BUSINESS IMPACT CHECKLIST

This checklist outlines the forms and supporting documents required for the Business Impact Category. Please use this document checklist to ensure that the complete application package is submitted. Unless otherwise specified, our office requires clear and legible copies of all applicable supporting documentation. Forms and documents should be included in the application in the order they appear in this checklist. Only complete application packages will be accepted. Incomplete packages will be returned. Please ensure you keep a full set of forms and documents for your own records and submission to CIC via the visa office/embassy.

All documents, if not in English or French must be accompanied by a certified, notarized translation.

The Office of Immigration, Settlement and Population reserves the right to request further documentation to support the assessment of the application to the Labour Impact Category, as required.

All applications will be assessed according to criteria in place at the time the Office of Immigration, Settlement and Population receives the complete application.

Non-disclosure, misrepresentation and/or submission of fraudulent documents will lead to immediate decline of an application.

1. Application Stream - Please check the stream you are applying under.

<table>
<thead>
<tr>
<th>Stream</th>
<th>100% Ownership Stream</th>
<th>Partial Ownership Stream</th>
<th>Work Permit Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Impact Checklist (B-1) - (form must be completed by the applicant)</td>
<td></td>
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<tr>
<td>Business Impact Self-Assessment Form (B-2) - (form must be completed by the applicant)</td>
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<tr>
<td>Business Impact Application Form (B-3) - (form must be completed by the applicant)</td>
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<tr>
<td>Business Impact Consent to Validate Information Form and Schedule A (B-5) –(form must be completed by the applicant and the spouse, if applicable)</td>
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<tr>
<td>Business Impact Information Release Form for Applicant and Spouse (B-6) - (form must be completed by the applicant and the spouse, if applicable)</td>
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</tr>
</tbody>
</table>

2. PEI PNP Application Forms – Originals required for these forms. You must complete and include all applicable forms as described in the checklist. Forms in section 2 are due with the initial application submission.

<table>
<thead>
<tr>
<th>Form</th>
<th>3. PEI PNP Application Forms – Originals required for these forms. You must complete and include all applicable forms as described in the checklist. Forms in Section 3 are not submitted until the applicant has been approved following the exploratory visit and submission of business plan and settlement plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Impact Declaration Form (B-7) - (form must be completed by the applicant)</td>
<td>Mandatory ☐</td>
</tr>
<tr>
<td>Business Impact Interview Declaration Form (B-9) - (form must be completed by the applicant)</td>
<td>Mandatory ☐</td>
</tr>
<tr>
<td>Business Impact Acknowledgement of IRPA Regulations 87 Form for Applicant (B-10) - (form must be completed by the applicant)</td>
<td>Mandatory ☐</td>
</tr>
<tr>
<td>Business Impact Acknowledgement and Indemnity for the Applicant Form (B-11) - (form must be completed by the applicant)</td>
<td>Mandatory ☐</td>
</tr>
</tbody>
</table>
4. PEI PNP Application Forms – Originals required for these forms. You must complete and include all applicable forms as described in the checklist. Forms in Section 4 are to be completed by the Business and submitted by the applicant.

   Business Impact Acknowledgement of IRPA Regulations 87 Form for the Business (B-15) - (form must be completed by the business)  
   Mandatory

   Business Impact Acknowledgement and Indemnity Form for the Business (B-16) - (form must be completed by the business)  
   Mandatory

   Business Impact Consent to Pursue Investment Form (B-18) - (form must be completed by the business)  
   Mandatory

5. CIC Application Forms – Copies are acceptable, originals not required. You must complete and include all applicable forms as described in the checklist. Keep the originals of all CIC forms to submit to the visa office and submit only copies of these forms to the Office of Immigration, Settlement and Population. If you are nominated by the Office of Immigration, Settlement and Population you may be required to submit these originals forms to CIC. The latest CIC forms can be found on the website at http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp

   Generic Application Form for Canada (IMM 0008) - (form must be completed by the applicant and a photo of the applicant and each accompanying family member is required)  
   Mandatory

   Additional Dependents Declaration Form (IMM 0008DEP) - (form is only required to be completed by the applicant if the applicant has more than 5 dependants)  
   Applicable Not Applicable

   Schedule A Background Declaration Form (IMM 5669) - (form must be completed by the applicant, spouse and each dependent age 18 and over whether they are accompanying you to Canada or not )  
   Mandatory

   Additional Family Information Form (IMM 5406) - (form must be completed by the applicant, spouse and each dependent age 18 and over whether they are accompanying you to Canada or not)  
   Mandatory

   Schedule 4 Economic Classes Provincial Nominees (IMM 0008 Schedule4) - (form must be completed and signed by the applicant )  
   Mandatory

   Schedule 4A Economic Classes Provincial Nominees Business Nominees (IMM 0008 Schedule4A) - (form must be completed and signed by the applicant )  
   Mandatory

   Use of Representative Form (IMM 5476) - (form must be completed by the applicant and representative)  
   Applicable Not Applicable

   Statutory Declaration of Common-Law Union Form (IMM 5409E) - (form must be completed by the applicant)  
   Applicable Not Applicable

6. Supporting Documents – Unless otherwise specified, the Office of Immigration, Settlement and Population requires clear and legible copies of all applicable supporting documentation. Identification, Dependents and Travel Documents must be included, if applicable.

   Identification
   Official birth certificate or other official identity document for applicant and spouse. (i.e. household register - hukou or family relation certificate)  
   Mandatory
Current photograph taken within the last six months for each family member. | Mandatory  ❌
---|---
Official marriage certificate. | Applicable  ❌ Not Applicable  ❌
Official divorce certificate. | Applicable  ❌ Not Applicable  ❌
Official death certificate for former spouse. | Applicable  ❌ Not Applicable  ❌
**Relationship**
Documents that prove familial relationship between applicant and other family members in Canada (i.e. birth certificate, marriage certificate, etc) | Applicable  ❌ Not Applicable  ❌
Documents that prove the other Canadian family member’s status in Canada. (i.e. permanent resident or citizenship card) | Applicable  ❌ Not Applicable  ❌
**Children**
Official birth certificates showing names of both parents for each dependent child. | Applicable  ❌ Not Applicable  ❌
Official adoption papers for any and each adopted child. | Applicable  ❌ Not Applicable  ❌
Proof of custody for children under age 18 and proof that the children may be removed from the jurisdiction of the court. | Applicable  ❌ Not Applicable  ❌
If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. | Applicable  ❌ Not Applicable  ❌
**Passport/Travel Documents**
Passports and/or travel documents for applicant, spouse and dependent children including pages showing the passport number, date of issue, expiration, photo, name, date and place of birth. | Mandatory  ❌
Visas and/or status documents for country of residence if different than country of citizenship. | Applicable  ❌ Not Applicable  ❌
**Non Accompanying Family Members**
You have a spouse, common-law partner or dependent child and you do not intend to include them in your application for permanent residence. You must submit with your application a notarized statutory declaration stating your intention to proceed to Canada without those family members. You must confirm that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada. | Applicable  ❌ Not Applicable  ❌

**Education, Training and Employment Documents**

Education/Training – Grade 12 minimum – Please be advised that it is mandatory to provide the highest level of education documentation to be submitted.

The applicant’s education and training documents will be used to assess the application for nomination. The spouse’s education and training documents will be used to assess adaptability points.

High school graduation certificate for applicant and spouse. | Applicable  ❌ Not Applicable  ❌
Educational degrees, diplomas or certificates for applicant and spouse. | Applicable  ❌ Not Applicable  ❌
Professional licenses or certificates for applicant and spouse | Applicable  ❌ Not Applicable  ❌
Official transcripts showing school(s) attended, course taken and duration of program(s). For high school only if you are unable to provide a transcript from your high school we may accept a notarized letter from the school stating dates attended, name of applicant and level of education reached. | Applicable  ❌ Not Applicable  ❌
### Employment History

The applicant’s employment documents will be used to assess the application for nomination. The spouse’s employment documents will be used to assess adaptability points. Full-time work equates to 37.5 hours per week or total of 1950 hours annually.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed resume for applicant and spouse.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Letters of reference for work experience for the past five (5) years for the applicant and spouse.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• To include but not limited to, specific period of employment, position held, list of tasks/duties and main responsibilities in the position, contact person, contact information, website address and business card.</td>
<td></td>
</tr>
<tr>
<td>Overview of the company that the applicant is currently working for or owns.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>If self-employed, please also provide business documents</td>
<td></td>
</tr>
<tr>
<td>• To include but not limited to, business license, business tax records for each year the business is in operation for the most current five-year period, work contracts, financial reports and overview of company’s products and/or services offered, organizational structure, number of staff, annual revenues, number of years in operation, contact information, website address and business card.</td>
<td>Applicable</td>
</tr>
</tbody>
</table>

### Management Criteria

- Provide evidence of transferrable business management experience, such as resume, or equivalent, clearly showing duties and responsibility number of staff supervised, number of years in position, training and recruitment roles; financial responsibilities, budget allocation and decision making, etc.
- Provide an executive summary of the company that the applicant is currently working for including but not limited to, what the company is, products and/or services offered, organizational structure, annual revenues of the company and annual revenues managed by the applicant.

### Net Worth

Please be advised that the Schedule 4A form must be a complete and current statement of the total personal net worth of both the applicant and spouse. All assets and liabilities must be disclosed. We require supporting documents as evidence to verify $600,000.00 net worth as per PEI PNP guidelines. Listed below are the requirements for the different types of assets.

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Requirement Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank accounts: Bank statements and transaction records for the most current 6 month period.</td>
<td>Applicable</td>
</tr>
<tr>
<td>Fixed term deposits: A 6 month detailed transaction statement from financial institution confirming amount, ownership, value, date of deposit and date of maturity.</td>
<td>Applicable</td>
</tr>
<tr>
<td>Property: Our office will only accept a title deed for proof of ownership along with a valid, current property appraisal to confirm value of the property. Please note title deed is the only document we will accept as proof of property ownership, no exceptions. Please ensure when listing properties on the Schedule 4A that they are listed for easy matching of documentation, referencing the property/plot number as shown on deed. Property must be owned solely by principal applicant and/or spouse.</td>
<td>Applicable</td>
</tr>
<tr>
<td>Stocks and Other Investments: Provide a notarized investment summary detailing the number of shares held, adjusted cost base (original cost) and current market value supported by a copy of the share certificate. Based on the availability of the information requested above, Prince Edward Island Provincial Nominee office reserves the right to request additional documentation, if applicable.</td>
<td>Applicable</td>
</tr>
<tr>
<td>Business: The applicant and spouse must disclose all business ownership. This section must be completed, ensuring the business’ name; % owned; current book value and current estimated market value.</td>
<td>Applicable</td>
</tr>
<tr>
<td>• If using the business to meet the net worth requirement the applicant must provide the most recent audited financial statements and notarized/certified translation.</td>
<td></td>
</tr>
</tbody>
</table>
### 70 30 30 Rule
- Assets belonging to a business may be considered as personal assets, for the purpose of this application, according to the following rule:
  - The applicant, or the applicant and spouse in combination must own a minimum of 70% or the equity in the business(s);
  - No more than 30% of net corporate assets may be considered as personal net worth; and
  - No more than 30% of the $600,000.00 personal net worth requirement, or $180,000.00, may consist of corporate net assets as per this rule.

### Pensions and Other assets: Pension, insurance and other funds held by third parties are not accepted unless unambiguous evidence is provided to indicate the specific amount available on a specific date, along with a clear, written statement from the agency holding the funds that the funds may be cashed or otherwise realized on that date.

### Private loans and/or gifts will not be accepted.

### Liabilities and Other personal debts: All liabilities must be disclosed and current supporting documentation is required.

### Business Documents
At the time of application a “business proposal” document is required in recognition of the challenge of providing a comprehensive business plan prior to the applicant’s exploratory visit to Prince Edward Island. The document allows The Office of Immigration, Settlement and Population to evaluate whether the applicant has the capacity to establish a successful business, to provide a reasonable standard of living for the applicant and dependent family. The business proposal must include the following, but not limited to:

- **Business Experience:** The applicant’s personal business experience, and spouse’s if relevant, including years experience, description of positions and duties, business ownership experience, international trade experience; past annual revenues generated and profitability. Identify specific areas of business strength or advantage.
- **Markets:** Products and services with which the applicant’s expertise and spouse’s if relevant and whether those products and services have relevance to the Prince Edward Island business environment. Describe any business activities currently active, which may be directly transferrable to Prince Edward Island, or any markets you have developed which could be accessed from Prince Edward Island.
- **Capacity:** Describe the areas of activity you will explore to identify the most effective business opportunity to suit your experience and skills. Outline the potential investment you plan or intend to make in a Island business.

### Business Impact Interview Declaration Form (B-9)

### Business Impact Checklist (B-1) August 1, 2014 Page 5 of 7

After the interview with the Office of Immigration, Settlement and Population you will be required to submit a complete business plan. The business plan must include (if applicable) but not limited to the following sections:

- Company overview,
- Products/services offered, Industry analysis & competitive landscape,
- Marketing plan,
- Operational plan,
- Management team & staffing
- Historical financial statements, and
- Projected financial statements prepared by a qualified accountant (CA, CGA, CMA)
- Description of applicant ‘s role in the business
After the interview with the Office of Immigration, Settlement and Population you will be required to submit a complete settlement plan. The settlement plan must include (if applicable) but not limited to the following sections:

- Travel
- Moving logistics
- Accommodation/Housing (rental/lease/purchase/sale)
- Transportation
- Employment/Job
- Social System (i.e. driver license, health card)
- Household (i.e. food, phone, TV, internet, heat, electricity)
- Finances (i.e. available funds for settlement, banks, currency
- School/child care
- Time lines
- Language training plans
- Integration into community

Business Impact Acknowledgement of IRPA Regulations 87 Form for Applicant (B-10)  
Business Impact Acknowledgement of IRPA Regulations 87 Form for Business (B-15)  
Business Impact Acknowledgement and Indemnity for the Business Form (B-16)  
Business Impact Acknowledgement and Indemnity for the Applicant Form (B-11)  
Business Impact Declaration Form (B-7)  
Business Impact Business Concept Approval Form (B-17)  
Business Impact Consent to Pursue Investment Form (B-18)  

Business Impact Investment Agreement

The investment agreement outlines the details of the proposed investment between the applicant and the Prince Edward Island business and must include as a minimum the following information:

- Confirmation that the business being invested in is not operated primarily for the purpose of deriving investment income such as interest, dividends and/or capital gains.
- The proposed amount of the investment in Canadian dollars.
- The number, class and conditions of the shares being purchased.
- Confirmation that the investment is not less than 33 1/3 % of the equity in a Prince Edward Island business or make an equity investment in the business of at least $1,000,000 CAD.
- Confirmation that the investment does not include a redemption option.
- Confirmation that the applicant provides, or will provide, active and ongoing management of the business from within Prince Edward Island.
- Time frames and/or milestones for the investment.

Business Impact Purchase and Sales Agreement

Should the applicant choose to purchase an eligible Prince Edward Island business the applicant is required to submit a purchase and sale agreement. The purchase and sale agreement outlines the details of the proposed purchase and sale between the applicant and the Prince Edward Island business and must include as a minimum the following information:

- Confirmation that the business being acquired is not operated primarily for the purpose of deriving investment income such as interest, dividends and/or capital gains.
- The proposed amount of the investment in Canadian dollars.
7. Application Fee

The Business Impact Category application fee is $7,500 CAD per stream. We will accept a bank draft, certified cheque or money order made payable to Island Investment Development Inc. (IIDI). Cash will not be accepted. Include the fee with the application.

If the file is declined prior to interview stage $5,000 CAD of the $7,500 CAD application fee will be returned to the applicant. Once an invitation to an interview letter is issued for an applicant the $7,500 CAD processing fee becomes non-refundable.

8. Application Submission – Applications will not be accepted by facsimile or email.

To submit an application, please mail, courier or hand-deliver the complete package to the Office of Immigration, Settlement and Population:

Office of Immigration, Settlement and Population
94 Euston Street, 2nd Floor
PO Box 1176
Charlottetown, Prince Edward Island
Canada C1A 7M8
Telephone: 902 620 3628
Facsimile: 902 368 5886
Email: opportunitspeii@gov.pe.ca
Website: opportunitspeii.ca