



## Application to Change BUSINESS PERFORMANCE AGREEMENT

Please complete the form by providing the following information. Please know that only complete applications will be accepted. Applicants must clearly demonstrate why a change to their original BPA is required and must include detailed information outlining the steps taken to establish the business in the original BPA.

### APPLICANT'S PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SINP File Number: \_\_\_\_\_ SINP Nomination Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Information: Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business Address (if applicable): \_\_\_\_\_

Landing Date (please submit a copy of both sides of your PR visa): \_\_\_\_\_

List all out-of-province travel since Landing (attach an additional sheet as required):

Destination City	Destination Country	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Purpose of Travel

### Partners:

Please provide a list of partners you are involved with in the business or will be involved in the business (please note if they are or have been SINP applicants):

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Please note that where partnerships exist or are contemplated, all SINP applicants must submit their individual applications to change a BPA as a group or the application may be returned.

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**Sector:**

Where a change to the sector is requested, please provide an updated Business Establishment Plan (BEP) that includes:

- Complete details related to the proposed change and how it relates to the previous research conducted
- Business plan for next 3 years for proposed Business and associated costs;
- Number of jobs to be created for Saskatchewan Residents;
- Applicant's relevant previous senior management or entrepreneur experience in relation to the proposed business, and the management contribution the applicant will make with respect to the proposed business (e.g., sales, distribution, production, research and development, etc.);
- Detailed breakdown of budget and forecasted start-up funds and expenses;
- Business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- Proposed location for the business (i.e., city/town);
- Preparation and training for entrepreneurship in Saskatchewan (including course titles and institution names, if applicable) – For example English as a Language classes;
- A time line outlining all the activities needed to open the business;
- The name, organizations, mailing addresses, phone numbers, and emails of contracted professional business service providers whom the Applicant has contacted and/or the Applicant has established an active working relationship or paid contractual agreement with.

Current Sector: \_\_\_\_\_

Proposed Sector/Business\*: \_\_\_\_\_

\* If you are planning to purchase an existing business please include the legal name of the business as well as the trading name. Please also include details of any changes you are considering to the business operation. For example, how will you improve, upgrade and/or expand the existing business? This may include creating new employment, investing in improvements and/or upgrades to the business, introducing new products and/or services.

Please describe the challenges in establishing your original business. Please note that identifying a new business opportunity may not be a satisfactory reason to change your existing BPA terms. *(attach additional information if necessary):*

\_\_\_\_\_  
\_\_\_\_\_

**Investment Amount (CAD\$):**

Where a change to the investment is requested, provide a comprehensive breakdown of how you will meet your investment requirement. Please see 'Schedule B' of your Business Performance Agreement for what equity expenditures and working capital qualifies as business investment. If you have any supporting documentation for the costs of inventory or business rent/purchase, please provide this.

Current Amount: \_\_\_\_\_

Proposed Amount\*: \_\_\_\_\_

\* must not be less than 70% of the investment amount originally in the BPA and cannot go lower than \$150,000

Please advise why the investment requirement has changed? *(attach additional information if necessary):*

\_\_\_\_\_  
\_\_\_\_\_

**Business Establishment Period (Term):**

Where a change to the term is requested, provide a detailed time line outlining all of the activities you have completed since landing to the present date to start your business, including any travel. Additionally, a detailed time line outlining all the activities needed to open the business from the present date to the requested expiration date.

Current Expiration Term\*: \_\_\_\_\_ Proposed Extension: \_\_\_\_\_

*\*Please Note: as per section E(3)(b) of the Business Performance Agreement, you must make this application at least 30 days prior to the expiration of the business establishment period.*

**Reason/comments** (attach additional information if necessary):

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Please detail any Business Service Professionals you have met with to discuss this change, including those who you continue to meet with. Please note any individuals who may have a stake in the proposed Business.

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## ADDITIONAL INFORMATION

This signed form and additional documentation can be submitted by email to [saskentrepreneur@gov.sk.ca](mailto:saskentrepreneur@gov.sk.ca) or by mail to:

**SINP Entrepreneur and Farm Unit  
225 - 1<sup>st</sup> Avenue North  
SASKATOON SK S7K 2H6**

- ☐ Information relating to evidence of professional relationships in Saskatchewan (*including business cards for my accountant, lawyer, real estate agent, etc.*) indicating that I have made reasonable attempts to establish a business in accordance with the Business Performance Agreement are enclosed.
- ☐ Other documents or additional information relating to the proposed change as required and detailed above have been attached.
- ☐ I agree that I may be required to supply SINP or an associated third party with such reasonable information as may be required to support this request.
- ☐ I agree that SINP or an associated third party may inspect the premises of my business for the purposes of confirming compliance with the BPA.
- ☐ I understand that the SINP or an associated third party may request additional documentation regarding the business.
- ☐ **I understand that I am responsible for submitting my Application to Change Business Performance Agreement (BPA) in advance of any business or SINP deadlines, and applications are accepted and processed at the discretion of the SINP where requests for expedited processing will not be considered.**
- ☐ **I understand that only complete Applications to Change Business Performance Agreement (BPA) are accepted and my application will be refused if it does not include the required information and supporting documents.**
- ☐ **I understand that a change to the terms of the SINP Business Performance Agreement occurs only after the changes are indicated in an Amendment Agreement and the amendment is signed by the SINP and myself.**

Please check the above to ensure you have a completed application or it will be closed.

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Signature of Applicant/Nominee

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Date

◆ **The remainder of this document is for Office Use Only** ◆

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☐ Current Sector and NAICS Code: \_\_\_\_\_

☐ Date of expiry re: establishment of the Business: \_\_\_\_\_

☐ Current Investment: \_\_\_\_\_

☐ Proposed Change:

☐ Did the Applicant seek and obtain appropriate independent professional advice as to attempts on establishing or purchasing a business? (Please provide details if necessary.)

Recommendation (**please provide analysis**):      ☐ change BPA      ☐ no change to BPA      ☐ Other

Recommended by: \_\_\_\_\_  
Business Immigration Officer

\_\_\_\_\_  
Date

Decision (**please provide analysis**):      ☐ change BPA      ☐ no change to BPA      ☐ Other

Approved by: \_\_\_\_\_  
Director, SINP Entrepreneur and Farm Unit

\_\_\_\_\_  
Date