

*Nova Scotia
Nominee Program*

Entrepreneur Stream Application Guide



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Introduction

The Entrepreneur Stream of the Nova Scotia Nominee Program (NSNP) is an immigration program for experienced business owners or senior business managers who wish to start or acquire a business in Nova Scotia, Canada and who intend to provide active and ongoing participation in the day-to-day management and direction of a business.

The Entrepreneur Stream Eligibility Criteria are described in Part One of this document.

The key feature of the Entrepreneur Stream is that it is a temporary to permanent residence program. This means that approved applicants must operate a business in Nova Scotia on a Work Permit (WP) for at least one continuous year before being nominated for permanent resident status in Canada.

There are six (6) steps an applicant must complete:

- Step 1: Expression of Interest Criteria and Process
- Step 2: Invitation to Apply
- Step 3: In Person Interview and Business Performance Agreement
- Step 4: Work Permit and Business Establishment in Nova Scotia
- Step 5: Request for Nomination
- Step 6: Apply for Permanent Residence

Each of these steps is described in detail in Part Two of this document.

NSOI RECOMMENDS THAT APPLICANTS READ AND UNDERSTAND THE ENTIRE ENTREPRENEUR STREAM GUIDE PRIOR TO SUBMITTING AN EXPRESSION OF INTEREST.

Disclaimer

The NSNP is an immigration recruitment and selection program that allows the Government of Nova Scotia to nominate individuals to the Canadian government who can meet provincial labour market and economic needs and who intend to establish themselves in Nova Scotia. A nominee, along with his or her dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government. This stream is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

The NSNP and its streams are dependent upon application volumes and labour market needs.

NSNP and stream criteria may change without notice.

The NSNP reserves the right to close or suspend application intake for any NSNP stream at any time.

Regardless of when an application was submitted, the NSNP may decline to consider applications in closed or suspended streams.

If application criteria or forms are updated or if there are changes to the NSNP or its streams including closure or suspension of a stream, you will find the most current information at <http://novascotiaimmigration.com/immigrate/>.

Applications may be assessed with the most current criteria irrespective of the date of submission of an application.

By submitting an application to the NSNP, you agree and acknowledge that the NSOI is not obligated to assess or process any application submitted.

Applications to the NSNP are treated as an indication of interest, and may be processed at the NSNP's discretion, in a manner that will best support the goals of the NSNP.

The decision to process applications can depend on the following factors: application volumes, quality of the application, labour market information, occupational supply and demand forecasting, and/or any other factors as determined by the NSNP.

By submitting an application to the NSNP you agree and acknowledge the decision whether to assess or process any application, and the outcome of that assessment or processing is at the NSNP's sole discretion.

You also agree and acknowledge that meeting NSNP basic eligibility requirements does not guarantee nomination or that your application will be assessed or processed.

At the time of application to Immigration, Refugees and Citizenship Canada (IRCC), you must meet all IRCC criteria and supporting documents must be valid. Please review the following website for additional criteria: http://www.cic.gc.ca/english/immigrate/provincial/next_steps.asp.

You also agree and acknowledge that a nomination from the NSOI does not guarantee that a permanent resident visa will be issued, and that NSOI is not responsible for any processes or decisions of IRCC.

Misrepresentation: If it is found that any person included in or associated with the application, including but not limited to the Expression of Interest has misrepresented or intentionally omitted material information in the course of applying to the NSNP that is relevant to the application, Expression of Interest or the decision to nominate, the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the NSOI for misrepresentation is unable to submit an EOI or apply to the NSNP for a period of five years.

Withdrawal of Application: Other than in the case of suspected or actual misrepresentation, an applicant may withdraw their application at any time prior to nomination without penalty.

The Entrepreneur Stream is a pilot project and is subject to change. Stream changes will be communicated on our website: <http://novascotiaimmigration.com>

Please note that if selected, you must operate your business for a minimum of one year before you can be considered for nomination for permanent residency.

Fees

There is no provincial application fee under the NSNP. However, there may be fees associated with obtaining and preparing the required documents for the Entrepreneur Stream (e.g., education credentials, language testing, net worth verification, and translations, etc.)

You must pay all the required Government of Canada immigration fees when you submit your file to IRCC.

Use of a Representative

If you are using a paid immigration representative to conduct business on your behalf with the Province of Nova Scotia, that individual must be either:

- An immigration consultant who is a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under their supervision; or
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision.

WARNING: Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by this office.

If you are using a paid representative to assist you with your application, you will need to complete the NSNP 50 – Use of Representative form.

If you are authorizing the Province of NS to release information from your case file to someone other than yourself or your paid representative, you will need to complete the NSNP 60 – Authority to Release Information to a Designated Individual.

Definitions of Dependent and Relative

For the purposes of the Nova Scotia Nominee Program, family members eligible to be included in an application for nomination for permanent residency are called “**dependents**” and include:

- Spouse (legal marriage),
- Common-law partner¹ of at least one year, and
- Dependent children: Daughters and sons, including adopted children, who:
 - are under the age of 22 and do not have a spouse or common-law partner;
 - are 22 years of age or older and have depended substantially on the financial support of the parent since before the age of 22 and are unable to be financially self-supporting due to a physical or mental condition

For the purposes of the Entrepreneur stream a **relative** is defined as a:

- parent;
- grandparent;
- brother/sister;
- aunt/uncle;
- niece/nephew;

of yours, or, if it applies, your spouse or common-law partner.

¹ You are a common-law partner either of the opposite sex or same sex if you have been living together in a conjugal relationship for at least one year in a continuous, non-interrupted 12-month period. If you have maintained a conjugal relationship for at least one year but have been prevented from living together or marrying, you may be considered common-law after providing evidence there was a satisfactory reason you could not live together. In either case, you will need to provide a Statutory Declaration of Common-Law Union [IMM 5409] available at <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5409E.pdf>.

Eligibility Criteria for the Principal Applicant

Ineligible Applicants

Do not apply for the Entrepreneur Stream if you are:

- A refugee claimant in Canada claiming refugee status from the Government of Canada.
- Living illegally in your country of residence.
- A person who has had a removal order issued against them by IRCC or Canada Border Services Agency.
- A person who is prohibited from entering Canada.
- A passive investor (individuals who intend to invest in a Nova Scotia business with very limited or no involvement in the day-to-day management of the business).
- an individual who does not have status; you are not eligible to apply until your status has been restored;

Businesses that are not eligible under the Entrepreneur Stream:

- Businesses that are conducted remotely (from another Canadian jurisdiction or from another country)
- Property rental, investment, and leasing activities.
- Real estate construction/development/brokerage, insurance brokerage or business brokerage; unless the applicant can prove their project in this area will have a compelling benefit to the Province of Nova Scotia.
- Professional services or self-employed business operators requiring licensing or accreditation.
- Pay day loan, cheque cashing, money changing and cash machines.
- Pawnbrokers.
- Credit unions.
- Home-based businesses; unless the applicant can prove their business will have a compelling benefit to the Province of Nova Scotia.
- Co-operatives.
- Investments into a business operated primarily for the purposes of deriving passive investment income.
- Businesses involved in the production, distribution or sale of pornographic or sexually explicit products or services.
- Joint ventures between NSNP program applicants.
- Any other type of business that by association would tend to bring the NSNP or the Government of Nova Scotia into disrepute.

Minimum Eligibility Criteria for Applicants

Applicants must meet the following minimum eligibility criteria:

- Have no less than \$600,000 CAD in unencumbered net business and personal assets that are readily available for transfer to Canada, verified by NSOI-designated third party professionals.
- Demonstrate accumulation of claimed net worth through legal means, verified by NSOI designated third party professionals.
- Have a minimum of three years of business ownership experience including 33.33% ownership in the last 10 years or greater than five years of experience in a senior business manager role in the last 10 years.
- Have Canadian Language Benchmark (CLB) 5 in either English or French in listening, speaking, writing and reading. Verified by Canadian English Language Proficiency Index Program (CELPIP) General test, International English Language Testing System (IELTS) General Training test or Test d'évaluation de français (TEF) **taken within two years prior to the date the EOI is submitted.**

- Have a minimum of Canadian high school diploma or equivalent foreign credential verified by an Educational Credential Assessment (ECA), taken in the last five years prior to the date the EOI is submitted.
- Agree to make a minimum capital investment of \$150,000 CAD to establish a business in Nova Scotia.
- Agree to reside in Nova Scotia.

These requirements must be met by any person applying to the Entrepreneur Stream. It is the applicant's responsibility to demonstrate with supporting documents (see Appendix B for the Entrepreneur Stream Document Checklist) that they meet the eligibility criteria.

Eligibility Criteria for Applicant's Business

In addition to meeting the minimum eligibility criteria above, the applicant's proposed business must also meet the following criteria:

- The applicant must own at least one third (33.33%) of the equity of the business.
- The applicant must provide active and on-going participation in the day-to-day management and direction of the business.
- Businesses must meet the legal requirements of the community in which they operate.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services.
- The business must be considered a "permanent establishment" as defined under subsection 400(2) of the Canadian *Income Tax Regulations*, 1985.
- The business is liable to pay income tax on taxable income earned as a result of a "permanent establishment" in Nova Scotia, irrespective of income or other taxes which may also be payable in other jurisdictions as a result of income earned or other business activity.
- The business must be actively managed by the applicant from the place of business in Nova Scotia. The business must not be managed from another location in Nova Scotia or from another Canadian province or territory or other country.
- The business must have the potential to create significant economic benefit to Nova Scotia. For example:
 - Increasing value added manufacturing or processing, exports, destination tourism, research and development, and technology commercialization;
 - Developing innovative approaches to traditional businesses
 - Transferring technology and specialized knowledge to Nova Scotia; or
 - Providing products or services to an under-served local or regional market.

There are two categories within the Entrepreneur Stream, Starting a New Business and Purchasing an Existing Business. Each category has unique criteria in addition to the criteria noted above.

Additional Criteria When Starting a New Business

If starting a business the applicant must create a minimum of one full-time or equivalent part-time employment opportunity for a Canadian citizen or Permanent Resident in Nova Scotia (non-relative worker). This position(s) must:

- Be over and above any position filled by the approved applicant. For clarity, jobs created for or filled by dependents or relatives of the applicant are not eligible.
- Be relevant and directly related to the applicant's business.
- Meet the prevailing wage levels (see http://www.workingincanada.gc.ca/search_occupation-eng.do),

Additional Criteria When Purchasing an Existing Business

If the applicant is purchasing an existing Nova Scotia business, all of the following apply:

- The Nova Scotia based business must have been in continuous operation by the same owner in Nova Scotia for the previous five (5) years
- All applicants purchasing or partnering in an existing business **must** complete an exploratory visit to meet the current owner(s).
- Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business.
- The business must be actively in operation and not in receivership.
- Applicants must offer employment on similar terms and conditions to existing staff, including maintaining existing wages and employment terms.

Application and Assessment Process

The following section outlines the six steps required to obtain permanent residency. NSOI is involved in the first five steps. The final step, applying for Permanent Residency, involves the federal department of Immigration, Refugees, and Citizenship Canada (IRCC). More information on all of these steps is outlined below.

Step 1: Expression of Interest Criteria and Process

Prospective applicants must indicate their interest in applying for the Entrepreneur Stream by submitting an online Expression of Interest (EOI). An EOI is an expression of your interest in the Entrepreneur Stream. NSOI will select EOIs who will then be given an Invitation to Apply to submit a full application package for consideration by NSOI. NSOI will select EOIs based upon their score on the points grid, with the top scoring EOIs being prioritized for selection. **Submitting an EOI does not guarantee acceptance to the program or nomination.**

Follow these steps to submit your EOI to the program:

- Review the Entrepreneur Stream Eligibility Criteria. Only those who meet the minimum eligibility criteria can submit an EOI.
- If you are eligible to apply under the Entrepreneur Stream review the Entrepreneur Points Grid in Appendix A prior to completing the online EOI.
- Complete your online EOI at <http://novascotia.ca/sns/access/online-services/immigration/eoi-entrepreneur.asp>. Instructions are provided online. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.
- You must ensure you understand the questions before providing an answer. Review the NSNP website and this application guide if needed.
 - If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of selection, and that all answers are accurate and truthful. If your EOI is not accurate, it may result in your EOI being removed from consideration for an Invitation to Apply (ITA). If you are selected, it is your responsibility to notify NSOI of any change in the information submitted in your EOI.
- There is no fee for submitting an EOI.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
 - **You WILL NOT be contacted unless your EOI is selected.**
 - EOIs can remain in the pool for twelve months from the date of receipt. If your EOI is not selected during this time, it will be removed from the pool but you will be able to submit a new EOI if you so choose.
 - If you are able to acquire additional points after submitting your EOI, you will need to submit a new EOI.

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Step 2: Invitation to Apply

If your EOI is selected you will receive an ITA letter from NSOI. This letter will include an ITA File Number.

As part of your application to NSOI, you are expected to provide the following:

1. A complete application form, which can be found at <http://novascotiainmigration.com/move-here/entrepreneur>;
2. All supporting documentation, a list of which can be found in Appendix B;

3. A Business Establishment Plan (see below for more information); and
4. A Net Worth Verification Report (see below for more information)

All documentation for your application must be provided in English or French. NSOI will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a dependent or relative of the applicant or spouse, or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply proof from the translator describing their translation ability or certification.

Application Form

The application form for the Entrepreneur stream can be found at <http://novascotiainmigration.com/move-here/entrepreneur>.

You must list all dependents on your application to the Entrepreneur Stream whether or not they are coming to Canada with you. Any new dependents must be declared to NSOI and IRCC before any visas are issued.

Supporting Documentation

You need to provide supporting documents with your application form. Please carefully review Appendix B which provides the Entrepreneur Document Checklist and outlines all required documents.

Business Establishment Plan

You will need to submit a Business Establishment Plan as part of your application. This must include the following:

- Your plan to establish a business that aligns with the points assigned in the Entrepreneur Stream Points Grid.
- Ownership of at least one third (33.33%) of the equity of a business in Nova Scotia.
- Commitment to provide active and on-going participation in the day to day management and direction of the business at the business site; and
 - to create at least one employment opportunity for a Canadian or permanent resident in Nova Scotia (non-relative workers) **if starting a new business; or**
 - to offer to the existing staff similar terms and conditions to what they already enjoy, including maintaining existing wages and employment terms **if purchasing an existing business.**
- If you are purchasing an existing business, you are required to make a **mandatory exploratory visit** to Nova Scotia to investigate the business you intend to buy. Details of your completed exploratory visit need to be included with the Business Establishment Plan.

For full details on Business Establishment Plan, please see **Appendix C**. Please note that NSOI reserves the right to have your Business Establishment Plan assessed by professional third parties identified by the Government of Nova Scotia at the cost of the applicant. The assessment conducted by identified third parties will focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan. **Please note that once a Business Establishment Plan has been assessed by NSOI, no changes to the Business Establishment Plan will be permitted without the written approval of NSOI.**

Net Worth Verification Report

As part of your application, you must provide a Net Worth Verification Report. This report must be prepared by one of NSOI's designated Net Worth Verifiers, as listed at: <http://novascotiainmigration.com/move-here/entrepreneur>. These verifiers are experts in assessing net worth and legal accumulation of net worth.

You must select one of the designated net worth verifiers, who will assess your net worth and the legal accumulation of your net worth. You are responsible for submitting the required documents to the Net Worth Verifier. A Document

Checklist which lists the documents that will be required by the Net Worth Verifiers can be found at <http://novascotiainmigration.com/move-here/entrepreneur>. Please be aware that the Net Worth Verifiers may request documents in addition to those listed in the checklist and may call you for an interview, if necessary.

Once the report is completed, you should submit this report to NSOI for inclusion with your application. In order to ensure a prompt verification process by the third party of your choice, please ensure that all information is up to date and accurate.

Applicants should supply their ITA file number to their chosen Net Worth Verifier when submitting their supporting financial documents for review.

Any and all costs associated with the provision of services by the Net Worth Verifier is the complete responsibility of the applicant.

Note: If the information in your application does not materially match the information in your EOI, your application will be rejected and your file will be closed. If misrepresentation is found, you will be unable to submit another EOI to NSOI for five years. If your situation or any of your information has changed and these changes would result in a loss of points or you would no longer meet the minimum criteria, then you should request to withdraw your EOI and not submit an application.

Selection for an ITA does not guarantee that your application will be approved or that you will receive nomination or permanent residence.

Application Timelines

Please carefully review the following application timelines. If you have not submitted the required information within the required deadlines your Invitation to Apply will expire and your file will be closed. If your file is closed and you are still interested in applying to the NSNP you will have to submit a new EOI and begin the process again.

1. You will have 20 calendar days from the issuance date of the ITA letter in which to:
 - a. Select a NSOI designated Net Worth Verifier; and
 - b. Notify NSOI of your chosen Net Worth Verifier.
2. You will have 90 calendar days from the issuance date of the ITA letter to submit:
 - a. A Complete application form;
 - b. All required supporting documents; and
 - c. A Business Establishment Plan.
3. You will have 180 calendar days from the issuance date of the ITA letter in which to:
 - a. Submit your Net Worth Verification Report.

NSOI Assessment of Your Application

Eligibility and Completion Check

After your application is received and subject to application volumes, NSOI will review your application to ensure that it is complete and meets eligibility criteria before it is accepted for assessment. If your application is not complete or if you do not meet basic eligibility requirements, your application will be rejected and your file will be closed. After your

file is closed, you would need to start the entire process over again if you still wish to apply to the NSNP through the Entrepreneur Stream.

Assessment

NSOI will conduct a full review and evaluation of the complete application, subject to application volumes and the possible circumstances set out in this Guide under “Disclaimer.” The processing time for a completed application eligible for consideration will depend on the time required for the verification of documents included in the application and on the volume of applications received. Your application will be assessed against the Entrepreneur Stream Eligibility Criteria and your EOI points assessment will be verified. If upon review of your application you do not meet Entrepreneur Stream Eligibility Criteria your application will be declared ineligible, and subsequently closed.

- If your application is declared ineligible you may choose to submit a new EOI once you meet program criteria.

If it is found that you or any person associated with your application or Expression of Interest intentionally omitted relevant information or provided misleading information:

- Your application will be refused, and
- You will not be permitted to submit an EOI or application to the NSNP for a period of five years. This decision cannot be appealed.

Step 3: In Person Interview and Business Performance Agreement

In Person Interview

After assessment of the application is complete, if you appear to meet the Entrepreneur Eligibility Criteria you will be contacted to participate in an in-person interview with NSOI staff. You will be required to travel to Nova Scotia to participate in this interview. It is anticipated that the interview take place within 60 calendar days of NSOI's request. Failure to participate in the interview within the time period determined by NSOI will result in the closure of your application.

Upon completion of a successful in-person interview, you will be sent a Business Performance Agreement for your review and signature.

If your interview is not successful, your file will be closed. This decision cannot be appealed.

Business Performance Agreement

Upon completion of a successful in-person interview, you will be sent a Business Performance Agreement:

- You must scan your signed and dated Business Performance Agreement and submit as instructed within 15 business days from the date the agreement was sent to you electronically by NSOI.
- Your Business Performance Agreement is your legal agreement with the Province of Nova Scotia. It will state the amount you will invest in your business and the business sector where you will operate your business. The Business Performance Agreement will also list any other information relevant to your application including but not limited to: job creation, business succession, and business location. This is based upon the information you supplied in your Business Establishment Plan.
- A Business Performance Agreement template can be found at <http://novascotiaimmigration.com/move-here/entrepreneur>.

Application to Immigration, Refugees and Citizenship Canada (IRCC) for a Work Permit

Upon receipt of your signed and dated Business Performance Agreement, NSOI will issue you with an Entrepreneur

Approval Letter and instructions on how to apply to IRCC for a Work Permit (WP). A WP allows you to settle in Nova Scotia and operate your business.

- The Entrepreneur Approval Letter is issued to facilitate your application to IRCC for a WP.
- You must apply to IRCC for your WP within two months of the date on the Entrepreneur Approval Letter.

If IRCC refuses your WP application you will no longer be eligible for the Entrepreneur Stream and your NSNP application will be closed.

As part of your application to IRCC for a work permit, NSOI requires that you submit your Entrepreneur Approval Letter to IRCC within two (2) months of receipt from NSOI.

Note: Officers at NSOI cannot divulge information over the phone about whether or not your application has been refused or its status. You must wait to receive written correspondence from the Nova Scotia Office of Immigration.

Step 4: Work Permit and Business Establishment in Nova Scotia

If your application for a WP is approved, you will be expected to arrive in Nova Scotia within 12 months of receiving your Entrepreneur Approval Letter.

All approved applicants that do not arrive in Nova Scotia within 12 months of the date of receipt of the Entrepreneur Approval Letter will be deemed to have failed to fulfill the terms of their Business Performance Agreement and their file will be closed. Exceptions may be made on a case by case basis in circumstances where an applicant has not received their WP within 12 months of the date of the Entrepreneur Approval Letter if they can demonstrate that an application to IRCC was submitted in a timely and diligent manner.

Upon arrival in Nova Scotia it is recommended that you start operating your business within six months of your Arrival Date. **“Arrival Date”** means the date upon which you arrive in Nova Scotia after receiving your work permit. As explained in Step 5: Request for Nomination, you must operate your business for a minimum of one year before you are eligible for nomination.

Arrival Meeting with NSOI

All approved applicants are required to meet with NSOI staff within 60 calendar days of their Arrival Date.

During the meeting an NSOI Officer will be available to answer questions related to fulfilling the terms of the Business Performance Agreement. NSOI can also refer you to other service providers for relevant information and guidance related to the establishment of your business or settlement in Nova Scotia. You must bring a signed Arrival Report to the arrival meeting. A copy of an Arrival Report can be found at <http://novascotiaimmigration.com/move-here/entrepreneur>. Further information, including a list of documents you are required to provide at the arrival meeting can be found in Appendix D.

Step 5: Request for Nomination

In order to be eligible for nomination you and your dependents must be living in Nova Scotia and you must have fulfilled the terms outlined in the Business Performance Agreement including transferring the required funds to Canada, and maintaining legal status in Canada. You must also have operated your business in accordance with your Business Performance Agreement for at least one year before requesting nomination.

Nomination Request Form

A request for nomination will require the completion of a Nomination Request Form.

The Nomination Request Form will ask for details of your business and will require that you submit an audit opinion and Special Purpose Report. A copy of the Nomination Request Form can be found at <http://novascotiainmigration.com/move-here/entrepreneur>.

The Audit Opinion will include an audit of the financial statements of the applicants' business.

The Special Purpose Report will include the following:

- The financial viability and sustainability of the business discussing any relevant issues affecting the business' ability to continue in the near future as a going concern;
- Recommendations for the business to improve its viability and sustainability
- A determination of any issues, challenges or concerns pertaining to auditing the financial statements;
- A business review which may for example include but not be limited to: market analysis, product analysis, competitive analysis, and financial analysis.

Both the Audit Opinion and the Special Purpose Report must be provided by an NSOI designated Audit Services Verifier. The applicant may choose any of the Audit Service Verifiers listed at <http://novascotiainmigration.com/move-here/entrepreneur> to perform the required services.

It is the applicants' responsibility to submit any documents required by the Audit Services Verifier in order to generate the Audit Opinion and Special Purpose Report. The Audit Services Verifier can also provide compilation services, where required. An Audit Service verifier who assists an applicant with preparing a Business Establishment Plan cannot also prepare audit services as per this RFP as it represents a conflict of interest.

Any and all costs associated with the provision of services by the Audit Services Verifier is the complete responsibility of the applicant.

NSOI will assess your application for nomination and advise you of the outcome. You will be assessed on your compliance with your Business Performance Agreement and your nomination application.

Nomination Decision

Nomination is at the sole discretion of NSOI. If an application is assessed, NSOI will communicate the decision in writing to the applicant or their representative. If nominated by the Province of Nova Scotia:

- The applicant will receive a letter from the NSOI to confirm that a **Nomination** has been issued; and
 - Proof of Nomination will be sent directly to IRCC by NSOI.
- Note:** the Proof of Nomination expires **6 months** after the date of issuance.
- A one-time re-issuance of a nomination may be granted on a case-by-case basis.

Refusal Decision

If the application is being considered for refusal, the applicant or their representative will receive a letter of intent to refuse from NSOI. The applicant has 10 business days to submit additional information to be considered by the NSOI.*

After 10 business days the file, including any new information submitted, will be re-assessed and a final decision made. This decision is sent in writing. This decision cannot be appealed.

In extenuating circumstances (hospitalization or death in family), extensions **may be given, on a case by case basis.*

Step 6: Apply for Permanent Residence

If you are nominated by the Province of Nova Scotia, then it is your responsibility to submit a complete application for a permanent resident visa to the Centralized Intake Office as indicated in NSOI's Letter of Nomination, **within 6 (six) months**.

To find out how to apply, review the IRCC website: www.cic.gc.ca/english/immigrate/provincial/index.asp.

A nomination by the Province of Nova Scotia does not guarantee that a Permanent Resident visa will be issued.

Application for Permanent Residence

- To obtain Permanent Residence status, you must apply to IRCC with your NSNP nomination. You must:
 - Ensure you maintain your legal status in Canada; and
 - Have a valid Work Permit while you are waiting for IRCC to process your permanent resident application.
- IRCC considers your application after they receive the nomination certificate from the NSNP.
- IRCC completes health, security and criminal reviews, and then, if approved, issues a permanent residency visa to you and your dependents.

IRCC makes the final decision for the granting of permanent resident visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

NSOI is not responsible for IRCC's decision to grant or deny Permanent Residence status.

NSOI may withdraw your nomination at any time prior to the issuance of the permanent resident visa if:

- You no longer meet minimum eligibility requirements of the program including deviations from your Business Performance Agreement;
- NSOI is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or invalid passport.

If approved by the visa office, you and your dependents will be issued a Confirmation of Permanent Residence.

You must provide NSOI a copy of the Confirmation of Permanent Residence within 30 business days.

If your application is accepted for processing by IRCC and the information that you provided changes such as your family composition, marital status, country of residence, contact information, you **must** inform NSOI. You are required to update your application even if your visa has already been issued.

Appendix A: Entrepreneur Points Grid - Expression of Interest

The Entrepreneur Points Grid is a key component of the Entrepreneur Stream. The points assessment allocates points for language, education, business ownership or management experience, investment, net worth, age, adaptability and Nova Scotia economic priorities. **Please refer to the Entrepreneur Document Checklist in Appendix B for detailed instructions on the forms and supporting documents required to earn assessment points.**

Factor 1: Language

First official language	Points				Points (minimum of 20 points from first official language) maximum 35	Documentation required
	Speaking	Listening	Reading	Writing		
CLB level 7 or higher	7	7	7	7	28	English language: CELPIP – General test or IELTS- General training test
CLB level 6	6	6	6	6	24	
CLB level 5	5	5	5	5	20	
Note: You can only get 7 points in total for basic-level skills in your second official language, and only if you have a score of at least CLB 5 in each of the four language abilities in your first official language.						French: TEF Test must be taken no more than two years prior to the date the EOI is submitted.
Second official language						
At least CLB 5 in all of the four abilities					7	

Factor 2: Education

Education	Points (maximum 25)	Documentation required
Canadian high school diploma, or equivalent	8	Canadian educational credential or foreign credential and Educational Credential Assessment (ECA) Report. The ECA Report must not be more than 5 years old prior to the date the EOI is submitted.
Canadian post-secondary degree or diploma for a one-year program, or equivalent	12	
Canadian post-secondary degree or diploma for a two-year program, or equivalent	19	
Canadian post-secondary degree or diploma for a program of three years or longer, or equivalent	21	
Two or more Canadian post-secondary degrees or diplomas or equivalent (at least one must be for a program of at least three years)	22	Proof of your completed Canadian or foreign educational credential(s) can include copies of your: <ul style="list-style-type: none"> • Secondary or post-secondary education documents (certificates, diplomas or degrees), and • Transcripts for successfully
Master's degree or equivalent	23	
University level entry-to-practice professional degree	23	
Occupation related to the degree must be: <ul style="list-style-type: none"> • NOC 2016 Skill Level A, and • Licensed by a provincial regulatory body. 		

University degree at the Doctoral (PhD) level or equivalent	25	completed secondary or post-secondary studies
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Factor 3: Business Ownership or Senior Management Experience

Business Ownership or Senior Management Experience	Points (maximum 35)	Documentation required
3 to 5 years of business ownership experience (minimum 1/3 ownership) in the last 10 years	20	<ul style="list-style-type: none"> • Resume • Business registration/license • Tax registration • Reference letters • Labour contracts • Pay stubs or payroll records • Income certificate • Income statement
Greater than 5 years of experience in a senior management role in the last 10 years	20	
Greater than 5 years of business ownership experience (minimum 1/3 ownership) in the last 10 years	35	

Applicants must either have a minimum of three years of business ownership experience in the past 10 years including 33.33% ownership and active role in the management and operations of a company or greater than five years of experience in a senior management role in the past 10 years. An active role means that you are personally involved in the day-to-day operations of the company and have direct involvement in the decision-making. Both ownership and senior management experience must be relevant to the proposed Business Establishment Plan.

Applicants claiming 5 or more years of senior management work experience must demonstrate that they have a history of work experience in an occupation that corresponds to the National Occupational Classification (NOC) 2016 Skill Type 0, Skill Level A or B. In order to prove this experience, applicants must provide a reference letter from previous employers explicitly stating how the applicant performed the duties described in the specific occupation under the specific NOC. Visit <http://noc.esdc.gc.ca/English/home.aspx> to find the corresponding NOC Code and a detailed description of the duties involved with that occupation.

You need to demonstrate that you:

- Performed the actions described in the lead statements for the occupation as set out in the occupational description of the NOC 2016, and
- Performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of NOC 2016.

The reference letters should:

- Be written on company letterhead
- Be signed by a person occupying a position of authority and must include that person's name and title
- Show company's full address, telephone and fax numbers, e-mail and website addresses
- Be stamped with the company's official seal (if applicable)
- indicate the specific period of your employment with the company
- indicate the positions you have held during the period of employment and time spent in each position
- state your main responsibilities and duties in each position including number of employees supervised.
- state your annual salary plus benefits in each position, and
- state the number of hours worked per week in each position.

Factor 4: Net worth

Net Worth	Points (maximum 10)	Documentation required
\$600,000 CAD – \$999,999 CAD	5	<ul style="list-style-type: none">Net Worth Verification Report
1 Million CAD – \$1.5 Million CAD	7	
Greater than \$1.5 Million CAD	10	

Net business and personal assets are mandatory threshold criteria that all candidates must meet. Entrepreneur Stream applicants must have unencumbered net business and personal assets of no less than \$600,000 CAD that are readily available for transfer to Canada to be eligible for points. Assets belonging to an applicant's spouse or common law partner will also be included in the calculation and must also pass verification. The IRCC form Schedule 4A – *Economic Classes – Provincial Nominees – Business Nominees* includes details about how to calculate personal net worth: http://www.cic.gc.ca/english/pdf/kits/forms/imm0008_4Ae.pdf

Factor 5: Age

Factor of Age		
Age	Points (maximum 10)	Documentation required
21-24	5	<ul style="list-style-type: none">• Birth certificate,• Passport, or• National Identity Card
25-32	7	
33-39	10	
40-44	7	
45-55	5	
56+	0	
Applicants are eligible for points on the basis of the applicant's age at the time of submission of EOI.		

Factor 6: Adaptability

Adaptability	Points (maximum 10)	Documentation required
Your spouse or common-law partner's language level Your spouse or common-law partner has a language level in either English or French at CLB 4 level or higher in all four language abilities (speaking, listening, reading and writing)	5	English language: CELPIP – General test or IELTS- General training test French: TEF Language test results must not be older than two years at the time of submission of EOI
Your past study in Nova Scotia You have finished at least two years of full-time study (in a program at least two years long) at a secondary or post-secondary school in Nova Scotia (full-time study means at least 15 hours of instruction per week), and have remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.	10	<ul style="list-style-type: none"> Study permits Academic transcripts Certificate, diploma or degree you received for completing the program
Your spouse or common-law partner's past study in Nova Scotia Your accompanying spouse or common-law partner has	5	

finished at least two years of full-time study (in a program at least two years long) at a secondary or post-secondary school in Nova Scotia (full-time study means at least 15 hours of instruction per week), and has remained in good academic standing (as defined by the school) during the period of full-time study in Nova Scotia.		
Your past work in Nova Scotia You did at least one year of full-time work in Nova Scotia: <ul style="list-style-type: none"> • In an occupation listed in Skill Type 0 or Skill Levels A or B of the National Occupational Classification (NOC), and • on a valid work permit or while authorized to work in Canada. 	10	<ul style="list-style-type: none"> • Letter(s) of reference from past Nova Scotia employer(s) • A copy of any T4s if available • A copy of employment authorization
Your spouse or common-law partner's past work in Nova Scotia Your spouse or common-law partner did at least one year of full-time work in Nova Scotia on a valid work permit or while authorized to work in Canada.	5	
Relatives in Nova Scotia You, or, if it applies, your spouse or common-law partner, have a relative, either a parent, grandparent, brother/sister, aunt/uncle, niece/nephew, who is living in Nova Scotia for at least one continuous year, 19 years or older, and a Canadian citizen or permanent resident.	5	<ul style="list-style-type: none"> • Proof of relationship • Proof of status • Proof of residency in Nova Scotia

Factor 7: Nova Scotia Economic Priorities

Nova Scotia Economic Priorities	Points (maximum 10)	Documentation required
Export-oriented business	5	<ul style="list-style-type: none">• Business establishment plan For business succession also include the following: <ul style="list-style-type: none">• Proof of fair market value• Financial statements from business• Employee employment offer, salary and employment term information• Enterprise's pay stubs or payrolls
Proposed business location outside of Halifax County	5	
Business succession	5	
<p>Export-oriented business: In order to claim points for this category applicants must have noted an export oriented business within their business establishment plan.</p> <p>Proposed business located outside of Halifax County: Applicants may claim points under this criterion if their business establishment plan specifically states that the applicant will run their business in another county other than Halifax.</p>		

Business Succession: The Nova Scotia based business must have been in continuous operation by the same owner for the previous five (5) years. Applicants must also complete an exploratory visit to meet current business owners, and provide evidence to support this meeting in their Business Establishment Plan. Applicants are encouraged provide preliminary business purchase price and evaluation in order to prove their intent to purchase an existing Nova Scotia business.

Factor 8: Investment

Investment	Points (maximum 15)	Documentation required
\$150,000 CAD– \$300,000 CAD	10	<ul style="list-style-type: none"> • Business Establishment Plan • Conditional purchase/sales agreement • Invoices • License and/or registration • Net Worth Verification Report
Greater than \$300,000 CAD	15	

Points may be awarded when the applicant has committed to make an investment to establish or to purchase and operate an eligible business in Nova Scotia from the applicant's personal equity. Investment amounts derived from loans or other forms of financing are not eligible. The following list of equity expenditures may be included as business investments: land; buildings; equipment; software; licenses; franchise fees; leasehold improvements; pre-paid lease agreement; professional fees associated with the establishment of business (fees associated with immigration are not eligible); one vehicle (in accordance with Canadian Revenue Agency (CRA) guidelines for personal use of vehicles in a business); and furniture and fixtures.

Exceptions may be made for additional vehicles used in transportation, manufacturing or construction companies where vehicles are used in the movement of goods or equipment, or the cost of the vehicle is greater than CRA's guidelines. The applicant's principal residence is not an eligible business investment and home-based businesses are not considered an eligible business and will not be considered as part of the business investment.

The following list of working capital investments may also be considered: inventory; receivables; start-up costs; marketing cost; prepaid insurance; and business supplies.

To be considered eligible, investments must be relevant and directly related to the candidate's Business Establishment Plan, with evidence to demonstrate that the investment has been made within the first two (2) years of arriving in Canada. Evidence may include, but is not limited to receipts, invoices, signed contracts for goods and services, signed purchase and sales agreements, licenses, and registrations.

Appendix B: Entrepreneur Document Checklist

Please follow the Entrepreneur Document Checklist when submitting your application to NSOI.

APPLICATIONS WHICH DO NOT FOLLOW THESE INSTRUCTIONS WILL BE RETURNED AND WILL NOT BE ASSESSED.

If copies are requested, do not send originals as they will **not** be returned to you. Review and organize your completed forms and supporting documents **in the order below** before submitting your application.

When preparing your application package DO NOT:

- Send double-sided copies
- Bind your application or put the pages in ring binder
- Enclose individual pages in plastic, envelopes or folders
- Tie, sew, bolt, or glue the pages together
- Use multiple staples on a page
- Send multiple copies of identical documents

To better assess applicants, the Nova Scotia Office of Immigration reserves the right, at any point in the application process to:

- Make a decision on an application;
- Request additional documentation; and/or
- Request that the principal applicant attend an interview.

Nova Scotia Nominee Program forms – provide <u>ORIGINALS</u>		
Check	Document	Who must provide the document
Submit one completed and signed <u>original</u> form (signature can be in native script or calligraphy).		
<input type="checkbox"/>	NSNP 400 – Application Form	For the principal applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	NSNP 50 – Use of a Representative (if applicable) <u>Optional</u> . Use this form if you wish to designate an authorized representative who has your permission to conduct business on your behalf with the Nova Scotia Office of Immigration. When you appoint a representative, you also authorize the Province of Nova Scotia to share information from your case with this person. This form must be completed by the principal applicant and by all accompanying dependents age 19 or older.	For the principal applicant, and dependents

Nova Scotia Nominee Program forms – provide ORIGINALS

Check	Document	Who must provide the document
<input type="checkbox"/> / <input type="checkbox"/> n/a	<p>NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable)</p> <p><u>Optional</u>. Use this form if you wish to have your application information sent to a designated individual other than yourself or your representative. The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be a representative who can conduct business on your behalf with Nova Scotia Office of Immigration.</p> <p>This form must be completed by the principal applicant and by all accompanying dependents age 19 or older.</p>	For the principal applicant, and dependents
<input type="checkbox"/>	<p>Business establishment plan</p> <p>Please refer to Appendix C in the Program Guide for complete details.</p>	For the principal applicant
<input type="checkbox"/>	<p>Net Worth Verification Report</p> <p>NSOI designated Net Worth Verifier as detailed at: www.novascotiaimmigration.com will assess your net worth and the legal accumulation of your net worth. A Net Worth Verification Report will be provided to you which must be submitted as part of your NSNP application.</p>	Report must be provided by an NSOI designated third party professionals

Supporting Documents – Provide Copies ONLY:

Travel Documents, Passports and Visas:

<input type="checkbox"/>	<p>Valid passports / travel documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Nova Scotia Nominee Program application <input type="checkbox"/> If you live in a country other than your country of nationality, include a photocopy of your visa for the country where you currently live <input type="checkbox"/> All previous temporary residence permits, if applicable and available <input type="checkbox"/> Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application. 	For the principal applicant, partner and dependents
<input type="checkbox"/>	Proof of legal status in your country of residence if other than your country of nationality (e.g., work permit)	For the principal applicant, and dependents

Identity and Civil Status Documents:

<input type="checkbox"/>	Marriage certificate (if applicable)	For the principal applicant
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Children's Information:

<input type="checkbox"/>	Birth certificates identifying both parents	For dependents
<input type="checkbox"/>	Adoption papers (if applicable)	For dependents
<input type="checkbox"/>	<p>Custody document and permission for the child to come to Canada (if applicable). This is for children under age 19 (0-18) and</p> <ul style="list-style-type: none"> • If accompanying, proof that the children may accompany the principal applicant to Canada 	For the principal applicant, spouse/common-law partner

Education Documents:

<input type="checkbox"/>	Education certifications received (e.g., degrees, diplomas or certificates)	For the principal applicant
<input type="checkbox"/>	For foreign credential include an Educational Credential Assessment (ECA) within the last five years prior to the date the EOI is submitted	For the principal applicant
<input type="checkbox"/>	Transcripts for successfully completed secondary or post-secondary studies	For the principal applicant

Language Documents – Provide Copies Only:		
<input type="checkbox"/>	<p>Please provide you results from one the following tests:</p> <ul style="list-style-type: none"> • IELTS (General Training Test only) • CELPIP (General test only) • TEF (Test d'Évaluation de Français) <p>Language test results must not be older than two years prior to the date the EOI is submitted.</p>	For the principal applicant and spouse/common-law partner if applicable.
Financial Information		
<input type="checkbox"/>	Net Worth Verification Report from one of Nova Scotia Office of Immigration's (NSOI) designated Net Worth Verifiers.	For the principal applicant, spouse or common-law partner
Supporting Documents for Entrepreneur Stream Applicants with Senior Management Experience		
<input type="checkbox"/>	Resume	For the principal applicant
<input type="checkbox"/>	<p>Reference letters from all employers for the past 10 years where Senior Management experience is being claimed.</p> <p>These letters must:</p> <ul style="list-style-type: none"> • Be written on company letterhead • Be signed by a person occupying a position of authority and must include that person's name and title • Show company's full address, telephone and fax numbers, e-mail and website addresses • Be stamped with the company's official seal (if applicable) • indicate the specific period of your employment with the company • indicate the positions you have held during the period of employment and time spent in each position • state your main responsibilities and duties in each position including number of employees supervised. • state your annual salary plus benefits in each position, and • state the number of hours worked per week in each position 	For the principal applicant
<input type="checkbox"/>	Copies of employment contracts with Senior Management experience	For the principal applicant
<input type="checkbox"/>	Pay stubs or payroll records for a period of the most recent 12 months from the principal applicant's current employer(s)	For the principal applicant

Supporting Documents for Entrepreneur Stream Applicants with Business Ownership Experience		
<input type="checkbox"/>	Business registration license of each enterprise owned	For the principal applicant
<input type="checkbox"/>	Registration with taxation authorities for each enterprise owned	For the principal applicant
<input type="checkbox"/>	Proof of shareholding enterprise	For the principal applicant
<input type="checkbox"/>	A notarized reference letter	For the principal applicant
<input type="checkbox"/>	Enterprise's last year's financial statement, highlighting where the salaries and/or dividends paid to PA were recorded	For the principal applicant
<input type="checkbox"/>	Income certificate prepared by a member or affiliate of the PA's current enterprise	For the principal applicant
<input type="checkbox"/>	Business items of principal applicant's current business/employer such as product brochures, photographs of business establishment, etc.	For the principal applicant
<input type="checkbox"/>	Any other documents that will support business ownership.	For the principal applicant
Supporting Documents Required for Purchasing a Business:		
<input type="checkbox"/>	Proof of establishing fair-market value for business being purchased; e.g., Business valuation report	For the principal applicant/previous business owner
<input type="checkbox"/>	Financial statements from the business for the previous five (5) years	Previous business owner
<input type="checkbox"/>	List of current employees with their salaries and number of hours of work paid by the employer per week and employment terms (e.g., full time, part time, benefits, etc.)	Previous business owner
<input type="checkbox"/>	Proof of payment of employees' salaries for a period of 12 months	Previous business owner
<input type="checkbox"/>	Employment offer letters accepted by employees of the business	For the principal applicant
<input type="checkbox"/>	Proof of exploratory visit to Nova Scotia and related supporting documents such as: <ul style="list-style-type: none"> • Flight itinerary and boarding passes • Summary of meetings including the itinerary of meetings and associated photographs or business cards for personal and business interactions • Photographs of the principal applicant's trip • Email correspondence with any business contacts in Nova Scotia/Canada, etc. 	For the principal applicant
Adaptability:		
<input type="checkbox"/>	Previous study in Nova Scotia (if applicable) If you and/or your accompanying spouse or common-law partner have finished at least two years of full-time study (in a program at least two years long, with proper authorization) at a secondary or post-secondary school in Nova Scotia (Full-time study means at least 15 hours of instruction per week), and have remained in good academic	For the principal applicant and spouse/common-law partner

	<p>standing (as defined by the school) during the period of full-time study in Nova Scotia, please provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> your study permit(s); <input type="checkbox"/> your academic transcripts, and <input type="checkbox"/> the certificate, diploma or degree you received for completing the program. 	
<input type="checkbox"/>	<p>Previous work in Nova Scotia (if applicable):</p> <p>If you and/or your accompanying spouse or common-law partner have completed at least one year of full-time work (for you in an occupation listed in Skill Type 0 or Skill Levels A or B of the National Occupational Classification) in Nova Scotia on a valid work permit or while authorized to work in Canada please provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter(s) of reference from your past Nova Scotia employer(s) <input type="checkbox"/> A copy of any T4s if available <input type="checkbox"/> A copy of the employment authorization 	For the principal applicant and spouse/common-law partner
<input type="checkbox"/>	<p>Relatives in Nova Scotia (if applicable):</p> <p>If you or your accompanying spouse/common-law partner have a close relative who is 19 years of age or older who is a Canadian citizen or permanent resident and who has been living in Nova Scotia for at least one continuous year, you can gain points. This close relative can be a parent, grandparent, brother/sister, aunt/uncle, niece/nephew.</p> <p><input type="checkbox"/> Submit proof of relationship to your close relative in Nova Scotia, such as birth, marriage or adoption certificates. For example, to prove that your relative is your paternal aunt, it would be necessary to submit copies of birth certificates for her and for your father showing they have at least one common parent.</p> <p><input type="checkbox"/> Proof of status:</p> <p>If your close relative is a permanent resident of Canada then submit a copy of their:</p> <ul style="list-style-type: none"> • Record of Landing (IMM100) or • Confirmation of Permanent Residence, or • Permanent Resident Card <p>If your close relative is a Canadian citizen then submit a copy of their:</p> <ul style="list-style-type: none"> • Photo page of a Canadian passport, or • Canadian citizenship card <p><input type="checkbox"/> Proof of residency:</p> <p>Provide evidence your listed relative physically resides and is established in Nova Scotia and has been living in the province continuously for at least one year. This may include copies of:</p> <ul style="list-style-type: none"> • Lease agreements 	For the principal applicant and spouse/common-law partner

	<ul style="list-style-type: none"> • The most recent Notice of Assessment from the Canada Revenue Agency • An employer's letter confirming employment • Monthly bills (one page of each bill is sufficient) • Credit card invoices and bank statements <p>Note: The evidence should show the relative's name and full address in Nova Scotia and must be less than six (6) months old from the date of application submission.</p>	
<input type="checkbox"/>	<p>If you are claiming adaptability points for your spouse or common-law partner's language proficiency, you must include the results of their official English language proficiency test (CELPIP – General or IELTS – General Training) OR their official French language proficiency test (TEF) with your application to NSOI.</p> <p>Language test results must not be older than two years prior to date of EOI submission.</p>	Your accompanying spouse or common-law partner

Applicants are encouraged to submit any other documents that they believe will substantiate their claims made in their application. The Nova Scotia Office of Immigration reserves the right to request further information throughout the assessment process.

Appendix C: Business Establishment Plan

The Business Establishment Plan must be a coherent and considered plan for successful settlement and business development in Nova Scotia. The Business Establishment Plan should contain a well thought out idea to ensure that the business has a reasonable chance of success and can be implemented upon arrival. Information presented should demonstrate that the business meets the minimum investment requirements and the applicant will have an active ongoing role in the management of the business.

In developing this Business Establishment Plan the applicant must demonstrate they have conducted extensive research and consider relevant economic, market and cultural factors. The applicant must also take into account his or her management strengths and weaknesses. The Business Establishment Plan must include a detailed Action Plan that outlines the planned actions of the business over the next two to three years, including but not limited to, financial actions required to start or buy business, anticipated start date of the business, when staff will be hired, timing of planned export activities, etc.

There is no penalty for a third party developing a Business Establishment Plan; however, the applicant must be involved in its design and contribute to the content. The applicant must have complete knowledge of his or her Business Establishment Plan and will be held accountable to any proposals, meetings, partnerships, or activity listed within the Business Establishment Plan. **In the event that the applicant is unaware of his or her Business Establishment Plan's contents the applicant may be deemed ineligible.**

Please note that the NSNP reserves the right to have Business Establishment Plans assessed by professional third parties identified by the Government of Nova Scotia at the cost of the applicant. In this event, applicants will have the choice to withdraw their application or proceed with assessment at their own cost. The assessment conducted by identified third parties will only focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

The Business Establishment Plan must include all of the following information, including a detailed Action Plan, regardless of whether you are purchasing an existing business or plan to establish a new business.

Business Idea

- Proposed industry/sector:
 - Aerospace
 - Agri-food/seafood
 - Biotechnology
 - Culture
 - Energy
 - Forestry
 - Information and communications technologies
 - Manufacturing
 - Mining/materials
 - Oceans technology
 - Retail/services
 - Tourism
 - Other (please specify)

- Description of your proposed business:
 - Minimum ownership percentage: You must demonstrate you will own at least one-third (33.33%) of the business in Nova Scotia. All investors in the business must be listed, including contact information.
 - 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.
- Business ownership information – partnership, proprietorship, corporation, acquisition, franchise
- Proposed location for the business (city or town)
- What will be the geographic coverage (local, regional or national)

Sales and Marketing Plan

- Market analysis and marketing strategy including
 - Who are your customers
 - Who are your suppliers
 - Who is your competition
- Who will be the major supplier(s) for the business
- How will the business acquire space to operate
- What products or services will you offer
- What distribution channels will you use
- What hours will your business operate
- Do you plan to use outside professional services
- Please include full details of research undertaken to support these plans

Exploratory visit (if business succession)

The exploratory visit is **mandatory** for persons purchasing an existing business. Your report on the visit must cover the entire length of your stay in Canada, including time spent in other provinces, if any. The information required must be submitted as part of your Business Establishment Plan, including any relevant documents. Do not include brochures, flyers, maps or other promotional materials collected during the exploratory visit.

Detail:

- Length of your stay.
- The name of the professional business service providers or settlement organizations visited during your trip, including mailing addresses, telephone numbers, and emails.
- A description of the activity and/or meeting and how it relates to the applicant's business establishment or settlement.
- Copies of all airline tickets, boarding passes and hotel receipts during your entire stay in Canada.
- Copies of business cards collected from relevant contact and business service providers contacted during your visit.
- Details of visit to existing business location and meetings with current owners if you are planning to purchase an existing business. You should include the business name, location and the current owner's names and contact details.

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.

Risk factors

NSOI will consider the potential for any risk factors of your proposed business and your ability to address these risks, including but not limited to whether you are proposing external financing, or whether you are proposing to invest more than 50% of your personal net worth.

Investment/ Financial

- Proposed investment amount including how the money will be spent
- Forecasted start-up funds and expenses
- Source of financing for investment. (You must provide the minimum investment amount from your own funds). If credit will be required in addition to investment from own resources, please specify the amount of credit and from what sources.
- If a succession/takeover, financial statements for the last 5 years should be provided
- Three years' pro-forma financial statements including balance sheet, income statement and cash flow statement. Assumption notes for income statement and cash flow statement including a rationale for estimated revenue, expenses and profitability must be included.

Business Relationships

- The name, organizations, mailing addresses, phone numbers, and emails of contracted professional business service providers who the applicant has contacted and/or has established an active working relationship or paid contractual agreement with.
- The name, organization name, mailing address, email and telephone number of the person who compiled or assisted in the compilation of the Business Establishment Plan.
- A summary of people contracted or consulted in preparation of the Business Establishment Plan.

Human Capital

- Management contribution you will make with respect to the proposed business (e.g., sales, distribution, production, research and development). Please include an estimate of the hours you will spend managing and/or working in the business on a weekly basis.
- How many and what type of jobs to be created for Canadians or Permanent Residents.
- If it is business succession, describe how you will offer to the existing staff similar terms and conditions to what they already enjoy, including maintaining existing wages and employment terms.
- What will be the educational requirements and experience?
- Preparation and training for entrepreneurship in Nova Scotia (including course titles and institution names, if applicable).
- Educational background and its relevance to the proposed business idea.
- Entrepreneurial experience and its relevance to the proposed business idea.
- If you have no relevant experience or background directly related to your business idea please explain how your knowledge or experience can be applied to the proposed business idea.

Business Establishment Plan change requests:

If, after arrival in Nova Scotia, you realize that a change in your Business Establishment Plan is necessary, you may make a Business Establishment Plan change request.

- Business Establishment Plan change requests must be made in writing and will be assessed on a case-by-case basis.

Applicants will be expected to demonstrate genuine attempts to purchase or establish the business as per their original Business Establishment Plan and must provide detailed documentation to demonstrate that they have made a fair attempt to fulfill their original Business Establishment Plan.

You are not guaranteed to receive approval for a Business Establishment Plan change even if the proposed changes meet program criteria.

Appendix D: Arrival Report

Applicants are required to submit their Arrival Report within 60 calendar days of their Work Permit Issue date. Work Permits are issued at the border so the issue date will be the date you entered Canada and were issued your WP.

A copy of an Arrival Report can be found at <http://novascotiainmigration.com/move-here/entrepreneur>.

Along with the Arrival Report, the following documents will be required:

- Principal Applicant's Passport
- Dependents' Passports, if applicable
- Work Permit for Principal Applicant
- Nova Scotia Driver's License, if applicable.
- Nova Scotia Health Card
- Proof of address in Nova Scotia:
 - Copy of utility bills in your name;
 - Copy of any lease agreement you have signed; and/or
 - Copy of your mortgage or purchase agreement if you have purchased a house.
- Proof of funds transfer to Canada. You must provide proof that you have transferred the amount specified in your Business Performance Agreement to a bank account in Nova Scotia. This can include:
 - A copy of your bank statement showing the withdrawal from your bank account in your home country and a photocopy of your bank statement showing the deposit into your bank account in Nova Scotia; or
 - A copy of your funds transfer showing the account money was withdrawn from and the Nova Scotia account money was transferred to.

Contact information

Postal Box Address (Mail)

Nova Scotia Office of Immigration
PO Box 1535
Halifax NS B3J 2Y3
CANADA

Civic Address (In person)

Nova Scotia Office of Immigration
1469 Brenton Street
3rd Floor
Halifax NS B3J 3W7
CANADA

Tel: (902) 424-5230
Fax: (902) 424-7936
nsnp@novascotia.ca
www.novascotiainmigration.ca

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