

# Instructions, Forms and Document Checklist

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## 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><b>Manitoba Farm Strategic Recruitment Initiative (FSRI) Application Forms and Documents</b> Please submit <b>originals</b> of Items 1 to 3.</p>	
1.	<p><b>MANITOBA PROVINCIAL NOMINEE PROGRAM FOR BUSINESS – APPLICATION FORM (MPNP-B APP)</b></p> <p>MPNP-B APP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> <li>a) appropriate questions are answered in full;</li> <li>b) the form is signed by the principal applicant</li> </ul> <p>Attach additional pages, where necessary.</p> <p><b>Manitoba Information Release Form (MREL)</b></p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p><b>Manitoba Consent to Indirect Collection and Disclosure of Personal Information</b></p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p><b>Manitoba Code Of Conduct For Immigration Representatives Who Represent Applicants to MPNP-B</b></p> <p>To be completed by the principal applicant and his representative, if applicable.</p> <p><b>Declaration of Intent</b></p> <p>To be completed by the principal applicant</p>	
2.	<p><b>PROOF AND REPORT ON EXPLORATORY VISIT TO MANITOBA (IF you have conducted a visit to Manitoba) Submit:</b></p> <ul style="list-style-type: none"> <li>a) An itinerary of your visit including copies of air ticket and boarding</li> </ul>	

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><b>SUMMARY OF BUSINESS INTENT IN MANITOBA</b></p> <p>Submit details of intended farm business venture.</p>	
	<p><b>Federal Government of Canada Forms</b></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"> <li>• <a href="#">Generic Application Form for Canada [IMM 0008] (PDF, 536 KB)</a> April 2013</li> <li>• <a href="#">Schedule A – Background/Declaration [IMM 5669] (PDF, 170 KB)</a> December 2012</li> <li>• <a href="#">Additional Family Information [IMM 5406] (PDF, 134 KB)</a> April 2008</li> <li>• <a href="#">Schedule 4A: Economic Classes: Provincial Nominees – Business Nominees [IMM 0008 SCHEDULE 4A] ((PDF, 214 KB)</a> July 2009</li> <li>• <a href="#">Schedule 4: Economic Classes: Provincial Nominees [IMM 0008 SCHEDULE 4] (PDF, 77 KB)</a> May 2009</li> <li>• <a href="#">Supplementary Information - Your travels [IMM 5562] (PDF, 21 KB)</a> May 2004</li> </ul> <p>You can access all the above listed forms at Citizenship and Immigration Canada’s web site  <a href="http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp">http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp</a></p> <p>The instructions to complete these forms can be accessed through <a href="#">Application for Permanent Residence: Guide for Provincial Nominees [IMM EP7000]</a></p>	
	<p><b>Other Required Documents</b></p> <p>Please submit Original, Photocopy or Notarized Photocopy as</p>	

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	indicated for Items 5 to 12.	
5.	<p><b>IDENTITY / MARRIAGE INFORMATION</b></p> <p>Submit <b>photocopies</b> 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><b>CHILDREN'S INFORMATION</b></p> <p>Submit <b>photocopies</b> 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><b>PASSPORT / TRAVEL DOCUMENTS</b>  <b>(PLEASE DO NOT SEND ORIGINAL PASSPORT)</b></p> <p>Submit photocopies of: Passports that are valid for at least one year for yourself, your spouse and dependent children.</p> <p><b>Note:</b> Children must each have their own Passport, separate from their parents.</p> <ul style="list-style-type: none"> <li>• Submit photocopies of all pages of Passport</li> <li>• Submit a photocopy of your visa for the country in which you currently reside (if you reside in a different country than your nationality)</li> </ul>	

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8.	<p><b>EDUCATION INFORMATION</b> Submit <b>photocopies</b> 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><b>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA</b> If you have relatives in Manitoba, submit <b>photocopies</b> 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><b>DOCUMENTS PERTAINING TO PREVIOUS IMMIGRATION APPLICATION</b></p> <p>Submit <b>photocopies</b> of: All correspondence received from relevant Immigration Program (including letters, e-mails or any other communication).</p>	
11.	<p><b>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION (applicable to Senior Farm Managers, or those who were employees before, but are now farm business owners)</b></p> <p>Submit <b>photocopies</b> 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 <b>Notarized photocopies</b> 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>	

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	<p>applicant has worked with, indicating his/her place on the chart and the number of employees in each enterprise.</p> <p>Submit <b>Originals</b> 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"> <li>• specific period of your employment with the company;</li> <li>• position(s) you held, and time spent in each position;</li> <li>• your main responsibilities in each position; and</li> <li>• total annual salary including disbursements, bonus and commission during your employment.</li> </ul>	
12.	<p><b>DOCUMENTS SUPPORTING FARM BUSINESS OWNERSHIP EXPERIENCE</b></p> <p>Submit <b>photocopies</b> 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 <b>Notarized photocopies</b> 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>	

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13.	<p><b>PERSONAL NET WORTH STATEMENT or FINANCIAL INFORMATION</b></p> <p>Submit <b>Notarized photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Personal / Farm business income tax certificates/returns for the last three years.</li> <li>b) Personal credit report for applicant and spouse issued by credit rating agency of your country.</li> <li>c) All Bank Statements for the bank accounts owned by principal applicant and spouse for the last two years.</li> <li>d) Fixed Deposit Certificates.</li> <li>e) Property ownership documents such as land titles, along with property valuation reports prepared by certified appraisers.</li> <li>f) Surrender value certificate for pension plans and insurance policies issued by plan administrator or insurance company.</li> <li>g) Stock ownership statements from depository or bank.</li> <li>h) Mortgage or other loan outstanding statements from bank or financial institution.</li> <li>i) Supporting documents for other investments, assets and liabilities.</li> </ul>	



# Document Checklist Tags

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

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## **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
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## **2. Proof and Report on Exploratory Visit to Manitoba**

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## **3. Summary of Farm Business Intent in Manitoba**

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## **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**

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