

Instructions, Forms & Document Checklist

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>MPNP-B Application Forms and Documents Please submit originals of the forms listed in Item #1 (forms require original signatures in ink)</p>	
1.	<p>Please enclose One passport size photograph of Principal Applicant and all Dependent Applicants in an envelope with your application.</p> <p>Manitoba Provincial Nominee Program Fee Payment Form – To be completed and signed by principal applicant.</p> <p>Manitoba Provincial Nominee Program Generic Application Form – Business (MPNP-B APP)</p> <p>MPNP-B APP form should be completed by the principal applicant ONLY. Ensure that:</p> <ul style="list-style-type: none"> a) appropriate questions are answered in full; b) the form is signed by the principal applicant <p>Attach additional pages, where necessary.</p> <p>Manitoba Information Release Form (MREL)</p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p>Manitoba Consent to Indirect Collection and Disclosure of Personal Information</p> <p>To be completed and signed by the principal applicant and applicant’s spouse.</p> <p>Manitoba Code Of Conduct For Immigration Representatives Who Represent Applicants to MPNP-B</p> <p>To be completed by the principal applicant and his representative.</p>	

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	<p>Declaration of Intent</p> <p>To be completed by the principal applicant</p>	
2.	<p>PROOF AND REPORT ON EXPLORATORY VISIT TO MANITOBA (IF you have conducted a visit to Manitoba)</p> <p>Submit:</p> <ul style="list-style-type: none"> a) An itinerary of your visit b) Copies of air ticket and boarding passes for all the inward and outward flights to/within Canada c) A description of your research d) Your proof of stay in Manitoba 	
3.	<p>SUMMARY OF BUSINESS INTENT IN MANITOBA</p> <p>Submit details of intended business venture</p>	
	<p>Federal Government of Canada Forms</p> <p>Please submit photocopies of the forms listed in Items 4. The originals forms should be submitted to Citizenship and Immigration Canada (CIC) at the time of applying for a Permanent Residence Visa. Information provided to the MPNP-B and CIC must be consistent.</p>	
4.	<ul style="list-style-type: none"> • Generic Application Form for Canada [IMM 0008] (PDF, 536 KB) April 2013 • Additional Dependants/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 <p>You can access all the above listed forms at Citizenship and Immigration Canada’s web site:</p>	

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	http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp The instructions to complete these forms can be accessed through Application for Permanent Residence: Guide for Provincial Nominees [IMM EP7000]	
	Other Required Documents Please submit Original, Photocopy or Notarized Photocopy as indicated for Items 5 to 13.	
5.	IDENTITY / MARRIAGE INFORMATION Submit photocopies 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.	CHILDREN'S INFORMATION Submit photocopies 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.	PASSPORT / TRAVEL DOCUMENTS (PLEASE DO NOT SEND ORIGINAL PASSPORT) Submit photocopies of: Passports that are valid for at least one year for yourself, your spouse and dependent children. Note: Children must each have their own Passport, separate from their parents. <ul style="list-style-type: none"> • Submit photocopies of all pages of Passport • Submit a photocopy of your visa for the country in which you currently reside (if you reside in a different country than your 	

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	<p>nationality)</p> <p>Note: Nationals of the People’s Republic of China should note that Public Affairs Passports are NOT valid for immigration to Canada.</p>	
8.	<p>EDUCATION AND LANGUAGE PROFICIENCY INFORMATION</p> <p>Submit photocopies of:</p> <ul style="list-style-type: none"> a) Degrees, diplomas or certificates. b) Study permit and degrees, diplomas or certificates from Canadian educational institution, if applicable. c) Language Proficiency Test Results for both the principal applicant and/or spouse, if applicable. 	
9.	<p>PROOF OF RELATIONSHIP TO FAMILY IN MANITOBA</p> <p>If you have relatives in Manitoba, submit photocopies of:</p> <ul style="list-style-type: none"> a) Documents showing relationship such as birth or marriage certificates of the relative in Manitoba (showing the names of common parents). b) Canadian Passports or Citizenship Card or Permanent Residence Card or Driver’s license and Health Card of relatives in Manitoba. 	
10.	<p>DOCUMENTS PERTAINING TO PREVIOUS IMMIGRATION APPLICATION</p> <p>Submit photocopies of:</p> <p>All correspondence received from relevant Immigration Program (including letters, e-mails or any other communication).</p>	
11.	<p>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION, (Applicable for all past or present senior management experiences) (For Principal Applicant and/or spouse, if applicable)</p> <p>Submit photocopies of:</p> <ul style="list-style-type: none"> a) Curriculum vitae (or resume); summarizing your business experience, work experience and educational qualifications. b) Work permit and letter of reference from employer in Canada, if applicable, for applicant or spouse. <p>Submit Notarized photocopies of:</p> <ul style="list-style-type: none"> a) Labour / Employment contracts, if applicable. 	

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	<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 Originals of:</p> <p>a) Letters of reference detailing both the principal applicant and spouse's (if applicable) past and present work experience. Letters of reference must be on official letterhead with company seal affixed on it and signed by an authorized representative of the company, who is identified by name, title, mailing address, e-mail address, telephone and fax numbers. Each letter should indicate:</p> <ul style="list-style-type: none"> • specific period of your employment with the company; • position(s) you held, and time spent in each position; • your main responsibilities in each position; and • total annual salary including disbursements, bonus and commission during your employment. 	
12.	<p>DOCUMENTS SUPPORTING BUSINESS OWNERSHIP EXPERIENCE (Applicable for all past or present business experiences) (For Principal Applicant and/or spouse, if applicable)</p> <p>Submit photocopies 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 Notarized photocopies 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>	

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

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.**

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11.	<p>DOCUMENT SUPPORTING EMPLOYMENT INFORMATION, (applicable to Senior Managers, or those who were employees before, but are now business owners)</p> <p>For China residents only:</p> <p>Original certificate of work history issued by the Notary Public Office.</p> <p>For Iran residents only:</p> <p>Submit Notarized photocopies 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>DOCUMENTS SUPPORTING BUSINESS OWNERSHIP EXPERIENCE</p> <p>For China residents only:</p> <p>In addition to the commonly listed documents, Submit Notarized photocopies 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>For Iran residents only:</p> <p>In addition to the commonly listed documents, Submit Notarized photocopies 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>For Korea residents only:</p> <p>In addition to the commonly listed documents, Submit Photocopies 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>PERSONAL NET WORTH STATEMENT or FINANCIAL INFORMATION</p> <p>For China residents only:</p> <p>a) If individual income tax returns have not been filed, submit Original individual income tax certificates/receipts for the last three years even if you have not paid any taxes.</p> <p>Note: 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>For India residents only:</p> <p>Submit photocopies 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.