

# Manitoba Provincial Nominee Program for Business

## Application Kit

*This Application Kit outlines the eligibility requirements for the Manitoba Provincial Nominee Program for Business (MPNP-B). 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 MPNP-B and to ensure that all necessary documents are submitted.*

### IMPORTANT

**Do not complete this application kit unless you have been advised to apply either through the Expression of Interest (EOI) process or directly by the MPNP-B. Applications received by individuals who have not been invited to apply 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 MPNP-B 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 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.**

*For more information, please contact the:*

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# Program Eligibility - Introduction

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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 Business stream. 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/businessimmigration](http://www.gov.mb.ca/businessimmigration).

The MPNP-B will only nominate individuals who intend to reside in Manitoba with their dependent family members, make an investment into a new or existing 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 submit this application kit unless you have been invited to apply either through the Expression of Interest (EOI) process or directly by the MPNP-B. Applications received by individuals who have not been invited to apply 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 fact related to your application was misrepresented or withheld.
- The MPNP-B is no longer satisfied that you intend to reside in Manitoba.

Nominated applicants will be required to submit a good-faith deposit in the amount of CDN \$100,000. 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.

# MPNP-B Eligibility

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## To qualify for the MPNP-B, interested applicants must:

- have a minimum verifiable personal net worth of CDN\$350,000;
- have a minimum three years of successful business ownership and management experience or a minimum three years of executive-level experience as senior manager of a business; and
- score a minimum of 60 points in the **Adaptability Assessment Matrix**.

## The applicant must also be prepared to:

- attend an interview with a MPNP-B officer;
- make an **Eligible Business Investment** in Manitoba; and
- reside in Manitoba along with his/her dependent family members.

## The applicant may have to:

- conduct an **Exploratory Visit** to Manitoba. The applicant must provide a visit report and other documents to demonstrate the research conducted during this visit; and
- provide the results of a language competency test to demonstrate language proficiency.

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

**Please note:** that if your intention is to establish a primary production farming operation, you are not eligible to apply through this regular business stream of the Provincial Nominee Program for Business (PNP-B). You must apply through the Farm Strategic Recruitment Initiative (FSRI) which is a special initiative of the PNP-B for farm business applicants.

## 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 application refused within the last 12 months; or
- had a prior MPNP-B application refused for misrepresentation or false documentation within the last 24 months.
- if your intention is to establish a primary production farming operation.

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

An applicant is only permitted to have one MPNP application in process at one time, and cannot apply through both the skilled worker and business categories of the program. The MPNP reserves the right to require applicants who, in the view of the Program, have the intention to immigrate to Canada for business purposes, to apply through the business category only.

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 self-assessed an inaccurate number of points in the Expression of Interest (EOI) process;
- have been refused by another provincial or federal immigration program in Canada and the reasons of 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.

## **Business Ownership or Senior Management Experience**

You must have at least three years of full time work experience in the past five years either as a business owner or in a senior management role of a successful business. Your job title, place of employment, responsibilities and business skills must be described clearly in the resume and in the Manitoba Provincial Nominee Program Generic Application Form - Business (MPNP-B APP). The application will be evaluated taking into consideration your business ownership and management experience, or your senior management experience or a combination of both.

**Business Owner:** As an entrepreneur, you must be engaged actively and on an ongoing basis in providing goods or services to customers. Also, as an entrepreneur, you should bear the risk of return for the capital investment in your business enterprise.

Please refer to FAQ#10 in Frequently Asked Questions for further information.

### **Senior Management Experience:**

- You have occupied a position in the highest level of the management structure of a major 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 five years prior to applying.

- If your application is based on Senior 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:
  - Distribution
  - Production/Operations/Project management
  - Purchasing
  - Sales
  - Marketing
  - Finance
  - Accounting
  - Human Resources/Personnel
  - Research and Development
  - Information Technology management
  - Quality Control
  
- In addition to the above, you should also demonstrate that your level of income is commensurate with the prevailing income level of senior managers of other major businesses in your country. You must clearly demonstrate this level of income through documentation.

# Adaptability Matrix

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The Adaptability Assessment Matrix is used to evaluate your potential to successfully settle in Manitoba and become economically established by starting a business. In order to be nominated, you must score a minimum 60 (out of a maximum 100) points on this matrix.

## 1. Age (Max 15 points)

Age	Point
Below 21	0
21 to 24	5
25 to 29	10
30 to 44	15
45 to 49	10
50 to 54	5
Above 54	0

## 2. Business Knowledge (Max 15 points)

	Points
Business Owner and manager (more than 50% ownership)	15
Business Owner and manager ( 20% to 50% ownership)	12
Senior Manager	10

- You must have at least three years of business ownership experience in past five years to be assessed for points as a business owner.
- If you own multiple businesses, only the percentage of ownership of the main/principal business will be considered for the purpose of this criterion.
- If your spouse owns shares in the same business, the combined ownership will be counted together for the purpose of this criterion.
- If you own less than 20% share in a business then you must be a senior manager to qualify for the MPNP-B.

3. Business Experience (Max 15 points)

<b>Length of Experience</b>	<b>Points</b>
Above 10 Years or more	15
Above 6 to 10 Years	10
3 to 6 Years	5

- Length of experience is counted only for senior management or business ownership experience as defined by the MPNP-B. No points will be awarded for other experience. For example, middle or entry level management experience or self-employed business ownership experience will not score any points under this criterion.

4. Net Worth (Max 15 points)

<b>Total Net Worth</b>	<b>Points</b>
\$350,000 to \$500,000	8
\$500,000 to \$1 Million	10
Above \$1Million to \$1.5 Million	12
Above \$1.5 Million to \$2 Million	13
Above \$2 Million to \$2.5 Million	14
Above \$2.5 Million	15

5. English and/or French Fluency (Max 20 points)

<b>Description</b>	<b>CLB/NCLC or equivalent test score</b>	<b>Points</b>
No/little English/French language proficiency (e.g., you have no or minimal English/French language skills)	Less than 4	0
Moderate language proficiency or you have some English/French skills and can communicate well in most everyday situations	4 to 6	15
Higher language proficiency or you communicate very well and are fluent in English/French	Above 6	20

To be scored for this criterion, an applicant must submit test results from an approved language-testing organization (IELTS test score or equivalent language competency test score) as proof of language proficiency.

## Language tests accepted by the MPNP

The MPNP has approved two English testing agencies – International English language Testing System (IELTS) *General* and Canadian English Language Proficiency Index Program (CELPIP)-*General* (available in Canada only). These are the same agencies and tests used by Citizenship and Immigration Canada.

You must take one of these tests no more than two years before the date you submit an Expression of Interest (EOI) to the MPNP-B, and must submit the official results as a required document with your MPNP-B application.

Applicants are assigned points based on their Canadian Language Benchmark (CLB) level. The MPNP-B uses the following table to determine CLB levels from language test results.

CLB/NCLC*	Test taken	Test results for each ability			
		Listening	Reading	Writing	Speaking
9+	IELTS	8.0 – 9.0	7.0 – 9.0	7.0 – 9.0	7.0 – 9.0
	CELPIP	5-6	5-6	5-6	5-6
	TEF	372+	298+	248+	372+
8	IELTS	7.5	6.5	6.5	6.5
	CELPIP	4H	4H	4H	4H
	TEF	349-371	280-297	233-247	349-371
7	IELTS	6.0	6.0	6.0	6.0
	CELPIP	4L	4L	4L	4L
	TEF	309	248	206	309
6	IELTS	5.5	5.0	5.5	5.5
	CELPIP	3H	3H	3H	3H
	TEF	271	217	181	271
5	IELTS	5.0	4.0	5.0	5.0
	CELPIP	3L	3L	3L	3L
	TEF	225	180	150	225
4	IELTS	4.5	3.5	4.0	4.0
	CELPIP	2H	2H	2H	2H
	TEF	181	145	121	181
3 or less	If score in one or more test category is below score listed for CLB 4.				

\* « NCLC » signifie niveaux de compétence linguistique canadiens/*Canadian Language Benchmarks* (CLB). You must submit results from the following TEF tests as proof of your French language proficiency: compréhension écrite; compréhension orale; expression écrite; expression orale.

6. Enhanced Settlement Factors (Applicant can only score a maximum of 20 points under Enhanced Settlement Factors).

	<b>Points</b>
You have visited Manitoba for at least five working days and conducted relevant business and lifestyle-related research	15
You have a close relative currently residing in Manitoba for more than one year	5
Your child is enrolled in an accredited Manitoba educational institution at least six months prior to the date of submission of Nomination Application and is actively pursuing academic, professional or vocational training on a full-time basis.	5
Your spouse has a high language proficiency (CLB score of 5 or above)	10
<p>Previous Study and/or work experience in Manitoba:            You or your accompanying spouse or common-law partner has completed a program of full-time study of at least one year at a post-secondary institution in Manitoba. You or your accompanying spouse or common-law partner must have done this after you turned 17years old and with a valid study permit.</p> <p style="text-align: center;">or</p> <p>The applicant or his/her accompanying spouse or common-law partner has completed at least six months of continuous full time employment in Manitoba. Applicants must provide a letter of reference from his/her employer and a copy of his/her work permit.</p>	5

- The Exploratory Visit must be conducted no more than one year prior to submission of an EOI.
- A close relative must be a Canadian citizen or permanent resident and residing in Manitoba for more than one year. A close relative is defined as a sister/brother, aunt/uncle, niece/nephew, grandparent or first cousin. Proof of relationship must be provided. If your relative has lived in Manitoba for more than one year, provide proof that he/she is well-established in Manitoba (proof of employment, proof of residence, Canada Revenue Agency Notice of Assessment, etc.)
- You must provide documents supporting the enrollment of your children in an accredited Manitoba educational institution.
- You can score a combined maximum of 20 points for this criterion.

# Important MPNP-B Information and Policies

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## Expression of Interest (EOI)

### What is an Expression of Interest (EOI)?

In order to apply to the Manitoba Provincial Nominee Program for Business (MPNP- B), a prospective applicant must submit an EOI and receive an advice from the MPNP-B to apply. An EOI is not an application and there is no fee for the submission of an EOI. An EOI is an indication that you would like to be considered for a Nomination Application to the MPNP-B.

All EOI candidates must answer all EOI questions correctly and completely. An EOI is used to evaluate the potential of an applicant to successfully settle and become economically established by starting a business in Manitoba. The MPNP-B does not require a minimum score for the submission of an EOI; however, a higher score increases your chance of being selected from the participating group.

You are not required to attach documents to an EOI. However, it is imperative that you enter accurate information in your EOI that conforms to the information in your supporting documents. It is important to remember that, if invited to apply to the MPNP-B, the information you have submitted with your EOI becomes part of your application. If you provide false or misleading information in your EOI, it may be considered misrepresentation. The application could be refused and you may be subject to a ban which would prevent you from applying to the MPNP-B for a period of two years. If the information supplied in your EOI is not correct, there could also be adverse consequences for your Permanent Residence Visa application.

An advice to file a Nomination Application is based only on the information presented in an EOI. If you later submit a Nomination Application and the points under the Adaptability Assessment Matrix are less than claimed in the EOI, that application will be refused even if you are able to pass the points test or meet other threshold criteria. You will not receive a refund of any Nomination Application fees if your Nomination Application is refused.

There are no deadlines for the submission of an Expression of Interest (EOI) to the MPNP-B. However, the MPNP-B criteria may change without notice and your application will be assessed according to the criteria in place at the time the MPNP-B issues you a Letter of Advice to Apply. The MPNP-B is not obliged to assess your EOI for the applicable criteria on the date of its submission. Your EOI may be assessed with any changed criteria irrespective of the date of submission and the EOI criteria applicable on that date.

For more information about how to calculate the points, please review our Adaptability Assessment Matrix, in the Program Eligibility section of our website.

### How to submit an EOI

An EOI must be submitted through the MPNP on-line system. There are no alternative ways to submit your EOI. When you complete the EOI questions, you should take your time and ensure that you

understand the questions. If you are not certain about the meaning of a question, use the help icons or visit our website for further information.

You will need an active email address to create your EOI account. You must create a username and password to access the on-line EOI system.

### **After you submit an EOI to the MPNP-B**

Periodically the MPNP-B will select the highest scoring applicants from the EOI pool and issue them a Letter of Advice to Apply. A summary report of such selection will be periodically published on our website. This will give you an indication of your potential for receiving an advice to apply in the future. You may strive to further increase your points, such as conducting an Exploratory Visit to Manitoba or enhancing your language proficiency through language training.

You must be ready to provide supporting documents for the claims you make in your EOI submission. An advice to submit a Nomination Application may be issued shortly after you submit your EOI and you will have 60 days to submit a complete Nomination Application.

If you do not submit a Nomination Application after receiving a notice of advice to apply, your EOI will be removed from our database and will not be considered for future selection. Your EOI will be considered for selection for a period of one year from the date of your submission subject to the above stated conditions, after which it will also be removed from the MPNP-B database.

## **Exploratory Visit**

### **What is an Exploratory Visit?**

If you are considering immigrating to Manitoba through the MPNP-B you may choose to strengthen your knowledge of and connection to the province by making an Exploratory Visit to investigate business and lifestyle opportunities.

The Exploratory Visit is an optional initiative for an applicant, but is recommended and should be completed prior to submitting an EOI or applying to the MPNP-B. You are encouraged to conduct an Exploratory Visit to Manitoba. The MPNP-B allots an additional 15 points under the “Enhanced Settlement Factors” section of the Adaptability Assessment Matrix for such Exploratory Visits.

The Exploratory Visit must be conducted no more than one year prior to submission of an EOI. You can also conduct an Exploratory Visit after submission of the EOI and update your EOI with this information to enhance your point score.

You must visit Manitoba for a period of not less than five business days (excluding the days of arrival and departure), to conduct extensive business and lifestyle-related research. Although an Exploratory Visit to Manitoba must be for a minimum of five (5) business days, longer visits are also recommended as they provide the applicant with a better opportunity to explore Manitoba.

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

- Collecting necessary information to prepare his/her Statement of Business Intent, which may include identifying business, general start-up costs, as well as the costs of leasing or purchasing business space, purchasing tools and equipment, hiring skilled labour, analyzing the competition, targeted customers and suppliers.
- Researching information related to moving to and living in Manitoba such as schooling for children, the costs and availability of housing (rent or purchase), recreational activities, services available for newcomers and the general cost of living.

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

### **How to Request and be Approved for an Exploratory Visit**

You are **not** required to send any request to the MPNP-B or require any approval from the MPNP-B to conduct this visit. The MPNP-B will **not** issue a letter of advice 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 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.

### **Weekly Information Seminar**

The [Business Settlement Office](#) is hosting weekly information seminars on the "Business Investment through Business Immigration". This seminar is designed to serve the needs of potential foreign business investors who wish to explore the opportunity to immigrate and invest in Manitoba through the MPNP-B. Please view the detailed information about this seminar [here](#).

### **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 including time spent in other provinces, if any. You should include pictures, 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 Business Intent?**

The Manitoba Provincial Nominee Program – Business (MPNP-B) is for individuals with proven business experience, sufficient available capital to invest, and who intend to establish and operate a new or existing business in Manitoba. The Province of Manitoba requires that applicants provide details of the business which they intend to undertake once they land in Manitoba.

The Summary of Business Intent is required for three reasons:

- 1) A sound business intent is a good indication that the applicant has thought through the idea and has come up with a business plan to operate in Manitoba that will utilize his/her existing skills. The business intent should contain a well-thought out idea to demonstrate that the business has a reasonable chance of success.
- 2) To assess whether the intended business 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 Business Intent**

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

### **I. Business Idea/Venture**

Describe proposed business idea or venture and include:

- A description of the proposed business idea.
- Products or services that will be provided.
- Market segment business will compete in.
- Who the target customers are.
- The geographic coverage – local, regional or national.
- Identify whether this is a new business start-up or a partial/whole takeover of an existing business.

### **II. Personal Details**

- Education background
  - Does your education relate to the proposed business idea?
  - Business experience?
  - Do you have 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
  - Other training or learned skills that are relevant to the proposed business idea.
- Language skills
  - Language proficiency
  - Language barriers

### **III. Critical Factors**

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

### **IV. Market Analysis**

- Market size
  - What is the size of the market? Is it local, regional, national, or export-oriented?
- Market segment

- Which segment of the market will the proposed business target? For example, the motor vehicle market is made up of many segments: luxury, family, compact, 4WD.
- 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 business target? Provide demographics data.
- Competition
  - List the existing competitors.
  - How will the proposed business compete against competitors?
  - How to differentiate product from competitor (can be part of marketing/promotion).
- Marketing and promotion
  - What marketing efforts will be required to promote the business and products?

#### **V. Resource Requirements**

- Location and distribution
  - Will the premise be owned or leased?
  - Where will the premise be located?
  - Is the planned location close to suppliers, customers, trucking routes?
- Plant and equipment
  - What type of equipment will be required? Is there any special equipment?
- Suppliers
  - Identify suppliers that will supply the raw material or services.
  - Is there a contingency plan if a vital supply source fails?
- Distribution Channel
  - What channel will be used to distribute products or services—retail, internet, door-to-door?
  - Will you be the exclusive distributor, or will you resell to other retailers?
- Professional Advisors
  - Do you plan to use outside professional services? Normally accountants and lawyers are required for financial and legal matters.
  - Others may include web developers and marketing consultants.

#### **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 business.
  - Please provide an organization chart.
- Employees
  - 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 is required to get the business started?

- How much capital is required to keep the business going before break-even occurs?
- Credit requirements
  - Will financing be required? How much?
  - Source of financing? (Financial institutions? Private investors?)
- 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 Business Investments

Business Investments will not be eligible if they do not meet the MPNP-B's requirements for investment and business activities.

### Investment

1. The Investment of your personal assets should be no less than CDN\$150,000 in tangible assets\*\* in Manitoba, unless the Investment includes a portion of working capital that is in conformity with the industry's capital investment structure defined by statistics from Industry Canada, and the total investment including working capital is no less than CDN\$150,000.
2. If an Investment is into an existing business, the Nominee must control at least 33.33% of the equity, or make a minimum CDN\$1 million equity investment in the business. In addition, a redemption option should not be included in terms of investment.
3. Investment into personal items such as the principal residence and motor vehicles for personal use will not be counted as part of a business investment.
4. Investments into a business operated primarily for the purposes of deriving passive investment income are not eligible.

### Business Activities

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

\*\*Tangible assets are items such as land, buildings, motor vehicles, furniture, office equipment, computers, fixtures and fittings, machinery, and inventory, etc.

# Miscellaneous Information and Policies

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**As an applicant, you must make a commitment to reside in Manitoba with your dependents, to operate a business in Manitoba and to assume an active managerial role in that business. An Immigration Officer must be convinced of an applicant's commitment to live in Manitoba and conduct business in 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 submission of an Expression of Interest (EOI), the application process, nomination stage or submission of 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, if undertaken by the MPNP-B, 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 his/her 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, 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 to 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**

All Applications for Nomination to the MPNP-B must include a \$2500 application processing fee. Applicants should be advised that the processing fee is non-refundable regardless of the outcome of their application. This includes applications withdrawn prior to a decision being rendered.

At this time, the Program can only accept application fee payments by bank draft. We are currently in the process of establishing an online system which would accept credit card payments; however, this option is not yet available.

Bank drafts must be in Canadian funds, payable to “Manitoba Development Corporation” and attached to the MPNP-B Fee Payment form. Applicants should also ensure that their full legal name (Principal Applicant) is included on the front or back of the bank draft.

**\*\*\*Applications which do not include the \$2500 application processing fee will not be accepted.**

There is no fee to submit an Expression of Interest (EOI). 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 Citizenship and Immigration Canada website regarding the fee details and payment process. <http://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. This form must be enclosed with your MPNP-B Nomination Application. 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 informing the MPNP-B through an email. 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 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 refusal of your application.

## **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 points earned in the Adaptability Matrix. A substitute evaluation may be used if an officer believes the point total is not a sufficient indicator of whether or not the applicant is destined to Manitoba and/or has the potential to become economically established in the province.

Here is a list of the most common situations in which the officer might decide to do a substitute 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 studies 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.
- An applicant's relative/friend cannot demonstrate that he/she is a well-established resident of Manitoba for at least one year.

### **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.

### **Inability to Become Economically Established in Manitoba:**

- The applicant's proposed business is not an Eligible Business Investment.
- Lack of necessary resources and skills to manage the proposed business.
- Applicant's business partner is declined under MPNP-B (applicant's proposed business is not viable under the particular circumstances of the partnership arrangements).
- Failed to demonstrate a potential for long-term contribution to the 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) will be sent to the applicant and his/her authorized representative (if applicable). The PAN will outline the officer's concerns and allow the applicant or his/her representative up to 30 days to respond to the content of the PAN. This time period allows the applicant a fair opportunity to respond to the concerns outlined in the PAN. 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 the 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 completing your Permanent Residence 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

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## **Step #1 Submit an Expression of Interest (EOI) through the online system**

Please go to the **Expression of Interest** page for more information on submitting your EOI.

## **Step #2 Submit your Nomination Application if you receive a Letter of Advice to Apply (LAA) from the MPNP-B**

Once you have been advised to apply to the MPNP-B, you should submit your complete Nomination Application together with all supporting documents and the application processing fee of CDN \$2,500. The Letter of Advice to Apply will provide you with detailed information about the forms to be used and the supporting documents to be enclosed with the application. The fee must be paid in Canadian Dollars to the Manitoba Development Corporation.

You must be aware that not all individuals who are invited to apply will necessarily receive a Nomination Certificate from the MPNP-B or a Permanent Resident Visa. The Nomination Application will be assessed according to MPNP-B criteria. If your Nomination Application or Permanent Resident Visa application is refused you will not be refunded your application processing fee.

## **Step #3 Assessment of the Nomination Application**

If you have received a Letter of Advice to Apply (LAA), you must submit your completed Nomination Application along with copies of all required documents and the CDN \$2500 application processing fee **within 60 days from the date of issuance of the LAA. Applications received after 60 days will be returned unprocessed.** Once a complete Nomination Application has been received, a confirmation letter with processing times will be provided.

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

## **Step #4 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 \$100,000 to the Government of Manitoba.

## **Step #5 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 \$100,000, you will be instructed to submit your original application to the Central Intake Office 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 #6 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 #7 Establish your Eligible Business 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 business area he/she proposed has been verified, the CDN \$100,000 Cash Deposit will be returned to the applicant without interest.

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### **IMPORTANT:**

**Do not complete this application kit unless you have been advised to apply either through the Expression of Interest (EOI) process or directly by the MPNP-B. Applications received from individuals who have not been advised to apply will be returned unprocessed.**

### **To apply to the MPNP-B, the applicant must:**

- 1) Complete the forms. Before starting, carefully read the detailed instructions for completing 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) Assemble 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 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 \$100,000 to the Government of Manitoba, and sign a Cash Deposit Agreement guaranteeing that you will live in Manitoba and start or purchase a 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 business is operational and the Nominee is actively involved in the operation of the business from within Manitoba.

After the deposit of CDN \$100,000 and signed Deposit Agreement is received by Manitoba, you will be provided with instructions on how to submit the appropriate forms, documents and federal processing fees to the **Centralized Intake Office – Provincial Nominee Program (PNP)** P.O. BOX 1450, Sydney, Nova Scotia, Canada B1P 6K5.

(<http://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 \$100,000 deposit.

At any time during this process, you are encouraged to contact the MPNP-B for further information or clarification, or to advise on change in personal situation or contact information.

# Frequently Asked Questions

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## **Q1. What is the Manitoba Provincial Nominee Program for Business?**

**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 purpose of this program is to attract exceptional business persons who are able and willing to make an investment in and be active in a new or existing business in the Province of Manitoba. 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 MPNP-B?**

**A.** 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?**

**A.** The amount of investment you make in Manitoba will be dictated by the type of business you establish, what size it is, whether it will be a new business or an existing business, or an existing business in which you become an active partner. Depending on the size of the business, the investment may be in the hundreds of thousands or millions of dollars. However, the investment amount must not, under any circumstances, be lower than CDN\$150,000. **This does not include the CDN\$100,000 deposit.**

## **Q4. If I am advised to apply for nomination, will I automatically be nominated by Manitoba?**

**A.** Receiving a Letter of Advice to Apply does not guarantee that the MPNP-B will issue a Nomination Certificate. The MPNP-B bases its decision on many factors in addition to the minimum net worth and management experience criteria.

## **Q5. Must I make an Exploratory Visit to Manitoba before submitting my application?**

**A.** No. The Exploratory Visit is optional for an applicant. However, the MPNP-B encourages an applicant to conduct such a visit for a minimum of five working days (not including holidays and travel days). This visit will allow an applicant to identify and assess potential business opportunities as well as experience Manitoba's quality of life. This Exploratory Visit must be conducted no more than one year prior to submission of the Expression of Interest (EOI).

## **Q6. Regarding an Exploratory Visit, what is a working day?**

**A.** The Adaptability Assessment Matrix awards 15 points under Enhanced Settlement Factors for an exploratory visit undertaken within the last twelve months prior to submitting the [Expression of Interest](#). In order to qualify, you must have visited Manitoba for at least five working days and conducted relevant business and lifestyle-related research. A working day is defined as any day that is not a General Holiday in Manitoba. You can find a list of General Holidays in Manitoba at the following link: <http://www.gov.mb.ca/labour/standards/doc.gen-holidays-after-april-30-07.factsheet.html#q12>.

## **Q7. Do my documents have to be translated by a certified translator?**

**A. Yes.** All documents must be accurately translated into English or French. Copies of the official language documents must also be included. If nominated, the Canada Visa Office may require similar

translated documents. Applicants are advised to prepare additional copies of translated documents for this purpose.

**Q8. I do not understand English or French. Will you provide an interpreter to help me during the interview?**

**A.** An applicant who claims moderate or high level of language proficiency must be able to conduct an interview with a MPNP-B officer without the help of an interpreter. Other applicants must advise the MPNP-B office at least three weeks prior to the interview that an interpreter is required. The MPNP-B will provide an interpreter to assist an applicant during the interview with a MPNP-B officer. However, if an applicant requires the services of an interpreter when conducting an Exploratory Visit, he/she may contact the Language Bank of the International Centre of Winnipeg at 204-943-9158, or after hours and weekends at 204-943-7954.

**Q9. If I obtain a Letter of Advice to Apply from your office, will I be guaranteed a Permanent Resident Visa to come to Canada?**

**A.** No. The MPNP-B will provide letters of advice to the EOI candidates who have the potential to qualify for the MPNP-B. Applicants must meet all requirements of the MPNP-B and the Federal Government's Department of Citizenship and Immigration Canada to obtain a Permanent Resident Visa.

**Q10. I own a small a business but have no employees other than immediate family members. Basically I am self-employed. Does this affect my chances of qualifying?**

**A.** Being self employed does not qualify you as a business owner for the purposes of the Program. Some examples of small businesses where you would be considered self-employed include a home-based business with no or very few employees, an on-line business with low turnover, a street side vendor, a self-employed trades person, owner-operated transportation, or commission agents. The list is not exhaustive. We encourage you to review the requirements for Manitoba's Skilled Worker Program to see if you can apply under that program.

**Q11. What kind of information should I include in my Business Intent?**

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

**Q12. 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.

**Q13. What kind of businesses will *not* be considered?**

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

Please note that if your intention is to establish a primary production farming operation, you are not eligible to apply through this regular business stream of the Provincial Nominee

Program for Business (PNP-B). You must apply through the Farm Strategic Recruitment Initiative (FSRI) which is a special initiative of the PNP-B for farm business applicants.

**Q14. Why is a Deposit Agreement required?**

**A.** If your Application for Nomination is approved by Manitoba, you will be required to make a CDN \$100,000 deposit to the Government of Manitoba, guaranteeing that you will live in Manitoba and start or purchase a 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.

**Q15. When do I deposit the CDN \$100,000?**

**A.** After you have been approved, you will be given detailed instructions, including bank information, to make a deposit of the CDN \$100,000 to the Government of Manitoba.

**Q16. When is the CDN\$100,000 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\$100,000 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.

**Q17. If I am approved for the Manitoba Provincial Nominee Program for Business (MPNP-B), what is my next step?**

**A.** If you are approved as a Provincial Nominee, 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 \$100,000. 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.

**Q18. How long will it take for me to receive my Nomination Certificate and what are the factors that may delay processing my application?**

**A.** Based on current experiences, you may receive approval of your Nomination Application within four to six months after its submission. 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, the need for an interview with a MPNP-B officer; 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.

**Q19. May I change my plans for my business venture after I arrive in Manitoba?**

**A.** You may do so only with the approval of the Business Settlement Office. You will be required to contact the Business Settlement Office for counseling and guidance as soon as you think you may have difficulty fulfilling, and/or need to change your business plan.

**Q20. 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.

**Q21. What if I am unable to proceed with my business venture in Manitoba?**

**A.** If the business intent or project does not go ahead, or another approved project involving comparable levels of investment is not undertaken, your CDN\$100,000 deposit may be retained by the Government of Manitoba.

**Q22. If I have already applied for immigration under a Federal Government Program, or under any other Provincial Nominee program, can I still apply under the MPNP-B?**

**A.** You may apply under the MPNP-B only if your other application was filed through a Federal Government's Immigration Program and 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.

**Q23. 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 Residence Fees. You will receive detailed instructions on payment of Federal fees after you are nominated.

**Q24. 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 businesses.

**Q25. Can I start to dispose of my assets after I get nominated by Manitoba and before getting my Permanent Resident Visa?**

**A.** Do not quit your job or dispose of any assets until Citizen and Immigration Canada has provided you with a Permanent Resident Visa.

**Q26. 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.

**Q27. 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 to the MPNP-B that you will 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 you 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.

**Q28: Does the MPNP-B assist Nominees to identify specific business opportunities in Manitoba? What is a good business to invest in?**

**A:** As a government entity, the MPNP-B does not endorse or advertise directly or indirectly any business opportunities. The MPNP-B does not have a list of businesses 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 business opportunities in Manitoba. Manitoba has a very diverse economy with business opportunities in a variety of economic sectors. We encourage you to conduct as much research as possible to identify opportunities across the broad spectrum of businesses operating in the Manitoba economy.

**Q29. I conduct most of my business activities on a cash basis. What documentation do I need to supply to support my income?**

**A.** In some situations, an applicant may be involved in a business where transactions mostly occur on a cash basis. The financial statements, business bank accounts and/or tax payment records may not support the activity level of the business. Unsupported declarations about the scope and size of the business are not sufficient. It is your responsibility to present sufficient credible documentation to demonstrate your source of income and funds.

## **Application Assessment and Procedural Fairness**

**Q30: 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 Nomination Application is received following a Letter of Advice to Apply, 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 MPNP-B requirements, a Preliminary Assessment Notice (PAN) will be sent to you and your authorized representative (if applicable). The PAN will outline the officer's concerns and allow you up to 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 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.

**Q31: 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.

**Q32: 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.

**Q33: 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 you to address concerns **prior** to the MPNP-B making a final decision.

**Q34: If my application is refused after I have received and responded to a PAN, 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.

**Q35: 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.

**Q36: 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.

**Q37: If I withdraw my 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.

**Q38: 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 RESIDENCE VISA.**

# Important Terms

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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 & 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 Residence Visas.

**Cash Deposit** – A deposit of CDN \$100,000 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** – 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 note also 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 regarding 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 an existing business in Manitoba, or the start-up of a new business. In the case of an incorporated 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 business applicant an opportunity to acquire first-hand knowledge about living and doing business in Manitoba. The visit may include market analysis/research, in-person meetings with industries and government departments or agencies, industry tours, and other important considerations in establishing or buying an existing 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 who is not 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 (MPNP)** – 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

**Manitoba Provincial Nominee Program for Business (MPNP-B) Applicant** – A person who has been nominated in accordance with Manitoba's criteria for business investor. This person will be assisted in applying for a Permanent Resident 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 his or her 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 Manager – Senior Management Experience**

An individual who has occupied a position in the highest levels of the management structure of a major business. In that position, the individual was responsible for the strategic policy development affecting a major component or a wide range of operations of that major business, and has done so for at least three of the recent past five years prior to applying to the MPNP-B.

The applicant claiming Senior Management experience must demonstrate that he/she has had a role with significant decision-making responsibilities involving a minimum of two of the following aspects of business:

- Distribution
- Production/Operations/Project management
- Purchasing
- Sales
- Marketing
- Finance

- Accounting
- Human Resources/Personnel
- Research and Development
- Information Technology management
- Quality Control

In addition to the above, an applicant should also demonstrate that his/her level of income is commensurate with the prevailing income level of senior managers of the major businesses in his/her country. The applicant has to clearly demonstrate this level of income through the documents obtained from a third party source.

**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.

# Instructions, Forms & Document Checklist

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## INSTRUCTIONS:

- Please read the instructions carefully and follow the [Document Checklist](#) in order to comply with the documentation requirements of the Program. Non-disclosure or omission of the relevant facts in the application will result in a decline of your application. Also, if your application is not accompanied by the required documents and forms, or the enclosed documents are not legible, your application will be rejected for non-compliance of Program requirements and your application fee of \$2,500 will not be refunded.
- 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.
- 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 of document checklist you must record **S** for Submitted, **NS** for Not Submitted and **NA** for Not Applicable/Available.
- 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.
- **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 statements of the business as its current market value. You must disclose all assets and liabilities owned by you, your spouse and your dependent children in this form.

- **Important: Section J of 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.
- If your spouse is a contributor to your family income and net worth, he or she must fill out his or her own narrative document. **You must provide his or her curriculum vitae (or resume) and documents supporting his or her income from employment, business or other profession.**
- 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: The Adaptability Matrix will award points based on your business experience and business knowledge. You must present sufficient credible documents in support of your business and (or) management experience to earn enhanced points on these factors. If you fail to supply enough documents in support of your business and/or management experience, the point score for two factors (business experience and business knowledge) will be awarded at the discretion of the MPNP-B officer.
- Staple together documents that have multiple pages.
- 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.
- You should keep a photocopy of your complete application along with documentation for your future reference.

# 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>MPNP-B Application Forms and Documents</b> Please submit originals of the forms listed in Item #1 (forms require original signatures in ink)</p>	
1.	<p>Please enclose <b>One passport size photograph</b> of Principal Applicant and all Dependent Applicants in an envelope with your application.</p> <p><b>Manitoba Provincial Nominee Program Fee Payment Form</b> – To be completed and signed by principal applicant.</p> <p><b>Manitoba Provincial Nominee Program Generic Application Form – Business (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.</p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<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)</b></p> <p>Submit:</p> <ul style="list-style-type: none"> <li>a) An itinerary of your visit</li> <li>b) Copies of air ticket and boarding passes for all the inward and outward flights to/within Canada</li> <li>c) A description of your research</li> <li>d) Your proof of stay in Manitoba</li> </ul>	
3.	<p><b>SUMMARY OF BUSINESS INTENT IN MANITOBA</b></p> <p>Submit details of intended business venture</p>	
	<p><b>Federal Government of Canada Forms</b></p> <p><b>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.</b></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="#">Additional Dependants/Declaration [IMM 0008DEP] (PDF, 472 KB)</a> July 2011, if applicable</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><b>You can access all the above listed forms at Citizenship and Immigration Canada’s web site:</b></p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<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> <b>The instructions to complete these forms can be accessed through <a href="#">Application for Permanent Residence: Guide for Provincial Nominees [IMM EP7000]</a></b>	
	<b>Other Required Documents</b>  <b>Please submit Original, Photocopy or Notarized Photocopy as indicated for Items 5 to 13.</b>	
5.	<b>IDENTITY / MARRIAGE INFORMATION</b>  Submit <b>photocopies</b> of:  a) all appropriate birth, marriage, divorce, proof of separation, and/or death certificates for yourself and your spouse;  b) National Identity Card/Certificate or Cedula (where applicable).	
6.	<b>CHILDREN'S INFORMATION</b>  Submit <b>photocopies</b> of:  a) each child's birth certificate (which includes the names of his/her parents); b) adoption papers; c) proof of custody for children under the age of 19.	
7.	<b>PASSPORT / TRAVEL DOCUMENTS</b>  <b>(PLEASE DO NOT SEND ORIGINAL PASSPORT)</b>  <b>Submit photocopies of: Passports that are valid for at least one year for yourself, your spouse and dependent children.</b>  <b>Note:</b> Children must each have their own Passport, separate from their parents. <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</li> </ul>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<p>nationality)</p> <p><b>Note:</b> Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</p>	
8.	<p><b>EDUCATION AND LANGUAGE PROFICIENCY INFORMATION</b></p> <p>Submit <b>photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Degrees, diplomas or certificates.</li> <li>b) Study permit and degrees, diplomas or certificates from Canadian educational institution, if applicable.</li> <li>c) Language Proficiency Test Results for both the principal applicant and/or spouse, if applicable.</li> </ul>	
9.	<p><b>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA</b></p> <p>If you have relatives in Manitoba, submit <b>photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Documents showing relationship such as birth or marriage certificates of the relative in Manitoba (showing the names of common parents).</li> <li>b) Canadian Passports or Citizenship Card or Permanent Residence Card or Driver’s license and Health Card of relatives in Manitoba.</li> </ul>	
10.	<p><b>DOCUMENTS PERTAINING TO PREVIOUS IMMIGRATION APPLICATION</b></p> <p>Submit <b>photocopies</b> of:</p> <p>All correspondence received from relevant Immigration Program (including letters, e-mails or any other communication).</p>	
11.	<p><b>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION, (Applicable for all past or present senior management experiences)</b> (For Principal Applicant and/or spouse, if applicable)</p> <p>Submit <b>photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications.</li> <li>b) Work permit and letter of reference from employer in Canada, if applicable, for applicant or spouse.</li> </ul> <p>Submit <b>Notarized photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Labour / Employment contracts, if applicable.</li> </ul>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<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 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 BUSINESS OWNERSHIP EXPERIENCE</b> (Applicable for all past or present business experiences) (For Principal Applicant and/or spouse, if applicable)</p> <p>Submit <b>photocopies</b> of:</p> <p>a) Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications.</p> <p>b) All 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.</p> <p>b) Articles of Association, Incorporation or Memorandum, if applicable.</p> <p>c) Registration with taxation authorities.</p> <p>d) Financial Statements prepared by Certified/Chartered/Public/Professional Accountant (as recognized by the law in your country of residence) for the last two years. The MPNP-B only accepts the financial information/statement submitted by your business to the government authorities (such as Tax office, Industry and Commerce Bureau, etc) in your country of residence.</p> <p>e) Business Income Tax Returns or tax payment receipts for the last</p>	

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
	<p>two years.</p> <p>f) 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> <p>You may include business items such as product brochures, photos of business establishment, business cards etc. It is advisable to include reference letters from business associates such as your bank manager, accountant, lawyer, partners/company shareholders, or business associations who can confirm your business experience.</p>	
13.	<p><b>PERSONAL NET WORTH STATEMENT or FINANCIAL INFORMATION</b> (For Principal Applicant and/or spouse, if applicable)</p> <p>Submit <b>Notarized photocopies</b> of:</p> <ul style="list-style-type: none"> <li>a) Personal 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 last two years.</li> <li>d) Fixed Deposit Certificates.</li> <li>e) Property ownership documents 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>	

# Country Specific Document Check List

Please note that in addition to commonly listed documents, the MPNP-B requires some specific documents from specific countries such as **China, India, Iran, Korea and Pakistan**. Please provide these documents to the MPNP-B if this is applicable to you. **Add these documents to the appropriate serial number.**

ITEM NO.	DOCUMENT CHECKLIST	REMARKS
11.	<p><b>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION, (applicable to Senior Managers, or those who were employees before, but are now business owners)</b></p> <p><b>For China residents only:</b></p> <p>Original certificate of work history issued by the Notary Public Office.</p> <p><b>For Iran residents only:</b></p> <p>Submit <b>Notarized photocopies</b> of:</p> <p>a) Lists of employees declared for social insurance purposes including the principal applicant's name for the last two years.</p>	
12.	<p><b>DOCUMENTS SUPPORTING BUSINESS OWNERSHIP EXPERIENCE</b></p> <p><b>For China residents only:</b></p> <p><b>In addition to</b> the commonly listed documents, Submit <b>Notarized photocopies</b> of:</p> <p>a) Capital Verification Report. Note: All change of ownership, establishment of new business(s) or capital modification in the enterprise (prior to 2014) must be supported by a Capital Verification Report.</p> <p><b>For Iran residents only:</b></p> <p><b>In addition to</b> the commonly listed documents, Submit <b>Notarized photocopies</b> of:</p> <p>a) Letter of confirmation from Guild Union and Guild Union License.  b) Official notice in the Gazette announcing the registration of the business or change in share holding of the business.  c) Insurance lists of employees declared for social insurance purposes in</p>	

	<p>the principal applicant's business.</p> <p>d) Proof of rent or ownership of the location where principal applicant's business operates. (If renting, include a copy of the "sargofali" (key money) agreement).</p> <p><b>For Korea residents only:</b></p> <p><b>In addition to</b> the commonly listed documents, Submit <b>Photocopies</b> of:</p> <p>a) Business Registration and/ or Certificate of Business Cessation.  b) Standard Financial Statements Certificate issued by a Tax Office (if applicable).  c) Certificate of Standard Base for Value Added Tax or Certificate of Income for Business Owner Exempt from Value Added Tax issued by a Tax Office.  d) Global Income Tax Basis Settlement Return and Voluntary Payment Statements certified by the Tax Office.  e) Certificate of Income issued by a Tax Office (for global income).  f) Certificate of Income Tax/Value Added Tax Payment issued by a Tax Office.</p>	
13.	<p><b>PERSONAL NET WORTH STATEMENT or FINANCIAL INFORMATION</b></p> <p><b>For China residents only:</b></p> <p>a) If individual income tax returns have not been filed, submit <b>Original</b> individual income tax certificates/receipts for the last three years even if you have not paid any taxes.</p> <p><b>Note:</b> Property valuation reports are only accepted from appraisers approved by Ministry of Construction of the Peoples Republic of China. Appraiser must include a copy of his authorization with the valuation report.</p> <p><b>For India residents only:</b></p> <p>Submit <b>photocopies</b> of:</p> <p>a) Property valuation report must be prepared by a professional appraiser, approved either by a municipal authority (for the property located in same municipal area), court, nationalized bank or wealth tax department. The professional appraiser must enclose a copy of his credentials along with his valuation report. The MPNP-B does not accept a valuation report prepared for the "purpose of visa only".</p> <p>The MPNP-B does not accept property ownership acquired through Power of Attorney, Gift Deeds or Affidavits. The ownership must be registered</p>	

with a Land Titles Office, either in the name of applicant, spouse or dependent children.

**For Iran residents only:**

Submit **photocopies** of:

- a) Valuation of real estate property prepared by an expert, sworn with Justice Administration and accompanied by a copy of the expert's license validated by order of certified valuers of Iran.

**For Korea residents only:**

Submit **photocopies** of:

- a) Certificate of National Pension Deposits.
- b) Apartments: Current Apartment Value Evaluation by Real Estate Bank or Real Estate 114.
- c) All Other Properties: Publicly Listed Land Valuation issued by a District Office, Standard Value of Real Estate issued by a Tax Office, or Property Appraisal done by a reliable and well-established Appraisal company.

**For Pakistan residents only:**

Submit **photocopies** of:

- a) A Valuation report, only accepted from the Pakistan Banker's Association enlisted Professional Appraisers. The professional appraiser must enclose a copy of his credentials along with his valuation report.
- b) The MPNP-B does not accept property ownership acquired through Power of Attorney, Gift Deeds or Affidavits. The ownership must be registered with a Land Titles Office, either in the name of applicant, spouse or dependent children.

# 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 Fee Payment Form
- MPNP Generic Application Form – Business (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 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 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
- [Additional Dependents/Declaration \[IMM 0008DEP\] \(PDF, 472 KB\)](#) July 2011, if applicable
- [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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## **5. Identity / Marriage Information**

**6. Children’s Information**

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**7. Passport / Travel Documents**

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**8. Education and Language Proficiency Documents**

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**9. Proof of Relationship to Family in Manitoba**

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**10. Documents Pertaining to Previous Immigration Application**

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**11. Documents Supporting Employment Information**

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**12. Documents Supporting Business Ownership Experience**

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**13. Personal Net Worth Statement or Financial Information**

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