MANITOBA PROVINCIAL NOMINEE PROGRAM FOR BUSINESS – APPLICATION FORM (MPNP-B APP)</p> <p>MPNP-B APP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> a) appropriate questions are answered in full; b) the form is signed by the principal applicant <p>Attach additional pages, where necessary.</p> <p>Manitoba Information Release Form (MREL)</p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p>Manitoba Consent to Indirect Collection and Disclosure of Personal Information</p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p>Manitoba Code Of Conduct For Immigration Representatives Who Represent Applicants to MPNP-B</p> <p>To be completed by the principal applicant and his representative, if applicable.</p> <p>Declaration of Intent</p> <p>To be completed by the principal applicant</p>	
2.	<p>PROOF AND REPORT ON EXPLORATORY VISIT TO MANITOBA (IF you have conducted a visit to Manitoba) Submit:</p> <ul style="list-style-type: none"> a) An itinerary of your visit including copies of air ticket and boarding 	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<p>passes for all the inward and outward flights to/within Canada</p> <p>b) A description of your research</p> <p>c) Your proof of stay in Manitoba</p>	
3.	<p>SUMMARY OF BUSINESS INTENT IN MANITOBA</p> <p>Submit details of intended farm business venture.</p>	
	<p>Federal Government of Canada Forms</p> <p>Please submit photocopies of the forms listed in Items 4. The originals forms should be submitted to Citizenship and Immigration Canada (CIC) at the time of applying for a Permanent Residence Visa. Information provided to the MPNP-B and CIC must be consistent.</p>	
4.	<ul style="list-style-type: none"> • Generic Application Form for Canada [IMM 0008] (PDF, 536 KB) April 2013 • Schedule A – Background/Declaration [IMM 5669] (PDF, 170 KB) December 2012 • Additional Family Information [IMM 5406] (PDF, 134 KB) April 2008 • Schedule 4A: Economic Classes: Provincial Nominees – Business Nominees [IMM 0008 SCHEDULE 4A] ((PDF, 214 KB) July 2009 • Schedule 4: Economic Classes: Provincial Nominees [IMM 0008 SCHEDULE 4] (PDF, 77 KB) May 2009 • Supplementary Information - Your travels [IMM 5562] (PDF, 21 KB) May 2004 <p>You can access all the above listed forms at Citizenship and Immigration Canada’s web site http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp</p> <p>The instructions to complete these forms can be accessed through Application for Permanent Residence: Guide for Provincial Nominees [IMM EP7000]</p>	
	<p>Other Required Documents</p> <p>Please submit Original, Photocopy or Notarized Photocopy as</p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	indicated for Items 5 to 12.	
5.	<p>IDENTITY / MARRIAGE INFORMATION</p> <p>Submit photocopies of:</p> <p>a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse;</p> <p>b) National Identity Card/Certificate or Cedula (where applicable).</p>	
6.	<p>CHILDREN'S INFORMATION</p> <p>Submit photocopies of:</p> <p>a) each child's birth certificate (which includes the names of his/her parents);</p> <p>b) adoption papers;</p> <p>c) proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</p> <p>d) proof that you have fulfilled any obligation stated in a custody agreement for any children not accompanying you to Canada; and</p> <p>e) proof of continuous full-time studies for all dependent children aged 19 or over such as letter(s) from the school(s), signed by a school official, confirming continued enrolment in full-time studies since turning 19 years of age.</p> <p>f) proof of enrollment of child in any Canadian educational institution, if applicable.</p>	
7.	<p>PASSPORT / TRAVEL DOCUMENTS (PLEASE DO NOT SEND ORIGINAL PASSPORT)</p> <p>Submit photocopies of: Passports that are valid for at least one year for yourself, your spouse and dependent children.</p> <p>Note: Children must each have their own Passport, separate from their parents.</p> <ul style="list-style-type: none"> • Submit photocopies of all pages of Passport • Submit a photocopy of your visa for the country in which you currently reside (if you reside in a different country than your nationality) 	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
8.	<p>EDUCATION INFORMATION Submit photocopies of:</p> <p>a) Degrees, diplomas or certificates, and language assessment records, if applicable for both the principal applicant and the spouse that relate to agriculture training. Proof of education must include official transcripts, degree(s), diplomas, or certificates completed and professional licenses (if applicable).</p>	
9.	<p>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA If you have relatives in Manitoba, submit photocopies of</p> <p>a) Documents showing relationship such as birth or marriage certificates of the relative in Manitoba (showing the names of common parents).</p> <p>b) Canadian Passports or Citizenship Card or Permanent Residence Card or Driver's License and Health Card of relatives in Manitoba.</p>	
10.	<p>DOCUMENTS PERTAINING TO PREVIOUS IMMIGRATION APPLICATION</p> <p>Submit photocopies of: All correspondence received from relevant Immigration Program (including letters, e-mails or any other communication).</p>	
11.	<p>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION (applicable to Senior Farm Managers, or those who were employees before, but are now farm business owners)</p> <p>Submit photocopies of:</p> <p>a) Curriculum vitae (or resume): summarizing your farm business experience, farm management experience and educational qualifications.</p> <p>b) Work permit and letter of reference from employer in Canada, if applicable, for applicant or spouse.</p> <p>Submit Notarized photocopies of:</p> <p>a) Labour / Employment contracts, if applicable</p> <p>b) Pay stubs or payroll records for the most recent 12 months from the principal applicant's current employer(s) submitted to Tax or other Government office.</p> <p>c) Organizational chart for the enterprise(s) the principal</p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<p>applicant has worked with, indicating his/her place on the chart and the number of employees in each enterprise.</p> <p>Submit Originals of:</p> <p>a) Letters of reference detailing both the principal applicant and spouse's (if applicable) past and present work experience. Letters of reference must be on official letterhead with company seal affixed on it and signed by an authorized representative of the company, who is identified by name, title, mailing address, e-mail address, telephone and fax numbers. Each letter should indicate:</p> <ul style="list-style-type: none"> • specific period of your employment with the company; • position(s) you held, and time spent in each position; • your main responsibilities in each position; and • total annual salary including disbursements, bonus and commission during your employment. 	
12.	<p>DOCUMENTS SUPPORTING FARM BUSINESS OWNERSHIP EXPERIENCE</p> <p>Submit photocopies of:</p> <p>a) Curriculum vitae (or resume); summarizing your farm business experience, farm management experience and educational qualifications, if applicable.</p> <p>b) All Farm Business Bank Statements for the last two years.</p> <p>Submit Notarized photocopies of:</p> <p>a) Business licenses or business registration certificates, if applicable.</p> <p>b) Articles of Association, Incorporation or Partnership Agreements, if applicable.</p> <p>c) Financial Statements prepared by Certified / Chartered / Public / Professional Accountant (as recognized by the law in your country of residence) for the last three years. The MPNP-B only accepts the financial information / statements submitted by your farm business to the government authorities;</p> <p>d) Farm Business Income Tax Returns submitted to government tax agencies for the last three years.</p> <p>e) Payroll records for a period of the most recent two years of principal applicant's current business submitted to tax or other Government office.</p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
13.	<p>PERSONAL NET WORTH STATEMENT or FINANCIAL INFORMATION</p> <p>Submit Notarized photocopies of:</p> <ul style="list-style-type: none"> a) Personal / Farm business income tax certificates/returns for the last three years. b) Personal credit report for applicant and spouse issued by credit rating agency of your country. c) All Bank Statements for the bank accounts owned by principal applicant and spouse for the last two years. d) Fixed Deposit Certificates. e) Property ownership documents such as land titles, along with property valuation reports prepared by certified appraisers. f) Surrender value certificate for pension plans and insurance policies issued by plan administrator or insurance company. g) Stock ownership statements from depository or bank. h) Mortgage or other loan outstanding statements from bank or financial institution. i) Supporting documents for other investments, assets and liabilities. 	

Document Checklist Tags

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

1. Manitoba Provincial Nominee Program for Business – Forms

Please include

- MPNP-B – APPLICATION FORM (MPNP-B APP)
 - Manitoba Information Release Form (MREL)
 - Manitoba Consent to Indirect Collection and Disclosure of Personal Information
 - Manitoba Code of Conduct for Immigration Representative Who Represent Applicants to the MPNP-B
 - Declaration of Intent
-

2. Proof and Report on Exploratory Visit to Manitoba

3. Summary of Farm Business Intent in Manitoba

4. Federal Government of Canada (CIC) Forms

Please include

- [Generic Application Form for Canada \[IMM 0008\] \(PDF, 536 KB\)](#) April 2013
 - [Schedule A – Background/Declaration \[IMM 5669\] \(PDF, 170 KB\)](#) December 2012
 - [Additional Family Information \[IMM 5406\] \(PDF, 134 KB\)](#) April 2008
 - [Schedule 4A: Economic Classes: Provincial Nominees – Business Nominees \[IMM 0008 SCHEDULE 4A\] \(PDF, 214 KB\)](#) July 2009
 - [Schedule 4: Economic Classes: Provincial Nominees \[IMM 0008 SCHEDULE 4\] \(PDF, 77 KB\)](#) May 2009
 - [Supplementary Information - Your travels \[IMM 5562\] \(PDF, 21 KB\)](#) May 2004
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6. Identity / Marriage Information

7. Children's Information

8. Passport / Travel Documents

9. Education Information

11. Proof of Relationship to Family in Manitoba

10. Documents Supporting Employment Information

12. Documents Supporting Farm Business Ownership Experience

13. Personal Net Worth Statement or Financial Information
