

Ministry of Immigration and Career Training

Immigration Services 225 First Avenue North Saskatoon, Canada S7K 1X2

Saskatchewan Immigrant Nominee Program -

Farm Owner/Operator Category

Third Party Document Checklist

Effective April 8, 2020

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It is the Applicant's responsibility to contact one of the service providers by email or phone to engage them to perform and complete the verification before the deadline date. Once engaged, you must provide them with all relevant documents listed on the Third Party Document Checklist, with your file number. Your information will not be reviewed without a SINP assigned file number.

Once an application is complete and the Principal Applicant has ensured that all required information and documentation is included, please send the complete application package to one (1) of the following 3rd Parties:

MNP LLP KPMG Forensic Inc

900-2010 11th Avenue 333 Bay Street, Suite 4600

Regina Saskatchewan, S4P 0J3 Toronto Ontario, M5H 2S5

Email: mnp.sinp@mnp.ca Email: SINPverification@kpmg.ca

Please ensure that applications are **complete** and are submitted expressly in accordance with the document checklist.

To better assess applications, the Third Parties may wish to request additional documentation; and/or request that the Principal Applicant attend an interview.

- Please ensure that all additional documentation requested, or an explanation as to why such documentation is unavailable, is provided in a timely manner so that the report is completed by the deadline.
- Please be advised that although the Third Parties have the right to request additional information, the veracity of the documents submitted with the initial application is the responsibility of the applicant.
- Applicants are required to disclose <u>all</u> assets and liabilities owned by the Principal Applicant and his/her Spouse or Common-Law Partner.
- If any documents are in a language other than English, the applicant must submit a photocopy of the original document in addition to a photocopy of the Englishtranslation.
- > Translators can be any person who is not:
 - The Principal Applicant or his/her spouse;
 - o A family member of the Principal Applicant or his/her spouse; or
 - o A paid consultant or representative for the Applicant.
- An affidavit from the translator describing their translation ability needs to be submitted. A template for the translator affidavit is available on the SINP website at https://publications.saskatchewan.ca:443/api/v1/products/76058/formats/85134/download.
- To ensure timely assessment of applications:
 - Place documents in the order of this checklist;
 - Provide tabbed dividers or folders indicating the section of the application as illustrated throughout the document checklist below;
 - Provide any additional documentation that you believe is important forverifying your net worth and the accumulation of your net worth; and
 - o Review the information in Appendix A for tips on **how to organize** an application.
- All forms must be photocopies unless otherwise stated.
 - Applicants can submit all photocopies as scans on either a Compact Disc or a USB Flashdrive (please order "Tabs" as separate folders)
 - o Documents required to be original must be submitted in paper form

Document Checklist: All Forms must be Copies Unless Otherwise Stated

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Tab 1 – Principal Applicant Information	on	
Tab 1a – Provincial Forms		
SINP-100-3 – Farm Owner/Operator Application • Completed by the Principal Applicant		
SINP-200-2 – Personal/Business Net Worth Form • Completed by the Principal Applicant		
Tab 1b — Federal Forms		
IMM 5669 - Schedule A: Background Declaration • Completed by the Principal Applicant		
 IMM 0008 E – Schedule 4A: Economic Classes – Business Nominees Completed by the Principal Applicant Be sure to complete Section J as an appendix 		
IMM 5406 - Additional Family Information • Completed by the Principal Applicant		
Tab 1c – Birth Certificate		
Birth Certificates • For the Principal Applicant		
Tab 1d – Passport		
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application. • For the Principal Applicant		
Tab 1e – National Identity Card	<u>I</u>	<u> </u>
National Identity Card • For the Principal Applicant		
Tab 1f – Marriage Certificate		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Marriage Certificate (if applicable); or IMM 5409 – Statuary Declaration of Common-Law Union • Completed by the Principal applicant (if applicable)		
Tab 1g – Divorce Certificate		
Divorce or death certificate		
SINP - EF - 002 - Accumulation of Funds Form		
 Completed by the spouse / common-law partner of the Principal Applicant if the spouse's / common-law partner's assets are used to meet the minimum net worth threshold of CAD500,000 (CAD300,000 for Young Farmers) 		
Tab 2 – Spouse/Common-Law Partner Info	rmation	
Tab 2a – Provincial Forms		
SINP – 100 – 8 – Family or Accompanying Farm Employee Category Application Form		
 Listing all accompanying family members/employees 		
 SINP – EF - 002 – Accumulation of Funds Form Completed by the spouse / common-law partner of the Principal Applicant if the spouse's/common-law partner's assets are used to meet the minimum net worth threshold of CAD500,000 (CAD300,000 for Young Farmers) 		
Tab 2b – Federal Forms		
IMM 5669 - Schedule A: Background Declaration • Completed by the spouse / common-law partner		
IMM 5406 - Additional Family Information • Completed by the spouse / common-law partner		
Tab 2c – Birth Certificate		
Birth Certificate • For the spouse / common-law partner		
Tab 2d – Passport		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application.		
For the spouse / common-law partner		
Tab 2e – National Identity Card		
National Identity Card • For the spouse / common-law partner		
Tab 2f – Marriage Certificate		
Marriage Certificate (if applicable); or IMM 5409 – Statuary Declaration of Common-Law Union	_	
 For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 		
Tab 2g – Divorce Certificate		
Divorce or death certificate		
 For the spouse / common-law partner if other Marriages or Common Law Unions are or were in effect 		
Tab 3 – Dependent Information		
Tab 3a – Birth Certificate		
Birth Certificates		
 For dependent children if accompanying the applicant to Canada 		
Adoption certificate (if applicable)		
 For dependent children if accompanying the applicant to Canada 		
Custody Agreement (if applicable)		
 For dependent children if accompanying the applicant to Canada 		
Tab 3b – Passport		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Passports - Pages containing photo and biographical data, visitor visa, stamp of entry to Canada and last page containing signature - must be valid for a minimum of 12 months at the time of application.		
 For dependent children if accompanying the applicant to Canada 		
Tab 3c – National Identity Card		
National Identity Card		_
 For dependent children if accompanying the applicant to Canada 		
Tab 4 – Translator Affidavit		
Translator Affidavit(s)		
Tab 5 – Employment and Accumulation Documents (For each farm/business, in chronological order from earliest documents to most recent – i.e., 2002-12)		
Tab 5a – Required for All Applicants		
Labour contracts for the last 10 years		
Tab 5b – Required for Applicants Who are Shareholders or Owners of a Private or Public Farm/Business Only		
Business registration license of each enterprise/farm (if applicable)		
Registration with the taxation authorities for each enterprise/farm		
Proof of shareholding of each enterprise/farm (if applicable)		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Indicate where the salaries paid to the Principal Applicant are recorded on the income statements and indicate under which income statement line item this was recorded		
List of employees with the monthly salaries and number of hours of work paid by the employer per week. Please also include proof of payment of salaries for the last 12 months		
Principal Applicant's enterprise's/farm's pay stubs or payrolls for a period of 12 month		
Income certificate prepared by the Principal Applicant's current enterprise/farm		
Tab 6 – Net Worth Documentation (Applicants are required to disclose ALL assets and liabilities owned by the Principal Applicant and his/her Spouse / Common-Law Partner)		
ASSETS		
Tab 6a – Bank Deposit Accounts		
Bank Accounts		
Statements for all personal bank accounts for the most recent 12 month period		
Fixed Term Deposits		
 Certificate of Deposit for all term deposits held accompanied by an explanation of any significant lump sum deposits greater than or equivalent to \$10,000 CAD 		
Tab 6b — Property ¹ If residential property is on the farm land and is considered part of the entire farming operation, the value of this property cannot be duplicated under Item B - Real Property on Schedule 4A.		
Real Property		
Title Deed and/or Property Ownership Certificate for each real property that is owned		

¹ Please note that Power of attorney held on a property does <u>not</u> constitute ownership.

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Property evaluation report		
 Prepared by a specialized firm for each real property that is owned. Provide copies of the license authorizing the firm to perform professional appraisals *Property evaluation reports are only valid for one year. Please ensure that 		
valid evaluations only are submitted at the time of application		
Purchase agreements		
 One for each real property that is owned by the Principal Applicant and/or the spouse/ common-law partner 		
Payment invoice from the time of purchase		
 One for each real property that is owned, showing proof of purchase price and taxes 		
Tab 6c – Investments		
Publicly Traded Stocks		
 Transaction records of the Principal Applicant's stocks and shares for the most recent 12-month period. Include statements showing current book value and market value 		
Transaction records for any other investments (such as Mutual Funds) for the most recent 12 month period		
Tab 6d – Farm/Enterprise		
Record of land ownership to show inheritance chain (if applicable) • Patwari Jamabandi for applicants from S.E. Asia		
Most recent 3 years of financial statements prepared by a		
chartered accountant of the enterprise(s)/farm(s) in which the Principal Applicant has a vested interest. Please include:		
 Income statement, balance sheet, and statement of profit and loss; and 		
 A copy of the chartered accountant's valid license with their contact information with proof of membership to a professional accounting body. 		
Income Tax Returns for a 3-year period		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Photographs of farming business, buildings, equipment and crops		
Evidence of sales and purchase contracts with suppliers, customers, and/or commission agents		
Proof of shareholding of enterprise(s)/farm(s) • One for each business in which the Principal Applicant has a vested interest or had a vested interest in the past 10 years		
Documents establishing a transfer of shares or changes to the list of shareholders (if applicable)		
 In the case of sole proprietorship Business bank account statements for the most recent 12 month period of the business net value appraisal 		
Tab 6e – Pensions and Other Assets (not including personal items of jewelry, furniture, applian	ces or vehicles)	
Signed insurance policy purchase agreement including the amount vested and/or cash value		
Other assets held by the Principal Applicant and/or spouse / common-law partner		
LIABILITIES		
Tab 6f – Real Property Mortgages		
Bank letter(s) to confirm outstanding mortgage(s), and statement(s) that indicate a minimum of 12 months of regular payments, for every outstanding mortgage		
Provide the page on property ownership certificate showing the mortgage has been fully repaid, if applicable		
Past mortgage contracts on properties for a period of the last 10 years that the Principal Applicant owned and sold and are claiming the sale proceeds as income		
Tab 6g – Other Personal Debts		
Bank letters and/or contracts indicating other outstanding debts, including credit card debt, personal loan (i.e. car loan, student loan etc.)		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
ACCUMULATION OF FUNDS		
Tab 6h – Accumulation Documents		
 Narrative Document Completed by the Principal Applicant and spouse / common-law partner Refer to Section J of the Schedule 4A 		
Tab 6i – Donations, Gifts, Inheritance, and Additional Sources of Ir to Support the Application (Donations and gifts received less than 6 months before application receipt will Applicant's net worth)		
Record of land ownership to show inheritance chain • Patwari Jamabandi for applicants from S.E. Asia		
In the case of a donation or gift, include identification of the donor and their financial capacity to make a donation		
 In the case of inheritance: An official Act of Death Certificate, notarized will, or court decision documents verifying the transfer of funds to the heir(s) Probate, letters of administration, and executor contact information (if applicable) Documents verifying the transfer of the amount received 		
Proof of rental income, such as lease or rental agreements and invoices, for the most recent 12 month period		
Tab 6j – Required for Applicants from India		
Agricultural Income / J Forms to show the sales transactions of crops, for the most recent 3 year period		
Tab 6k – Additional Information		
Other documents to support the application		

Appendix A: China Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for all Applications from China		
Original certificate of work history issued by the Notary Public Office		
For each reference letter submitted, include the original certificate issued by the Notary Public Office certifying the authenticity of the company seal and signature that appears on the letter		
Notarized copy of the Principal Applicant's Individual Income Tax (IIT) endorsed by his/her local tax bureau		
Required for Applicants who have Contractual (Chengbao) Busine	ess Agreemer	nts
Contractual agreement to operate the business		
Original document issued by the Notary Public Office certifying the authenticity of the company seal of the enterprise and signature on the contract		
Business registration license of the contracting company		
Required for Applicants who are Shareholders and/or Business O	wners	
Original certificate issued by the Notary Public Office certifying the authenticity of the copy of the business registration for each enterprise		
Original certificate issued by the Notary Public Office certifying of the authenticity of the copy of the registration with the taxation authorities for each of the Principal Applicant's enterprises		
If the Principal Applicant became owner or partner of a collective enterprise or state owned enterprise that has been privatized, original certificate issued by the Notary Public Office certifying the authenticity of the copy of the application approved by authorities		

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Articles of incorporation and/or articles of association for the Principal Applicant's enterprise(s)		
For applicants of a Sino-foreign (joint venture) business, the business registration approval certificate issued by the provincial or municipal government office		
Original certificate issued by the Notary Public Office certifying the authenticity of the copy of business registration approval certificate issued by the provincial or municipal government office		

Appendix B: Korea Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applicants who are Shareholders or Business Owne	rs	
Business Register and/or Certificate of Business Cessation		
Income Distribution Statement for Business Partners		
Certificate of National Pension Deposits Made for the Employees issued by National Pension Corp. or Certificate of National Health Insurance Payments made for the Employees issued by National Health Insurance Corp		
Required for Applicants who are Business Managers		
Certificate of Class Kap Income Tax Withholding Statements for the employees		
Certificate of National Pension Deposits made for the employees issued by National Pension Corp. or Certificate of National Health Insurance Payments made for the Employees issued by National Health Insurance Corp		

Appendix C: Pakistan Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)		
Required for Applicants who are Shareholders or Business Owners				
Letter from the Board of Investment, Company Registration Office and/or Security and Exchange Commission of Pakistan confirming the amount of the original investment, at the time the business was registered				
List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)				

Appendix D: Iran Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)		
Required for Applicants who are Shareholders or Business Owners				
Copy of the official license, registration or incorporation documents for the Principal Applicant's business by way of:				
 The announcement of the registration of the company published in the local gazette; and/or 				
 The Guild Union License; and/or 				
 Notice of change in the shareholders published by the local gazette. 				
Documents providing proof of rent or ownership of the				
location where the business operates. If the Principal				
Applicant is renting the location, include a copy of the "sargofli" (key money) agreement				
Letter from the Social Security Organization indicating the				
number of insured employees in the Principal Applicant's				
business				
Required for Applicants who have Business Management Experience				
The most recent six monthly statements that the employer is required to submit to the Social Service Organization of Iran				
The employer's payroll lists and the 'salaries paid' item of the balance sheets for the past 6 months				

Appendix E: Vietnam Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applications from Vietnam		
Company literature indicating size and scope of the company		
List of shareholders and shareholdings, including proof of individual investment (investment capital to start up business)		

Appendix F: Bangladesh Specific Document Checklist

DOCUMENTS REQUIRED:	Submitted	Not Submitted (Explanation Included)
Required for Applications from Bangladesh		
Trade License issued by the municipality where the business is located		
Memorandum of Association with terms of reference and a list of shareholders showing percentages of ownership and number of shares owned		

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Appendix G: Tips and Guidelines

Tips and Guidelines for Submitting an Application Package

To ensure timely processing of applications and to avoid unnecessary delays, please review the following:

- Carefully read and follow the instructions and descriptions on all forms and documents
- Use the Tabs provided in the checklist to separate each section of the application
- Be advised that there are separate Tabs for spouse/common law partner and dependent documents. Do not include these documents in the principal applicant Tab.
- Organize all documents in the <u>exact order</u> of the Document Checklist
- Include explanations for documents or information that are required, but were not submitted in the section(s) relating to those missing documents
- The BEP is designed to assist in the assessment of intent. Applicants are given the
 opportunity to submit updated Business Establishment Plans, if their business plans
 change and/or to reflect updated research but the SINP does not consider any
 document that is submitted to be a "draft" or "initial" plan. It is necessary that the
 Principal Applicant submit a complete and comprehensive BEP at time of application
- Staple together documents that have multiple pages.
- On the IMM Schedule 4A Economic Classes Business Nominees Form sections
 A, B, C, E, F, and G are for the disclosure of the Principal Applicant's personal
 assets and liabilities. Do not list any type of business assets in these sections.
 Business assets are included in the Book Value, Section D, of this form.
- On the IMM Schedule 4A Economic Classes Business Nominees Form label the supporting documents to with the proper Section letter and corresponding account number, property description, business name, etc.
- 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 2 properties, include the title deed, property evaluation report, purchase agreement, and all other required documents relevant to that property together and label it as Property B1
- Keep a photocopy of the entire application for the Principal Applicant's records and referencing purposes

^{*}All SINP forms require original signatures in ink. Please provide photocopies of all other forms and documents, unless it is specified in this checklist that originals are required.