



Entrepreneur Stream Application Guide

Nova Scotia Nominee Program

Entrepreneur Stream Guide • Nova Scotia Nominee Program

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Thank you for choosing Nova Scotia!

Read this guide carefully to find out how you can apply to the Nova Scotia Nominee Program: Entrepreneur stream.

The Entrepreneur stream is for experienced business owners and senior business managers who want to do one of 2 things:

- start a business in Nova Scotia
- buy an existing business in Nova Scotia

Entrepreneurs must plan to settle in Nova Scotia AND take part in the day-to-day operation of the business.

For the purposes of this guide, “senior business managers” are people who do the following as their main tasks:

- manage an organization, department, subdivision, or any vital part of an organization
- supervise the work of other managers, supervisors, or professional employees
- recommend employees for promotion
- authorize employees’ requests for time off
- recommend the hiring of a potential employee or the firing of an existing employee
- hire and fire employees

If you are approved through this stream, you, your spouse, and your dependents may apply to the Government of Canada for permanent residence.

Note: For the purposes of this guide, the word “spouse” refers to the following:

- someone to whom you are legally married and have a marriage certificate
- a common-law partner of at least one year
- The word “dependent” refers to the following:
 - spouse
 - children who are less than 22 years old **and do not** have a spouse
 - sons and daughters who are older than 22 **and** cannot support themselves because of a physical or mental condition

The word “children” applies to biological children and adopted children.

Important! You must operate a business in Nova Scotia on a work permit for at least one full year before you can ask us to nominate you for permanent residence.

This stream is part of an economic immigration program. You may **not** use it to immigrate to Canada for any of these reasons:

- to reunite family members
- humanitarian or compassionate reasons
- as a Protected Person

Is the Entrepreneur stream right for you?

The Entrepreneur stream is **only** for experienced business owners and senior business managers who plan to settle in Nova Scotia **and** take part in the day-to-day running of their business. Read the following 2 columns carefully to see if the Entrepreneur stream is right for you.

HRM stands for Halifax Regional Municipality.

The Entrepreneur stream may be right for you	The Entrepreneur stream is not right for you
The Entrepreneur stream may be right for you if you meet all the criteria listed below.	Do not apply to the Entrepreneur stream if even one of the statements below applies to you.
<input type="checkbox"/> You are at least 21 years old.	<input type="checkbox"/> You have claimed refugee status in Canada.
<input type="checkbox"/> You plan to live permanently in Nova Scotia.	<input type="checkbox"/> You are not legally allowed to live where you are currently living.
<input type="checkbox"/> If your business is within HRM (Halifax Regional Municipality), you have a net worth of at least \$600,000 CAD. Or <input type="checkbox"/> If your business is outside HRM, you have a net worth of at least \$400,000 CAD.	<input type="checkbox"/> You have received a removal order from IRCC or the Canada Border Services Agency (CBSA)
<input type="checkbox"/> You can show that you earned your net worth legally.	<input type="checkbox"/> You are not allowed to enter Canada.
<input type="checkbox"/> If your business is within HRM, you will invest at least \$150,000 CAD of your own money to start a business. Or <input type="checkbox"/> If your business is outside HRM, you will invest at least \$100,000 CAD of your own money to start a business.	<input type="checkbox"/> You are a passive investor. That is, you plan to invest in a Nova Scotia business but will not take part in the day-to-day operation of the business.

The Entrepreneur stream may be right for you	The Entrepreneur stream is not right for you
The Entrepreneur stream may be right for you if you meet all the criteria listed below.	Do not apply to the Entrepreneur stream if even one of the statements below applies to you.
<input type="checkbox"/> You own at least 1/3 of the equity of the business.	<input type="checkbox"/> You do not have status in any country. You may apply once you have status.
<input type="checkbox"/> You plan to take part in the day-to-day operation of your business.	
<input type="checkbox"/> You plan to operate your business from within Nova Scotia.	
<input type="checkbox"/> In the last 10 years, you alone, have at least 3 years of experience as a business owner.	
<input type="checkbox"/> In the last 10 years, you alone, have more than 5 years of experience as a senior business manager.	
<input type="checkbox"/> You meet the language requirements set out in this guide. See <u>Documents related to your ability to communicate in English or French.</u>	
<input type="checkbox"/> You have the equivalent of a Canadian high school diploma.	

The Entrepreneur stream may be right for your business	The Entrepreneur stream is not right for your business
The Entrepreneur stream may be right for your business if it meets all the criteria listed below.	Do not apply to this stream if even one of the statements below applies to your business.
<input type="checkbox"/> It meets the <u>legal requirements</u> where it operates.	<input type="checkbox"/> Your business operation takes place outside Nova Scotia
<input type="checkbox"/> It is a for-profit business that sells goods or services.	<input type="checkbox"/> Your business is one of the following: <ul style="list-style-type: none"> • property rental, investment, or leasing • real estate brokerage • insurance brokerage • business brokerage • pay day loan, cheque cashing, money changing and cash machines • pawn broker • credit union • home-based business* • co-operative • passive investment • pornography or sexually explicit images • joint venture with another nominee program applicant • a business that pays employees by commission only • a business that would bring the province of nova scotia into disrepute
<input type="checkbox"/> It has the potential to benefit the Nova Scotia economy. For example: <ul style="list-style-type: none"> • it develops innovative approaches to traditional business • it brings new technology or specialized knowledge to Nova Scotia 	
<input type="checkbox"/> It has a fixed address‡ and pays the appropriate income tax.	
	<input type="checkbox"/> Your business must be licensed or accredited to operate in Nova Scotia but you do not have the proper credentials.

* Your business may qualify for this stream if you can show it will be of compelling benefit to the Province of Nova Scotia.

‡ For more information, see the Canadian Income Tax Regulations 1985 subsection 400(2).

NOTE: LSI will consider real estate construction and real estate development applications on a case-by-case basis. Applicants must demonstrate that their business proposal provides a compelling benefit to the Province of Nova Scotia.

What you need to know **before** you apply

There are 2 categories within the Entrepreneur Stream:

- starting a new business
- buying an existing business

We choose applicants based on 4 things.

- a points system. See Entrepreneur points grid for how we award points.
- the industries we need the most
- the needs of our marketplace
- the geographic regions in need of economic growth

The application has 7 steps and involves 2 levels of government, provincial and federal. These steps are outlined in the How to Apply section of this guide.

Costs

The Province does not charge fees for your application. However, you will have to pay the following costs and fees:

- fees charged by a representative should you choose to hire one
- fees to obtain required credentials
- translation costs if your required documents are in neither English nor French
- fees charged for English or French language testing
- fees for verifying your net worth
- fees for preparing a Review Engagement and Special Purpose Report
- fees for preparing a Business Engagement Plan if you hire someone to prepare it

There is a fee for the federal portion of the application. For current fees, see the fee list on the IRCC website.

You are responsible for your application

It is up to you to provide **all** the documents we ask for. This includes those that you get from your spouse, other family members, or other people. You must also ensure that **all** documents are valid when you submit your application for this stream **and** when you apply for permanent residence. If you are missing documents or any document is invalid, we will close your file. See *[Gather the documents you need](#)* in this guide.

Important! You must tell us about any changes **before** you receive confirmation of permanent residence. These are some examples of changes you must tell us about:

- a change in marital status for example, you got married or divorced
- changes to your family, for example, you had a baby or adopted a child
- a change in where you live, for example, you moved to a different country
- changes to your contact information

Starting a new business

When you start your business, you must employ at least one person in a permanent full-time position **or** part-time employees whose work hours add up to full time. Your employees must do work that is directly related to your business and different from the work that you do.

Permanent means the employee works all year. The job is **not** seasonal.

Full time means that your employee's work hours add up to at least 1,560 hours. One employee can work all these hours **or** part-time employees may share these hours.

Your employees must be either Canadian citizens or permanent residents. They may **not** be related to you.

You must pay your employees a wage that is similar to that paid to other employees in the same field and the same area as your business. For a list of jobs and their wages, see [Job Bank on the Government of Canada website](#).

Buying an existing business

You and the business you are buying must meet these 5 criteria:

- The same owner must have operated the business continuously for the 5 years just before you bought it.
- The business must be operating when you buy it. It must **not** be in receivership.
- You and your business partners must have visited the business in person and met the current owner.
- You must show that you and the current business owner agree on a fair market value for the business.
- You must offer your new employees similar wages and employment conditions as was paid to the current staff by the previous owner.

LSI may refer applicants interested in purchasing an existing Nova Scotia business to a third-party organization (“referral organization”) for the purpose of obtaining information regarding potential businesses available for sale. By requesting or accepting a referral from LSI, the applicant acknowledges and agrees that:

- The decision to request or accept a referral from LSI and/or access information, services or advice from a referral organization is voluntary. the use of a referral organization will not result in an applicant receiving special or preferential treatment from NSNP or LSI.
- The actions of a referral organization are the sole responsibility of that organization. LSI makes no representation or warranty of any kind whatsoever to the applicant relating to the information, services or advice provided by a referral organization, including (without limitation) the viability, profitability, or suitability of any business identified or recommended to an applicant by a referral organization.
- LSI is not liable in any way for any damage or loss based upon, occasioned by, or in any way attributable to, the information, services or advice provided by a referral organization, including (without limitation) liability for any errors, omissions or negligence or for any loss or damage of any kind incurred as a result of an applicant’s use of the information, services or advice provided by a referral organization or the applicant’s purchase of a Nova Scotia business.

You may need a licence or permit to operate your business

To find out which licences and permits you need, see [What Licences and Permits might I need?](#)

You may use a representative

There are 2 kinds of representatives: paid and unpaid. Both can help you to complete and submit your application. When you appoint a representative, you do 2 things:

- You authorize us to share information about your application with them.
- You authorize them to act on your behalf.

Unpaid representatives

As the name suggests, unpaid representatives do not charge for their services. Your representative could be a family member, a friend, or someone else.

Paid representatives

Paid representatives charge a fee for their services. If you are using a paid immigration representative, they must be authorized. Authorized representatives must be **one** of the following:

- An immigration consultant who is a member in good standing with the College of Immigration and Citizenship Consultants (CICC). Visit the [CICC website](#).
- A lawyer or paralegal who is a member in good standing of a Canadian law society, barristers' society, or *barreau*, or a law student under the supervision of a recognized lawyer. Visit the [Federation of Law Societies of Canada website](#) for links to law societies across Canada.
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a law student under their supervision. Visit the [Chambre website](#).

You don't need to use a representative to prepare and submit your application. If you choose to use a representative – paid or unpaid – they must complete an [NSNP 50 – Use of a Representative form](#). You must submit this with your application.

Warning! We strongly recommend that if you choose to hire a representative, you choose one from the categories listed above. We do **not** deal with unauthorized representatives. Also, if your representative is **not** authorized, you may **not** be able to hold them accountable if they make an error or give you bad advice.

Misrepresentation disqualifies you for 5 years

What is misrepresentation? Misrepresentation happens when you or someone else involved in your application does one of these things:

- gives false information about your qualifications for the stream
- leaves out information we need to assess your application

The people involved in your application include you, your business partners, your spouse and your dependents, and an immigration representative if you choose to use one.

Important! If we refuse your application on the basis of misrepresentation, you will **not** be allowed to apply to any immigration stream for 5 years.

There are no guarantees

Qualifying for the stream and submitting the application do **not** guarantee that we will process and assess your application.

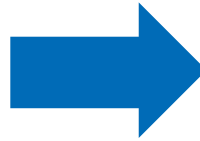
These are some of the criteria we use to decide if we will process your application:

- the needs of our labour market
- the number of applications we receive
- the quality of the application

We cannot guarantee that you will receive a work permit or permanent residence. IRCC has its own application process. They are the only ones who can issue these documents. Labour, Skills and Immigration (LSI) does **not** grant work permits or permanent residence.

Responsibilities of LSI

- assess Expressions of Interest (EOI)
- issue Invitations to Apply (ITA)
- assess Business Establishment Plans
- assess Entrepreneur Stream application
- interview applicants
- issue Business Performance Agreements
- meet with applicants upon their arrival to Nova Scotia
- assess requests for nomination
- issue nomination certificates



Responsibilities of IRCC

- assess applications for work permits
- issue work permits
- assess applications for permanent residence
- grant permanent resident status

Important! The letters of support and nomination certificate that we give you do **not** guarantee that IRCC will grant you a work permit or permanent residence.

Criteria may change; streams may close

From time to time, we may stop accepting applications for a particular stream. We call this “closing” or “suspending” the stream. If we close or suspend the Entrepreneur stream before we review your application, we may **not** consider it even if you submitted it before we closed the stream.

There may be a delay between the time we get your application and when we can process it. During that time, criteria or forms may change. We will assess your application based on criteria in place at that time. Check our [immigration website](#) regularly to stay up-to-date with all changes.

Decisions are final; there are no appeals

If we decide to close your file, our decision is final. There is no appeal process.

We may withdraw your nomination

We may withdraw your nomination at any time before you receive confirmation of permanent residence and before you arrive in Canada. We may do so for any of these reasons:

- You no longer meet our requirements for the Entrepreneur stream.
- The Government of Canada has advised us that some information in your application for permanent residence is false.
- IRCC finds that you, your spouse, or a dependent is **not** allowed to immigrate to Canada.

You may withdraw your application

You may withdraw your application without penalty at any time before you receive your nomination certificate.

You may **not** withdraw your application without penalty if we know or suspect that you have done one or both of these things:

- You failed to tell the truth in any part of your application.
- You left out important information in any part of your application.

Gather the documents you need

You will need a number of documents to complete your application. You will have to complete some of these documents yourself. You will have to get others from the following people and organizations:

- your spouse
- any dependents older than 18
- net worth verifiers
- financial statement review service providers
- governments
- schools, colleges, and universities
- language testing organizations
- former employers

Important!

- All documents must be PDF files.
- Documents with images must be scanned in colour.
- Text-only documents may be scanned in black and white.
- The total size of all documents must be no more than 100 megabytes (MB).
- Each file name must be no more than 50 characters.
- Scanner resolution must be 300 dots per inch (dpi).

Warning! We may close your file if documents are missing, unsigned, unclear, or have been enhanced or edited.

Documents in languages other than English or French

Documents in languages other than English or French must be translated by a certified translator.

- Submit a copy of the original document **and** a copy of the certified translation.
- Submit proof from the translator of their certification.

Warning! These people are **not** allowed to translate your documents:

- members of your family
- anyone who works for the representative who is helping you with your application

If your documents are **not** translated by a certified translator, we may close your file.

Documents related to your application

- eNSNP 100 – online application form
- NSNP 400 – This form describes your business and senior management experience.
- NSNP 50 – This form is optional. Use it only if a representative has helped you to complete and submit your application. See *You may use a representative* in this guide.
- NSNP 60* – Authority to Release Personal Information. This form is optional. Use it only if you want us to send your application information to someone other than yourself or your representative.
- Business Performance Agreement* – in this guide.

***Note:** The person you name on your NSNP 60 will have access to information about your application but they will **not** be able to act on your behalf.

Documents related to your business and finances

All applications to the Entrepreneur stream need these 3 documents:

- Business Establishment Plan*
- Net Worth Verification Report* – You will get this report **only** after you have been invited to apply to the Entrepreneur stream.
- Review Engagement and Special Purpose Report*

If you plan to buy an existing Nova Scotia business, you must also include a document with the following information:

- the preliminary purchase price for the business
- an evaluation of the business

Business Establishment Plan

This document is an important part of your application. Read this section carefully. If your plan does **not** include all the information listed in this section, we will close your file.

This is a detailed plan that shows 5 main things:

- Your business has a reasonable chance of success.
- You can begin to operate your business as soon as you arrive in Nova Scotia.
- You will take part in the day-to-day operation of the business.
- You have done extensive research into the economy, market, and culture in which your business will operate.
- You have considered your own strengths and weaknesses.

You can write this plan yourself or have someone do it for you. If you have someone write your plan for you, you must do 2 things:

- help with the plan's design and content
- know every detail of the plan

Warning! If we find that you do **not** know all the details of your plan, we will close your file.

Your plan must contain these things:

- business idea
- business ownership, investments, and finances
- sales and marketing plan
- a detailed action plan
- Nova Scotia rules for operating your business
- business relationships
- human resources information

Business idea

Describe your business in detail. Include the category it falls into. For example, aerospace, forestry, tourism, and so on. You can get points for an export-oriented business.

Do **not** apply if your business falls into one of these categories:

- property rental, investment, or leasing
- real estate brokerage
- insurance brokerage
- business brokerage
- pay day loan, cheque cashing, money changing, cash machine
- pawn broker
- credit union
- home-based business*
- co-operative
- passive investment
- pornography or sexually explicit images
- joint venture with another nominee program applicant
- a business that pays employees by commission only
- a business that would bring the province of Nova Scotia into disrepute

Warning! If we find that your business falls into one of the above categories, we will close your file.

Note: We may accept your home-based business if you can show it will be of great benefit to the Province of Nova Scotia.

Business ownership, investments, and finances

Ownership

Include information about who will own the business and how much of the business they will own. You must own at least one third (1/3) of the business.

Include the kind of business it will be:

- partnership
- proprietorship
- corporation
- acquisition
- franchise

Include the location of your business. You can get points for owning a business in a rural area.

Include the area your business will cover. For example, will it be local, regional, or national?

If you plan to buy a Nova Scotia business, include the following information:

- both the legal and trading names of the business
- details of how you plan to change the business. For example, do you plan to improve, upgrade, or expand it? This includes plans to increase staffing, upgrade the physical business, or introduce new products or services.

Proposed investments

All proposed investments must be directly related to the business. We do **not** consider any investments you made into the business **before** you sign a Business Performance Agreement with us. This means that if you buy a business **before** you sign the Business Performance Agreement, any money you spent buying the business will **not** count as an investment.

Note: The Business Performance Agreement is your legal agreement with the Province of Nova Scotia to operate a business in the province. You will receive this document only **after** you have passed step 3 in the application process.

Include all of the following:

Investors – their names and contact information

Amount of proposed investment – the amount of money you plan to invest in the business. Remember, if your business is **within** HRM, it must be at least \$150,000 CAD. If your business is **outside** HRM, it must be at least \$100,000 CAD. This must **not** include cash or loans.

Loans and lines of credit

- the amount of loans or lines of credit that make up part of the investment
- the names and contact information of the lenders

Spending – information about how the money invested **will** be spent. These are the areas where investment spending is allowed:

- land
- buildings
- equipment
- software
- permits and licences
- franchise fees
- leasehold improvements
- inventory
- business supplies
- educational courses related to the business operation
- prepaid insurance
- marketing costs
- software
- start-up costs such as research
- professional fees related to setting up the business, **not** immigration
- one vehicle* See [Motor Vehicle Expenses on Canada.ca](#)
- office furniture and fixtures

* You may be able to spend investment money on more than one vehicle if your business meets one of these criteria:

- You are in the transportation business.
- You are in the manufacturing or construction business and you use vehicles to transport goods or equipment.
- The cost of your vehicle is more than that listed in the Canada Revenue Agency guidelines.

You may also include 6 month's worth of projected operating expenses if you are setting up a new business. Or, 3 month's worth of projected operating expenses if you are buying an existing Nova Scotia business. You may **not** include operating expenses for a franchise.

Operating expenses include the following:

- rent
- wages and salaries*
- utilities
- advertising
- accounting
- insurance

***Important!** When starting a new business in Nova Scotia, you must hire at least one permanent, full-time employee or part-time employees whose hours add up to full time. Your employees must meet the following criteria:

- They work all year. The job is **not** seasonal.
- They work at least 1,560 hours. One employee can work all these hours **or** part-time employees may share these hours.
- They are either Canadian citizens or permanent residents.
- They are **not** related to you.

Warning! You may **not** include the following areas as business investment spending:

- fees related to immigrating to Canada
- your principal residence
- any money spent **before** you sign a Business Performance Agreement with us
- your salary from your business or the salaries of family members.

Note: For the purposes of this guide, "contact information" means the following:

- name of the organization the person works for or represents
- mailing address
- phone numbers
- email address

Finances

If you are buying an existing Nova Scotia business, you must include the following information:

- financial statements of the business covering the 5 years **before** you buy it
- estimated financial statements covering the 3 years **after** you buy it. These statements must include the following:
 - balance sheets
 - income statements
 - cash flow statements
 - notes explaining both the income and cash flow statements that include a rationale for these things:
 - estimated income
 - expenses
 - profitability

Sales and marketing plan

This part of your Business Establishment Plan must answer the following questions:

- Who are your customers?
- What products and services will you offer?
- How will you distribute your products and services?
- What hours will your business operate?
- How will you get the physical space you need to operate your business?
- Who will the main suppliers to your business be?
- Will you use outside professional services?
- Who is your competition?

You must include detailed research to support your answers to each of these questions.

A detailed action plan

Your action plan must provide dates that cover at least 2 years for each of the following activities:

- starting your business
- hiring staff
- financial projections including start-up costs and other planned expenses
- business milestones. These are some examples of business milestones:
 - creating a monthly budget
 - putting your sales and marketing plan into action
 - hiring people outside your business for skills you do not have in-house
 - planned exports

Nova Scotia rules for operating your business

You need to know the rules you will have to follow as a business owner in Nova Scotia. Your Business Establishment Plan must include proof that you know these rules. That's why your plan must include all government rules that apply to your business. This may include the following:

- environmental regulations
- health regulations
- municipal zoning rules
- labour laws and regulations

You must also explain any difficulties you may face in following the rules and how you plan to overcome those difficulties.

Business relationships

You must include the names and contact information of the following people:

- all professional service providers you have contacted
- all professional service providers with whom you have an active working relationship
- all professional service providers with whom you have a contract for paid services
- the person who wrote, or helped you write, your Business Establishment Plan
- all the people you contacted while you were preparing your Business Establishment Plan

Human resources information

How you will take part in your business

- 1 Describe how you will take part in the operation of your business. For example, will you be involved in any of the following?
 - management
 - sales
 - distribution
 - production
 - research and development
- 2 State the number of hours you plan to spend per week managing or working in your business.
- 3 Describe what you have done to prepare to be an entrepreneur in Nova Scotia. For example, have you taken any training? If so, list the names of the courses you took and where you took them.
- 4 Describe your education and experience as they relate to your business.
- 5 If you have no education or experience that relates to your business, explain how your knowledge and experience applies to your business.

How you will involve others in your business

This part of your Business Establishment Plan must answer the following questions:

- How many Canadian citizens or permanent residents will you employ?
- What will your employees do?
- What education and experience will you require of your employees?

If you are buying an existing Nova Scotia business, describe how you will offer terms of employment to existing staff that are similar to the terms they currently have. For example, describe how you will maintain existing wages and benefits.

Net Worth Verification Report

Your net worth verification report must show the following:

- If your business is **within** HRM, that you have at least \$600,000 CAD that you can move to Canada quickly.

Or

- If your business is **outside** HRM, that you have at least \$400,000 CAD that you can move to Canada quickly.

These amounts can include your spouse's assets.

This report is written by a net worth verifier that you have chosen from our [list of net worth verifiers](#).

You need to give the following information to the net worth verifier so they can write their report:

- your application ID number. You will get this number **after** you have submitted your application.
- all documents listed in the [Net Worth Verifier Document Checklist](#)
- all additional documents the net worth verifier asks for
- information gathered through an interview with you

Important! You have **180 calendar days** from the date of your Invitation to Apply to submit your Net Worth Verification report. If you fail to submit it within that time, we may close your file.

Once your net worth verifier has sent you their Net Worth Verification Report, check to make sure it is accurate and up to date. Contact your net worth verifier if you see any differences.

Warning! If the information in your Net Worth Verification Report is different than the information in your EOI, we will close your file. See [Misrepresentation](#) in this guide.

Review Engagement and Special Purpose Report

You must hire one of the Financial Statement Review Service Providers listed on [*our website*](#) to prepare this report. However, you must **not** hire the same firm to complete this report **and** your Net Worth Verification Report.

You must give the Financial Statement Review Service Provider all the information and documents they ask for.

The Review Engagement and Special Purpose Report will include the following information:

- if your business is likely to succeed over time
- recommendations that will help your business succeed
- any concerns the reviewer has about the financial statements you submitted

The review may also examine these things:

- your finances
- your product
- the market into which you will introduce your business
- whether your business can compete in the marketplace

If you are applying as a senior manager

To prove that you have the senior management experience required for this stream, you must provide the following proof of employment:

- your resumé
- copies of employment contracts for each senior management position you held
- pay stubs or payroll records for the most recent 12 months you worked for your current employer
- letters of reference from all employers for whom you worked as a senior manager in the last 10 years

Letters of reference

Letters must be written on company letterhead and they must be stamped with the company's official seal if it has one.

Letters of reference must also include **all** of the following:

- the company's full address, telephone and fax numbers, email and website addresses
- the name, title, and signature of a person in a position of authority
- the specific period of time that you worked for the company
- the positions you held while you worked for the company
- the length of time you were in each position
- your main responsibilities in each position including the number of employees you supervised
- your annual salary plus benefits in each position
- the number of hours you worked per week in each position
- the number of hours you worked in total in each position

Send the above list to each employer you ask for a reference letter. This will help to ensure that they include all the information we need.

If you claim at least 5 years of senior management experience

If you state that you have at least 5 years of senior management experience, your letters of reference must include proof that your experience meets the duties described for occupations listed in the National Occupational Classification (NOC) 2021 TEER 1, 2, or 3. That means that each employer must include the following in their letters of reference:

- that you did all the actions described in the lead statement of the NOC for your job
- that you did many of the main duties, including the essential duties set out in the NOC for your job

If you are applying as a business owner

To prove that you have the business ownership experience required for this stream, you must include the following documents:

- registration or licence of each business you owned
- registration with the tax authorities for each business you owned
- financial statement from the year before you applied to the Entrepreneur stream. This statement must show where any salary or dividends paid to you were recorded.
- items that represent your current business such as product brochures and photos of the business
- proof that you were a shareholder in the business
- any other documents that show that you owned the business

If you plan to buy a Nova Scotia business

If you plan to buy an existing Nova Scotia business, you must submit an Exploratory Visit Report. This is proof that you have visited the business.

Your report must include the following information:

- the name of the business, its location, and the current owners' contact information
- a description of your visits to the existing business and meetings with the current owners
- the length of your stay
- the names and contact information of all professional service providers and settlement organizations you visited during your trip
- a description of your activities during your trip, including meetings, and how they relate to your business

Your report must include documents about your trip, documents from current employees, and documents from the current business owner.

Documents about your trip

- your flight itinerary, airline tickets, and boarding passes
- hotel receipts of your entire stay in Canada including other provinces
- business cards from business contacts and service providers you met during your trip
- a summary of the meetings you held with the current business owner including when and where the meetings were held
- photographs of the meetings
- photographs of your trip
- email exchanges between you and Canadian and Nova Scotian business contacts

Documents from current employees

These are letters that show that you have offered employment to the current employees and that they have accepted.

Documents from the current business owner

- the business's financial statements from the previous 5 years
- proof that all employees have been paid for the previous year
- a list of current employees and the following:
 - their salaries
 - their benefits
 - the number of hours each works per week
 - each employee's status as full time or part time

Finally, you must show proof that you and the current business owner have agreed on a fair market value for the business.

If you have worked in Nova Scotia in the past

You can get points if you or your spouse has worked in Nova Scotia in the past. To earn these points for your spouse, they must immigrate with you.

To get these points, you must show the following:

- You or your spouse has worked full time for at least one year.
- You or your spouse held a valid work permit or proof that you were allowed to work in Canada.
- Your job was classified in the National Occupational Classification (NOC) as TEER 0, 1, 2, or 3. This does not apply to your spouse's job.

You will need to include these documents in your application:

- letters of reference from past employers. See Letters of reference in this guide.
- a copy of your work permit or proof that you or your spouse was allowed to work in Canada
- copies of T4s if you have them

Documents related to your education and training

If you or your spouse were educated or trained in Nova Scotia

You can get points if you or your spouse finished a study program in Nova Scotia that meets these criteria:

- It was at least 2 years long.
- It was at a Nova Scotia high school, college, or university.
- There were at least 15 hours of instruction each week.

To claim points for your spouse, they must immigrate with you.

You will need to include these documents in your application if you were educated anywhere in Canada including Nova Scotia:

- study permits for you and your spouse
- copies of any Canadian credentials you received including the following:
 - diplomas
 - certificates
 - degrees
 - academic transcripts

If you were educated or trained outside Canada

If all your education and training took place outside Canada, you must include the following:

- all documents listed above that you earned from countries outside Canada
- a copy of your Educational credential assessment (ECA) report for the above documents
- any educational credential that you neither earned in Canada nor is part of your ECA

What is an ECA?

An ECA proves that your diploma, certificate, or degree, or other proof of education is real and as valid as if you earned it in Canada. You can find places to get an ECA from the [IRCC Help Centre](#).

When you submit your ECA, be sure that it meets these criteria:

- It meets the IRCC format and content requirements.
- It was issued no more than **5 years** before the date that we receive your [Expression of Interest \(EOI\)](#).
- It shows that your diploma, certificate, degree, or other proof of education is as valid as if you earned it in Canada.

Important! You must include your proof of education **and** your ECA report (if you need one) in your application. Do **not** ask for them to be sent directly to us. Keep copies for your records and future use.

Documents related to your ability to communicate in English or French

You must meet one of the following criteria:

- The criteria listed under Canadian Language Benchmarks (CLB) **Level 5** or higher. The higher the level, the more points you will earn.
- The criteria listed under *Niveaux de compétence linguistique canadiens* (NCLC) **Level 5** or higher. The higher the level, the more points you will earn.

To show that you meet the above criteria, you must submit the results of one of these language tests even if your first language is English or French:

- International English Language Testing System (IELTS) General Training
- Canadian English Language Proficiency Index Program (CELPIP) General Test
- *Test d'évaluation de français* (TEF) Canada
- *Test de connaissance du français* (TCF) Canada

This table shows the scores you need in each language test to meet the minimum language requirement for this stream.

Test	Reading	Writing	Listening	Speaking
IELTS	4	5	5	5
CELPIP	5	5	5	5
TEF	151	226	181	226
TCF	375	6	369	6

Warning! You must have had your language skills tested no more than **2 years** before the date that you submitted your Expression of Interest (EOI). We do **not** accept test results dated more than 2 years before the date you submitted your EOI. You may have to take these tests again if the results are more than 2 years old before IRCC processes your application for permanent residence.

Documents related to your spouse’s ability to communicate in English or French

To earn points for your spouse’s ability to communicate in English or French, your spouse must immigrate with you **and** meet **one** of these 2 criteria:

- the criteria listed under Canadian Language Benchmarks (CLB) **Level 4** or higher
- the criteria listed under *Niveaux de compétence linguistique canadiens* (NCLC) **Level 4** or higher

You must submit the results of one of the same language tests listed earlier even if their first language is English or French.

This table shows the scores your spouse needs in each language test to meet the minimum language requirement for this stream.

Test	Reading	Writing	Listening	Speaking
IELTS	3.5	4	4.5	4
CELPIP	4	4	4	4
TEF	121	181	145	181
TCF	342	4	331	4

Warning! Your spouse must have their language skills tested no more than **2 years** before the date that you submitted your Expression of Interest (EOI).

Documents about you and your family

Passports

You, and everyone immigrating with you, must have a valid passport. The expiry date of all passports should be at least 2 years after the date that you submitted your Nova Scotia Nominee Program application for the Entrepreneur stream.

Include copies of pages that show these things:

- the passport number
- the date of issue and expiry
- the photo of the passport holder
- the name of the passport holder as well as their date and place of birth
- any changes to the passport holder's name, date of birth, or other identifying information
- any changes to the passport's expiry date
- any visas or visits to Canada

Documents related to your spouse and children if they are immigrating with you

Include the documents that apply to you:

- a copy of your marriage certificate
- copies of birth certificates for dependent children
- copies of custody documents and permission for the children to come to Canada. You need these for all children who are younger than 19 years old.
- copies of adoption papers

Documents related to family living in Nova Scotia

You can gain points if you or your spouse has a family member living in Nova Scotia. Your spouse's family member only counts if your spouse is immigrating with you. The family member must meet the following 4 criteria:

- They are 19 years old or older.
- They are a Canadian citizen or permanent resident.
- They have been living in Nova Scotia continuously for one year.
- They are one of the following:
 - parent
 - grandparent
 - brother or sister
 - aunt or uncle
 - niece or nephew

To claim points for this family member, you must submit 3 categories of documents:

- proof that you are related to the Nova Scotia family member
- proof of your family member's status in Canada
- proof that your family member lives in Nova Scotia

Proof that you are related to your Nova Scotia family member

These are the kinds of documents that show 2 people are related:

- birth certificates
- adoption certificates
- marriage certificates
- Statutory Declaration of a Common-Law Union

For example, if your Nova Scotia family member is your aunt, your father's sister, then you need to submit copies of both your aunt's and your father's birth certificates. These will show they have at least one parent in common.

Proof of your family member's status in Canada

If your Nova Scotia family member is a permanent resident, submit a copy of **one** of these documents:

- their Record of Landing (IMM100)
- confirmation of their permanent residence
- their permanent resident card

If your Nova Scotia family member is a Canadian citizen, submit a copy of **one** of these documents:

- the photo page of their Canadian passport
- their Canadian citizenship card

Proof that your family member lives in Nova Scotia

These are the kinds of documents you need to submit to prove that your family member has lived in Nova Scotia continuously for at least one year. Provide copies only:

- their lease
- their most recent Notice of Assessment from the Canada Revenue Agency (CRA)
- a letter from their employer
- monthly bills – you may submit one page of each bill
- credit card bills or bank statements

Any documents you submit must meet these 2 criteria:

- They show your family member's name and full address in Nova Scotia.
- They are dated less than 6 months before the date you applied to the Nova Scotia Nominee Program: Entrepreneur stream.

Documents related to your immigration status

Include the documents that apply to you:

- **If you live in Canada**, include a copy of proof of your legal status in Canada. Make sure your proof is valid on the date that you submit your Nova Scotia Nomination Program application for the Entrepreneur stream.
- **If you live in a country where you are not a citizen**, include a copy of your visa from the country where you live now.
- **If you have applied to immigrate to Canada before**, include copies of every letter you have received from the Canadian government or any provincial or territorial government regarding each application.
- **If you have had temporary residence in Canada before**, include copies of every temporary residence visa you have had.

How to apply

There are 7 steps to complete before you receive permanent residence. Each of these steps is described in this section. Completing a step does **not** guarantee that you will move on to the next step. You must complete each of these steps successfully to receive permanent residence:

1. Complete the Expression of Interest (EOI) online.
2. Apply to the Nova Scotia Nominee Program: Entrepreneur stream.
3. Take part in an interview with our staff.
4. Apply for a work permit.
5. Come to Nova Scotia.
6. Ask us to nominate you.
7. Apply for permanent residence.

Step 1: Expression of Interest (EOI)

Preparing for and completing the Expression of Interest form

Do these things **before** you fill out the online Expression of Interest (EOI) form.

- Read the information on our website about the Entrepreneur stream.
- Read this guide carefully from start to finish.
- Review the table under the heading *Is the Entrepreneur stream right for you?* in this guide. This section tells you if you and your business qualify for this stream.
- Review the *Entrepreneur points grid* in this guide. This section tells you how many points you will score.
- Make sure you understand all the information you read and review.

Important! You must complete the EOI form in one sitting. You cannot save it to continue later.

When you are ready, complete the EOI form online.

If you plan to buy an existing Nova Scotia business but you have **not** yet chosen the business, show this on your EOI. An officer will follow up with you if you are chosen to go on to the next step.

Make sure that all answers on your EOI are true and complete. We will close your file if we find one or both of the following:

- information that is not true
- you left out important information

Important! Completing the EOI form does **not** guarantee that you will go on to the next step. We will **not** contact you unless we choose you to go on to the next step.

How we choose who makes it to the next step

Our system calculates your score based on the information you gave us in your EOI form. We choose those with the highest scores first.

We may rank whole groups of applicants according to the kind of work they plan to do in Nova Scotia. We call these “priority sectors”. We create these sectors for entrepreneurs that we need to meet certain goals. For example, we may need entrepreneurs who can help us to do these things:

- increase employment
- reduce poverty
- develop infrastructure

If we create a priority sector, we will choose those with the highest scores within that sector first. We may change or stop using a priority sector at any time without notice.

The following table shows you how we award points:

Entrepreneur points grid	
Section 1 • Business Establishment Plan	
See <i>Business Establishment Plan</i> in this guide.	
Business Idea	Points
Export business	5
Business location	
Outside HRM	10
Start-up or buy and existing business?	
Buy an existing business	10
Personal investment	
\$100,000 to \$300,000 CAD	10
More than \$300,000 CAD	15

Section 2 • Net Worth

This is your net worth as stated in your Net Worth Verification Report. See *Net Worth Verification Report* in this guide.

Net Worth	Points
\$400,000 to \$999,999 CAD	5
\$1 million to \$1.5 million CAD	7
More than \$1.5 million CAD	10

Section 3 • Senior management experience

See *If you are applying as a senior manager* in this guide.

Senior management experience	Points
More than 5 years of senior management experience in the last 10 years.	20

Section 4 • Business ownership experience

See *If you are applying as a business owner* in this guide.

Business ownership experience	Points
3 to 5 years within the last 10 years.	20
More than 5 years within the last 10 years.	35

Section 5 • Past work in Nova Scotia

See *If you have worked in Nova Scotia in the past* in this guide.

Past work in Nova Scotia	Points
Your past work in Nova Scotia	10
Your spouse's past work in Nova Scotia	5

Section 6 • Education and training

See *Documents related to your education and training* in this guide.

Your level of education	Number of program years	Points
High school diploma (Canadian or equivalent)		8
Completion of a 2-year program at a Nova Scotia high school, college, or university	2	10
College or university diploma or degree (Canadian or equivalent)	1	12
College or university diploma or degree (Canadian or equivalent)	2	19
College or university diploma or degree (Canadian or equivalent)	3 or more	21
2 or more college or university diplomas or degrees (Canadian or equivalent)	At least one must be a 3-year program	22
Master's degree or equivalent		23
Degree needed to enter a profession such as accounting, engineering, medicine, etc. Must have a licensing body in Nova Scotia		23
Doctorate (PhD)		25
Your spouse's level of education		
Completion of a 2-year program at a Nova Scotia high school, college, or university	2	10

Section 7 • Ability to communicate in English or French

See *Documents related to your ability to communicate in English or French* in this guide.

Your first official language	Level	Points
Canadian Language Benchmarks	5	20
	6	24
	7 or higher	28

Your second official language

Canadian Language Benchmarks	4 or higher	7
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Your spouse's ability in English or French

Canadian Language Benchmarks	4 or higher	5
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Section 8 • Personal information about you and your family

See *Documents about you and your family* in this guide.

Your age when you submit your EOI	Points
21 to 24	5
24 to 32	7
33 to 39	10
40 to 44	7
45 to 55	5
56 or older	0
Family living in Nova Scotia*	5

*See *Documents related to family living in Nova Scotia* in this guide.

We keep your EOI on file for one year

We keep your EOI for one year from the date we received it. If you have **not** been chosen in that time, and you still want to immigrate through the Entrepreneur stream, you can submit a new EOI form.

If you earn more points during the year following your EOI submission, you can submit a new EOI.

We send you an Invitation to Apply

If we choose you to go on to the next step, we will send you an Invitation to Apply to the Nova Scotia Nominee Program: Entrepreneur stream. Your EOI will be part of your application.

You must tell us if any of the information you included in your EOI has changed. If we find that information in your EOI is no longer true, and you did **not** tell us, we will close your file.

Important! Getting an Invitation to Apply does **not** guarantee that we will nominate you for permanent residence.

Step 2: Apply to the Nova Scotia Nominee Program: Entrepreneur stream

Once you get your Invitation to Apply from us, you will submit your application in stages. You must give us the information we ask for by the deadlines we set. If you miss a deadline, we will close your file. If you still want to apply to the Entrepreneur stream, you will have to start again.

Within **20 calendar days** of receiving your Invitation to Apply

- Choose a Net Worth Verifier from the [list on our website](#).
- Tell us who you have chosen as your Net Worth Verifier.

Within **60 calendar days** of receiving your Invitation to Apply

Submit the following documents:

- your completed eNSNP 100 form and supporting documents. See [Gather the documents you need](#) in this guide. You must include **all** your dependents in your application even if some will **not** immigrate with you.
- preliminary purchase price and evaluation if you are buying an existing Nova Scotia business. See [Buying an existing business](#) in this guide.
- a Business Establishment Plan. See [Business Establishment Plan](#) in this guide.

Within **180 calendar days** of receiving your Invitation to Apply

- Submit your Net Worth Verification Report. See [Net Worth Verification Report](#) in this guide.

Application assessment

We assess your application under the following conditions:

- We have **not** already reached the limit of the number of applications we can assess.
- Your application is complete.
- You and your business meet all the requirements for the Entrepreneur stream.

Once your application passes this initial assessment, we will do a more in-depth assessment of all the forms and documents you submitted.

We will look for 4 things:

- that the information you submitted is true
- that you have included **all** the information we asked for
- that you and your business meet all the requirements for the Entrepreneur stream
- the number of points to award your application based on the *Entrepreneur points grid* in this guide

Warning! If we find that you or your business do **not** meet our requirements for the Entrepreneur stream, we will close your file. You may submit a new EOI once you meet the criteria.

We cannot tell you how long it will take to assess your application.

This depends on 2 things:

- the time it takes to verify the information in the different documents you sent us
- the number of applications we receive

Warning! We will close your file if we find that you or someone who helped you with your application has done one of these 2 things:

- given false information about your qualifications for the stream
- left out information we need to assess your application

If we close your file for these reasons, you will **not** be allowed to submit an EOI or apply to any immigration stream for the next 5 years. This decision is final. There is no appeal.

Business Establishment Plan assessment

We assess your Business Establishment Plan for all the things we described earlier. We may have someone else assess your Business Establishment Plan. This assessment will look at how well you did your due diligence in preparing your plan.

If we have someone else assess your plan, you will have to pay for it.

Once we accept your Business Establishment Plan you may **not** change it **unless** you get written permission from us first.

Step 3: Interview

If we find that you and your business meet all the requirements for the Entrepreneur stream, we will contact you for an interview. We usually interview you virtually but you can ask for an in-person interview. We usually interview you within 30 days of contacting you.

Warning! If you do **not** take part in the interview within the time we have given you, we will close your file.

Business Performance Agreement

If you pass the interview, we will send you a Business Performance Agreement. This is your legal agreement with the Province of Nova Scotia to operate a business in the province. It will state the following:

- how much money you will invest in your business
- the field of business you will operate in
- how many people you plan to employ
- if you are buying an existing Nova Scotia business
- the location of your business
- any other relevant information you included in your Business Establishment Plan

Once you get your Business Performance Agreement, do these things:

1. Sign it.
2. Date it.
3. Scan it.
4. Send it to us within **15 business days** of receiving it.

If you do **not** pass the interview, we will close your file. You will **not** get a Business Performance Agreement. This decision is final. There is no appeal.

After we receive your signed Business Performance Agreement, we will send you an email explaining next steps. For example, we will ask you for these things:

- valid business registration documents such as proof that you have registered your business with the Nova Scotia Registry of Joint Stock Companies
- confirmation that you have signed up with the employer portal for IRCC

Step 4: Apply for a work permit

Once we get your valid business registration documents, we will send you 2 things:

- an Entrepreneur Approval Letter
- instructions on how to apply to IRCC for a work permit

You need a work permit to operate your business in Nova Scotia.

Important! You must apply to IRCC for your work permit **within 60 calendar** days of getting your Entrepreneur Approval Letter. You must include the Entrepreneur Approval Letter in your work permit application and pay the fee.

IRCC decides if it will give you a work permit. They can refuse to do so. If they do, we may close your file. If we close your file, you will have to start again.

Important! Do **not** call our offices to find out the status of your work permit application. IRCC is the only body that approves or refuses work permits. They will contact you if they approve your work permit application.

Step 5: Come to Nova Scotia

You must come to Nova Scotia no later than **6 months** after the date that IRCC sent you your port of entry introduction letter.

If you do **not** arrive within that time, we will close your file.

We may make an exception if you prove that you tried to come to Nova Scotia within 6 months but could not because of circumstances that you could not control.

Changes to your Business Establishment Plan

You may realize that you need to change your Business Establishment Plan after you arrive in Nova Scotia. If you do, you can ask us for permission to change the plan. You must ask this in writing and show that you have tried to fulfill your original plan. You will need documents to back this up. We will review your reasons for changing your Business Establishment Plan. Still, there is no guarantee that we will allow the change.

If you had planned to buy an existing Nova Scotia business you must show that you genuinely tried to do so.

Meet with our staff

You must meet with our staff no later than **60 calendar days** after the date you arrived in Nova Scotia.

Before you meet with our staff, do these things:

1. Find the Arrival Meeting Form on our website. This form tells you what documents to bring to your meeting with us.
2. Print the Arrival Meeting Form.
3. Gather the documents you need using the Arrival Meeting Form as a checklist.
4. Sign and date the Arrival Meeting Form.
5. Bring your signed and dated Arrival Meeting Form and the documents listed there to the meeting with our staff.

At this meeting, our staff can answer your questions about how to fulfill the terms of your Business Performance Agreement. They can also put you in touch with organizations and resources that can help you to settle in Nova Scotia and establish your business here.

Start to operate your business

You should start to operate your business within **6 months** of your arrival in Nova Scotia. We understand that supply or construction delays may mean you start later.

Important! You must operate your business for at least one full year before you can ask us to nominate you.

Step 6: Ask us to nominate you

You may ask us to nominate you for permanent residence **only** if the following things apply to you:

- You, your spouse, and your dependents live in Nova Scotia.
- You have maintained your legal status in Canada.
- You have fulfilled the terms of your Business Performance Agreement.
- You have transferred the required amount of money to Canada.
- You have operated your business for at least one full year as outlined in your Business Performance Agreement.

You must ask us to nominate you in writing. You may send an email to the business officer assigned to you. See [*Nomination Request on our website*](#). This document tells you the information and documents you need to include when you ask us to nominate you. This includes the [*Review Engagement and Special Purpose Report*](#) discussed in this guide.

We will assess your request for nomination based on how well you comply with your Business Performance Agreement and the information you provided in your nomination request.

If we nominate you

If we decide to nominate you for permanent residence, we will send a Letter of Nomination to you or your representative.

If we consider refusing to nominate you

If we consider refusing to nominate you for permanent residence, the following things will happen:

- We will send a letter to you or your representative telling you that we plan to refuse to nominate you. In this letter, we will tell you why we made this decision and what you can do to change our minds.
- You have 10 business days* to send us information that addresses our concerns.
- After 10 business days, we will re-assess your application, including the new information you sent us.
- We will make a final decision and send it to you in writing. This decision is final. There is no appeal.

***Note:** We may give you more than 10 business days in extreme circumstances. For example, if you were in hospital or had a death in the family.

Step 7: Apply for permanent residence

Before you apply for permanent residence, make sure the following statements are true:

- You continue to have legal status in Canada.
- You have a work permit that will remain valid while IRCC processes your application.

If you need a letter of support for a work permit, you must ask us for this at least **90 calendar days** before your current work permit expires.

You must apply to IRCC for permanent residence no more than **6 months** after you got our Letter of Nomination and you must pay the fees. Find out how to apply on the [IRCC website](#).

If you miss this deadline, we may send you a one-time extension of your nomination. This will give you more time to apply for permanent residence. There is no guarantee that we will do this. We do it on a case-by-case basis.

IRCC assesses your application

IRCC will assess your application. Their assessment includes any risk you may pose to Canada or Canadians. This includes risks to our safety, security, or to our healthcare system.

If you pass IRCC's assessment, they will send confirmation of permanent residence to you, your spouse, and your dependents. You must tell us about this no later than **30 business days** after the fact.

Our role in the process

The decision to grant permanent residence is IRCC's alone. We do **not** play any part in this decision.

However, we can withdraw your nomination **before** you get confirmation of permanent residence if one of the following statements is true:

- You failed to follow your Business Performance Agreement.
- You or your business no longer meet our requirements for the Entrepreneur stream.
- IRCC has told us that some of the information given when you applied for permanent residence is false or fraudulent.
- IRCC has told us that you, your spouse, or a dependent cannot immigrate to Canada for health, safety, or security reasons.
- IRCC has told us that you, your spouse, or a dependent has an invalid passport.

Document checklist

The following are the documents you need to include with your application to the Nova Scotia Nominee Program: Entrepreneur Stream. You complete this application only **after** you have received an Invitation to Apply from us. Check your documents against the list below. Be sure that you have all the documents we asked for in this guide. We may ask you for more information if we need it.

Check	Forms, criteria, and supporting documents	Who must provide the document
NSNP forms		
<input type="checkbox"/>	eNSNP 100 – Online application See <i>Documents related to your application</i> .	• Applicant
<input type="checkbox"/>	NSNP 400 – This form describes your business and senior management experience. See <i>Documents related to your application</i> .	• Applicant
<input checked="" type="checkbox"/> / <input type="checkbox"/> n/a	NSNP 50 – Use of a Representative See <i>You may use a representative</i> .	• Applicant • Dependents aged 19 or older
<input checked="" type="checkbox"/> / <input type="checkbox"/> n/a	NSNP 60 – Authority to release personal information. See <i>Documents related to your application</i> .	• Applicant • Dependents aged 19 or older

Check	Forms, criteria, and supporting documents	Who must provide the document
Documents related to your business and finances		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Preliminary purchase price and evaluation if you are buying an existing Nova Scotia business <i>See <u>Documents related to your business and finances.</u></i>	• Applicant
<input type="checkbox"/>	Business Establishment Plan <i>See <u>Business Establishment Plan.</u></i>	• Applicant
<input type="checkbox"/>	Net Worth Verification <i>See <u>Net Worth Verification Report.</u></i>	• Applicant
<input type="checkbox"/>	Review Engagement and Special Purpose Report <i>See <u>Review Engagement and Special Purpose Report.</u></i>	• Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Registration or licence of each business owned <i>See <u>If you are applying as a business owner.</u></i>	• Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Registration with the tax authorities for each business owned <i>See <u>If you are applying as a business owner.</u></i>	• Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Financial statements <i>See <u>Finances.</u></i>	• Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Proof that you were a shareholder in the business <i>See <u>If you are applying as a business owner.</u></i>	• Applicant
<input type="checkbox"/>	Items that represent your current business <i>See <u>If you are applying as a business owner.</u></i>	• Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Any documents proving you owned a business	• Applicant

Check	Forms, criteria, and supporting documents	Who must provide the document
Documents related to buying a business		
<input type="checkbox"/>	Proof of fair market value See <u><i>Documents from the current business owner.</i></u>	<ul style="list-style-type: none"> • Applicant • Previous business owner
<input type="checkbox"/>	Financial statements See <u><i>Documents from the current business owner.</i></u>	<ul style="list-style-type: none"> • Previous business owner
<input type="checkbox"/>	Information about current employees See <u><i>Documents from the current business owner.</i></u>	<ul style="list-style-type: none"> • Previous business owner
<input type="checkbox"/>	Letter of acceptance from employees to whom you have offered jobs See <u><i>Documents from current employees.</i></u>	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/>	Exploratory Visit Report See <u><i>If you plan to buy a Nova Scotia business.</i></u>	<ul style="list-style-type: none"> • Applicant
Documents related to past work experience		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Resumé See <u><i>If you are applying as a senior manager.</i></u>	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Pay stubs or payroll records See <u><i>If you are applying as a senior manager.</i></u>	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Letters of reference See <u><i>Letters of reference</i></u>	<ul style="list-style-type: none"> • Applicant • Spouse
Documents related to your education and training		
<input type="checkbox"/> / <input type="checkbox"/> n/a	Study permits See <u><i>Documents related to your education and training.</i></u>	<ul style="list-style-type: none"> • Applicant • Spouse
<input type="checkbox"/>	Canadian diplomas, certificates, degrees, and academic transcripts See <u><i>Documents related to your education and training.</i></u>	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/>	Education Credential Assessment (ECA) See <u><i>If you were educated or trained outside Canada.</i></u>	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Non-Canadian education credentials not included in your ECA See <u><i>If you were educated or trained outside Canada.</i></u>	Applicant

Check	Forms, criteria, and supporting documents	Who must provide the document
Documents related to your ability to communicate in English or French		
<input type="checkbox"/>	Results from one of these language tests: <ul style="list-style-type: none"> • IELTS • CELPIP • TEF • TCF See <i>Documents related to your ability to communicate in English or French</i> .	<ul style="list-style-type: none"> • Applicant • Spouse
Documents about you and your family		
<input type="checkbox"/>	Copies of passports See <i>Passports</i> , and <i>Proof of your family member's status in Canada</i> .	<ul style="list-style-type: none"> • Applicant • Spouse • Dependents • Family members living in Nova Scotia
<input checked="" type="checkbox"/> <input type="checkbox"/> n/a	Copy of visa for the country where you currently live See <i>Documents related to your immigration status</i> .	<ul style="list-style-type: none"> • Applicant
<input checked="" type="checkbox"/> <input type="checkbox"/> n/a	Copies of previous temporary residence permits See <i>Documents related to your immigration status</i> .	<ul style="list-style-type: none"> • Applicant
<input checked="" type="checkbox"/> <input type="checkbox"/> n/a	Copies of letters from previous attempts to immigrate to Canada See <i>Documents related to your immigration status</i> .	<ul style="list-style-type: none"> • Applicant
<input checked="" type="checkbox"/> <input type="checkbox"/> n/a	Copy of marriage certificate See <i>Documents related to your spouse and children</i> .	<ul style="list-style-type: none"> • Applicant
<input checked="" type="checkbox"/> <input type="checkbox"/> n/a	Copy of Statutory Declaration of a Common-Law Union See <i>Documents related to your spouse and children</i> .	<ul style="list-style-type: none"> • Applicant

Check	Forms, criteria, and supporting documents	Who must provide the document
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copies of birth certificates See <u><i>Documents related to your spouse and children</i></u> , and <u><i>Proof that you are related to your Nova Scotia family member</i></u> .	<ul style="list-style-type: none"> • Applicant • Spouse • Dependents • Family members living in Nova Scotia
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copies of custody documents and permission to come to Canada See <u><i>Documents related to your spouse and children</i></u> .	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copies of adoption papers See <u><i>Documents related to your spouse and children</i></u> .	<ul style="list-style-type: none"> • Applicant
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copy of Record of Landing (IMM100) See <u><i>Proof of your family member's status in Canada</i></u> .	<ul style="list-style-type: none"> • Family members living in Nova Scotia
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copy of Confirmation of Permanent Residence See <u><i>Proof of your family member's status in Canada</i></u> .	<ul style="list-style-type: none"> • Family members living in Nova Scotia
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copy of Permanent resident card See <u><i>Proof of your family member's status in Canada</i></u> .	<ul style="list-style-type: none"> • Family members living in Nova Scotia
<input type="checkbox"/> / <input type="checkbox"/> n/a	Copy of Canadian citizenship card See <u><i>Proof of your family member's status in Canada</i></u> .	<ul style="list-style-type: none"> • Family members living in Nova Scotia

Questions?

Call (902) 424-5230 or toll free in Nova Scotia 1-877-292-9597

Email immigration@novascotia.ca

Write to **Labour, Skills and Immigration**
Immigration and Population Growth
PO Box 697
Halifax, NS B3J 2T8
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Visit online novascotiainmigration.ca

Visit in person **Labour, Skills and Immigration**
Immigration and Population Growth
1505 Barrington Street, 4th Floor (Maritime Centre)
Halifax, NS B3J 3K5
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