

**Application Guide for the International  
Graduate Entrepreneur Stream Saskatchewan  
Immigrant Nominee Program (SINP)**

This Program Guide outlines the requirements for the International Graduate Entrepreneur Stream of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions and processes necessary for determining eligibility and submitting a complete electronic application. To find out if you are likely to qualify for the program, read this guide carefully before applying.

Please note that program criteria may change without notice and the SINP will assess applications according to the criteria in the application guide posted on Saskatchewan.ca when the SINP invites you to apply. To check if you have the most up-to-date application guide, please visit: <https://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program/international-graduate-entrepreneur>

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## **What is the SINP International Graduate Entrepreneur Stream?**

The SINP International Graduate Entrepreneur Stream is designed to retain entrepreneurial talent in the province. The SINP International Graduate Entrepreneur Stream nominates applicants who, as per program criteria, establish, acquire or partner in an eligible business in Saskatchewan while on a Post-Graduation Work Permit (PGWP) and are actively involved in its management, and who reside in Saskatchewan.

## **How the SINP International Graduate Entrepreneur Stream works**

If you wish to use the SINP you must first review the Eligibility Requirements section of this guide to determine if you would be eligible to use the program. If you think you are eligible then please review the **Points Assessment Grid** in Appendix A. You need to meet the minimum eligibility criteria to be able to submit an EOI to apply. **Submitting an EOI does not guarantee an invitation to apply will be issued and does not guarantee acceptance to the program.**

The SINP is using an exclusively electronic system for the submission of applications. You will need a valid email address, access to a computer, and the ability to scan and upload the required documents to be able to submit an EOI and a formal application.

### **Criteria Subject to Change**

Program criteria may change without notice and applications will be assessed according to the criteria of the Saskatchewan immigration website when the SINP when the SINP invites you to apply.

## **L Eligibility Requirements**

These requirements must be met by any person applying to the SINP International Graduate Entrepreneur Stream. It is the applicant's responsibility to demonstrate with supporting documents that they meet the eligibility criteria.

If it is found that any person included or associated with the application has intentionally omitted relevant information, or provided false information to the SINP the applicant will be refused for misrepresentation, regardless of their ability to meet any or all of the eligibility requirements. Any person refused by the SINP is unable to submit an EOI or apply to the SINP for a period of two years.

Applicants must meet the **Minimum Eligibility Criteria** to submit an EOI. Applicants must submit the documentation and supporting information outlined in the Document Checklist to provide proof of the ability to meet the eligibility criteria (See Forms section of website)

- a. Be at least 21 years of age.
- b. Have completed a full-time Saskatchewan post-secondary degree or diploma of at least two years in length from a recognized and eligible Saskatchewan institution.
- c. Have a valid Post-Graduation Work Permit with no less than 24 months of eligibility remaining.
- d. Have resided in Saskatchewan during their academic program (no distance-learning programs or accelerated academic program are eligible).
- e. Have a minimum Canadian Language Benchmark (CLB) level of 7.

Applicants who meet minimum eligibility criteria and **are invited to apply** must have and be able to demonstrate an in-depth knowledge of their Business Establishment Plan (BEP).

Applicants selected from the EOI pool, invited to apply and who are approved by the SINP to begin business establishment must:

1. Reside in Saskatchewan.
2. Actively own and operate an eligible business in Saskatchewan for at least one year prior to nomination application.
3. Own at least one third (33 1/3 per cent) of the equity of the business and provide active and on-going participation in the day to day management and direction of the business. Ownership must be the result of a verifiable investment made directly by the applicant, either from their own equity or from an eligible source.
4. Demonstrate that the business is generating the minimum required revenue amount after one year of operation. The minimum required revenue amount is dependent on the number of employees. If the applicant is the only employee, the applicant's salary or a dividend, at minimum, must be above Saskatchewan's

low income cut-off (LICO) threshold which is \$21,487. If there are employees, the revenue must also cover the costs of paying employees prevailing wages (median wage for that occupation in the applicable location, as posted on the National Job Bank).

- Please refer to the “**Eligible Sources of Investments/Revenue**” section of this guide for information on eligible investments and revenue.
  - Applicants must submit the documentation and supporting information outlined in the document checklist.
  - Applicants are required to use the services of an approved professional third party financial service provider when providing documents that demonstrate they have met minimum compensation requirements.
5. Sign a business performance agreement with the Government of Saskatchewan, which will be provided to you by the SINP after your application is approved.

**Business operations that began before submitting an EOI may not be eligible and do not guarantee EOI pool selection or SINP approval.**

Definitions and document requirements are outlined in the Appendixes at the end of this Guide.

## **II. Who is Not Eligible to Apply?**

- Refugee claimants in Canada claiming refugee status from the government of Canada.
- Person’s living illegally in their Country of Residence or Canada.
- Persons who have had a removal order issued against them by Immigration, Refugees and Citizenship Canada or Canada Border Services Agency.
- Persons who are prohibited from entering Canada.

You may not be eligible for immigration to Canada if any of the following situations is true:

- You or any dependent family member (accompanying or not) has a serious medical condition.
- You or any dependent family member (accompanying or not) over the age of 18 has a criminal record.
- You have unresolved custody or child support disputes affecting any member of your family.
- You have intentionally misrepresented yourself in the application.

## **III. International Graduate Entrepreneur Stream Process**

There are four steps to the application and nomination process:

1. **Submitting an EOI to the SINP:** prospective candidates indicate their interest in earning nomination for Permanent Residence as an International Graduate Entrepreneur. See “Expression of Interest.”

- a. Candidates that meet the Minimum Entry Criteria are accepted into the EOI candidate pool.
  - b. Once submitted, EOIs are scored and ranked based on the points grid (see Appendix A).
2. **Invitation to Apply:** candidates are selected from the EOI system based on their score on the points criteria grid, with the top scoring EOIs being prioritized for invitations to apply by the SINP.
  - a. Applicants that pass the SINP's assessment stage sign a Business Performance Agreement (BPA) based on their submitted BEP.
3. **Business Establishment:** approved applicants on a valid PGWP are expected to actively operate their proposed business. Applicants must establish their proposed business within the term outlined in their signed BPA, and must fulfill BPA requirements within the term of their PGWP.
4. **Nomination:** Once an applicant satisfies the conditions of the Business Performance Agreement, they can apply to be nominated by the SINP for permanent residency. Nominated applicants must continue to meet the terms of their BPA during the Permanent Residence application process. Applicants that close or sell their business upon earning an SINP nomination and prior to obtaining Permanent Residence status will have their nomination revoked.

### ***1. Expression of Interest (EOI)***

**An EOI is not an application;** it is an expression of your interest in the SINP. The SINP selects EOI's based upon the EOI Points Assessment ranking and submitting an EOI does not guarantee selection for processing.

In order to submit an EOI to the SINP, you must (1) meet the Minimum Eligibility Criteria, and (2) complete the points grid questions in order to calculate your self-assessed EOI score and submit your EOI into the pool of candidates.

- Candidates are selected from the EOI system based on their self-assessed EOI score, with the top scoring EOIs prioritized for selection. Selected candidates are then invited to apply to the SINP.
- If you are invited to apply, you must submit a BEP that corresponds to the information in your EOI. The SINP will not accept changes to the submitted EOI information after the Invitation to Apply has been issued.

Please follow these steps to submit your EOI to the program:

- Review the Eligibility Requirements for the International Graduate Entrepreneur Stream section of this guide. Only those who meet the Minimum Eligibility Criteria can submit an EOI.
- If you are eligible to apply under the International Graduate Entrepreneur Stream, review the Points Assessment Grid in Appendix A.
- Complete your online Expression of Interest. Instructions are provided during the online submission. The system will calculate your score based upon the information you enter and your EOI will be placed in a pool for potential selection.
  - Ensure that your EOI has the status of Submitted or it will not be selected.

- If selected, your EOI will form part of your application. You must ensure your EOI is up to date at the time of submission, and that all answers are accurate and truthful.
- You must ensure you understand the questions before providing an answer. If you are unsure, use the help icons; review the SINP website; or contact our office.
- You do not attach any documents to your EOI. However, you will be required to attach documents, including translations where required, if you are invited by the SINP to submit an electronic application.
- There is no fee for submitting an EOI or application for this category.
- Your EOI is ranked based upon your points assessment score and placed in an EOI pool.
  - EOI's can remain in the pool for twelve months from the date of submission.
  - If your EOI is not selected during this period, it will be removed from the pool and you will be able to resubmit a new EOI if you choose.

If you are able to acquire additional points after beginning your EOI, you can update your "Pending" EOI before it is submitted. Once your EOI has been submitted you are able to update it by changing the status back to "Pending" to enable edits before resubmitting. "Pending" EOIs are not eligible for selection, and any changes to the EOI will also change the date of submission.

If your EOI is selected it will be removed from the pool and you will no longer be able to update it. Points for age are awarded based on your age on the date you submit your EOI.

**Business operations that began before submitting an EOI may not be eligible and do not guarantee EOI pool selection or SINP approval.**

## ***2. (a) EOI Selection and Invitation to Submit an Application***

- EOIs are assessed against the criteria in place at the time of Invitation to Apply.
- If your EOI is selected, you will receive an Invitation to Submit an Application (ISA) letter. If your application does not match the information in your EOI as a result of fraud or misrepresentation, it will be rejected and you will be unable to submit an EOI or apply to the SINP for two years. If your situation or any of your information has changed and the changes would result in a loss of points or you would no longer meet the minimum criteria, then you should request to withdraw your EOI and not submit an application.
- Selection does not guarantee that your application will be approved or that you will receive nomination or permanent residence.
- An ISA letter will include a file number.
- You will have **30 calendar days** from the date of the ISA letter in which to:
  - Submit your complete electronic Application, including all required supporting documents.
    - Please note that it is the responsibility of the applicant to hit Submit on the online application or it may be closed.
- You will need to upload supporting documents to your electronic application. Please carefully review the document checklists for a full list of all required documents.
- All documentation must be provided in English or French. When documents are in

a language other than English or French, the Applicant must submit an electronic copy of the original document as well as an electronic copy of its translation and a translator affidavit.

- If you have not submitted the required information within the deadlines stipulated your invitation to apply will expire and your application will be closed. If your application has been closed and you are still interested in applying to the SINP you will have to submit a new EOI, under the relevant criteria in place at the time of submission.
- EOIs that are closed due to failure to submit required information by the deadline are not eligible for Second Review.

## **2. (b) SINP Application Assessment**

- Once your Electronic Application including all Supporting Documentation is received, the SINP will assess your application.
- Supporting documents must include your BEP (please see Appendix B for further details).
- It is your responsibility to ensure your proposed business meets the criteria for Eligible Businesses (see Part IV). If it is not an Eligible Business or does not clearly demonstrate a significant economic benefit to Saskatchewan, your application may be closed.
- Please note that only complete applications will be accepted.
  - Incomplete applications will be closed.
  - If your application has been closed and you wish to reapply, you must submit a new EOI for consideration, under the relevant criteria in place at the time of submission.
- Your application will be assessed against the Eligibility Criteria and your EOI Points Assessment will be verified.
  - A SINP Official may contact you for more information or call you for an in-person interview.
  - If you do not respond to requests for additional information, your application will be closed.
- If upon review of your application, you do not meet Eligibility Criteria your application will be ineligible.
  - You may choose to submit a new EOI once you meet program criteria.
- If you appear to meet the program criteria you will be contacted to participate in a final in-person interview.
  - During the interview, applicants must present their comprehensive business plans and detail how the plan meets BEP requirements.
  - Applicants must also be able to describe any business research conducted.
  - Applicants that do not satisfy the requirements for the interview will have their files deemed ineligible.
- If you demonstrate that you meet the program criteria you will be sent a BPA for your review and signature.
  - Your BPA is your legal agreement with the Province of Saskatchewan.
  - Your BPA will state the industry sector your business will operate within and the term length of the agreement (24 months). The BPA will also list other information relevant to your application including but not limited to LICO amount and business location.
  - These BPA requirements are based upon the information you supplied in your



- EOI and BEP.
  - You must scan and attach your signed and dated BPA to your online SINP application **within 20 days of issuance from the SINP.**
- Upon receipt of your signed and dated BPA the SINP will issue a SINP Approval Letter.
  - The SINP approval letter is not a nomination and cannot be used to apply for Permanent Residence or extend your current work permit.
  - The approval letter recognizes that the SINP approves your application and proposed business outlined in the BPA, and expects you will reside and operate your business in Saskatchewan.

Applicants found to be ineligible who believe the SINP erred in the assessment of their application and ineligible decision are able to request a Second Review.

- Second Review applications must be received within 45 days from the date of the decision.
- A written justification outlining the reason for the review must be included in the request.
- Only original application materials will be used when conducting a Second Review. Additional information or materials will not be accepted.

### **3. (a) Business Establishment**

- Upon approval you are required to:
  - Reside in Saskatchewan and actively operate your business on a day-to-day basis.
  - Establish, purchase or continue to operate your business as per the requirements of your BPA and your BEP.
  - If you are continuing to work to meet your BPA commitments you must submit the *Business Establishment Progress Report* 12 months after the Approval Letter date, found on the website under “Application Forms”, outlining your business establishment activities to date. This is submitted online through your Oasis account.
  - When you have fulfilled the terms of your BPA, including meeting minimum income requirements, submit your application for nomination.
  - Only approved applicants that can demonstrate a minimum of 12 months of active business operation are eligible for nomination.
- The SINP does not provide support letters to extend a PGWP, as PGWPs are not eligible for extension. The SINP will support an application for a Bridging Open Work Permit (BOWP), however BOWPs are only available to applicants who have submitted a PR application as a result of a SINP nomination.
- You are encouraged to use the settlement services available in Saskatchewan. You may be able to access government funded settlement services through Regional Newcomer Gateways. These organizations are welcome centres for newcomers to Saskatchewan that provide language assessment services, career and employment services (for your accompanying family members), and guidance and advice from a Settlement Coordinator. These [Regional Newcomer Gateways](#) can also connect you to community and ethno-cultural groups.
  - After approval, applicants may access business establishment and settlement

services from a designated business service provider available to answer questions related to fulfilling the terms of the BPA. The business service provider can also refer you to other service providers for relevant information and guidance related to the establishment of your business.

### **3. (b) Inability to Fulfill BPA Terms**

- The SINP will not consider any requests to change the terms of the BPA after it is approved and signed by both parties.
- Applicants that are unable to fulfill the terms of their BPA due to humanitarian reasons are required to contact the SINP directly to discuss options. Otherwise, all applicants are expected to fulfill the terms of their original BPA to the satisfaction to the SINP.
- Changes to business operations, such as relocating your business within the same location type are not considered a change to the terms of the BPA and do not require SINP approval. Applicants making these changes are required to notify the SINP.

### **4. Application for Nomination**

In order to be eligible to apply for nomination you must be residing in Saskatchewan, actively operating your business on a day-to-day basis, and you must demonstrate compliance with your BPA, including meeting minimum revenue/LICO requirements, maintaining legal status in Canada, and operating your business in accordance with your BPA for at least 12 months before requesting nomination. You are responsible for maintaining your legal status in Canada as per the Immigration and Refugee Protection Act (IRPA).

- Once you have fulfilled your BPA, operated your business for a minimum of 12 months and meet the Eligible Sources of Investment/Revenue Requirements you are eligible to apply to the SINP for nomination.
- You must complete, scan and email your completed application for nomination to [saskentrepreneur@gov.sk.ca](mailto:saskentrepreneur@gov.sk.ca). Appendix E contains the list of required documents.
- The SINP will assess your application for nomination and advise you of the outcome. You will be assessed upon your compliance with your Business Performance Agreement and any other criteria in place at the time you started your application process.
- The SINP may complete a site-visit to your business location or request an in-person interview as part of the nomination assessment process. Applicants that are not available to conduct the site-visit or in-person interview may be refused nomination.
  - The purpose of the site visit is for the SINP to provide referrals to relevant services and assess whether you are fulfilling the terms of your BPA.
  - The site visit can occur at any time after you begin business operations and will be used as part of the SINP's review of your Application for Nomination.
  - The SINP will not schedule site visits and applicants will not be able to request that a site visit be done at a specific time.
- If you plan to be away from your business or if your business will be closed for more than four consecutive business days, you must notify SINP. If a site visit is conducted while you are away and you did not inform SINP of your absence,

your application for nomination may be closed. You do not need to inform SINP of absences that are less than three business days.

- If approved for nomination the SINP will:
  - Send a nomination certificate to Immigration, Refugee and Citizenship Canada (IRCC); and
  - Send a nomination letter to you explaining how to forward your permanent residency application to the IRCC Centralized Intake Office(CIO).
- Nominated applicants must meet the commitments of their BPA during the SINP nomination assessment and continue to meet the commitments of their BPA during the Permanent Residence application process. Nominees that close or sell their business during these processes will have their nominations revoked.
- Nomination applications that are closed due to failure to submit required and/or requested information deadlines are not eligible for Second Review.

#### **IV. Application for Permanent Residence**

- To obtain Permanent Residence status, you must apply to IRCC with your SINP nomination. You must:
  - Ensure you maintain your legal status in Canada; and
  - Have a valid Work Permit when you submit your application and are waiting for IRCC to process your permanent residence application.
- IRCC considers your application after they receive the nomination certificate from the SINP.
- IRCC completes health, security and criminal reviews, and then, if approved, issues visas to you and your immediate family members.

In addition to health, criminality and security checks, IRCC may request any additional information that it deems appropriate at any time during the application process, such as your BPA or BEP. IRCC is responsible for assessing each nominee's eligibility for Permanent Residence. **The SINP is not responsible for IRCC's decision to grant or deny Permanent Residence status.**

#### **V. Eligible Businesses**

Businesses must have the potential for creating economic benefit to Saskatchewan, as assessed by SINP officials. Business proposals can include the plan to purchase and continue operation of an existing business or the establishment of a new business fulfilling economic needs in Saskatchewan.

**The SINP does not pre-approve or endorse any business proposals or projects.**

Eligible businesses must meet the following requirements:

- Businesses can be Sole Proprietorships, Partnerships, or Corporations but must meet the legal requirements of the community they operate in.
- The business must be a for-profit entity with the primary purpose of earning profits through the sale of goods and/or services.
- The business must be considered a "permanent establishment" as defined under subsection 400(2) of the Canadian *Income Tax Regulations*, 1985.

You must own at least one third (33 1/3%) of the business.

You are required to reside in Saskatchewan within 50 kilometers from your business and be involved in its day to day management. You may not do this remotely, or from another Canadian Province or Territory or from another Country and you are required to demonstrate residence in Saskatchewan for at least 75 per cent of the time while on a work permit (i.e. approximately 15 months out of 20 months).

### **1. Starting a New Business**

- Applicants can establish a new for-profit business in any industry or sector that satisfies the “eligible business requirements” and is not considered to be ineligible, as per program criteria (See 4. Ineligible Businesses).

### **2. Purchasing an Existing Business or Business Succession**

- If purchasing an existing business.
  - The Saskatchewan based business must have been in continuous operation and owned by the same owner for the previous three years.
  - All applicants purchasing an existing business or a business succession opportunity must visit the community to see the business and/or meet the previous owners.
  - Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business.
  - Applicants must commit to maintaining employment for existing Canadian citizens or permanent residents, as well as maintaining existing wages and employment terms.

### **3. Joint Ventures between SINP International Graduate Applicants**

- For applicants proposing a joint venture with another SINP International Entrepreneur Graduate applicant in the operation of a new business, the purchase of an existing business or a partnership with a Permanent Resident or Canadian Citizen:
  - The existing Saskatchewan based business must have been in continuous operation by the same owner for the previous three years.
  - Applicants must meet the previous owners or business partners.
  - Applicants must provide evidence that reasonable efforts were taken to establish a fair market value for the business or investment amount.
  - When committing to maintain employment for existing Canadian citizens or permanent residents, applicants are required to show that employees are paid prevailing wages (as posted on the National Job Bank).
  - When applying, all applicants must clearly indicate in their application form that they are proposing a joint venture with a program applicant or a permanent resident or Canadian citizen, and identify their proposed business partners;
  - Each prospective applicant must submit their individual EOI simultaneously;
  - Each prospective applicant will be evaluated individually, with their selection from the EOI pool dependent on their ability to meet eligibility criteria and earn points as an individual, not part of a group or partnership;

- If any partner is not selected from the EOI pool for processing, all remaining partners will need to update their business proposal if any changes are required to be eligible for the EOI points previously earned;
- If all partners are selected from the EOI pool and approved, each partner will be required to sign a separate Business Performance Agreement, and each partner must meet the agreement terms in order to be approved for nomination;
- In the event that the SINP determines that one or more partners failed to meet the terms of their individual Business Performance Agreement for reasons beyond humanitarian and compassionate circumstances, all remaining partners will be required to update their performance agreement to ensure they continue to meet program criteria.

#### **4. Ineligible Businesses**

- The following characteristics are primary forms of business that are deemed ineligible for the SINP International Entrepreneur Graduate stream:
  - Wholesale trading businesses, where goods or merchandise are purchased in Canada or internationally, and resold without transformation, either in Canada or internationally
  - Businesses located in a multi-business retail condo/location/project or business incubator that is not completed/operational, and/or is targeted or dependent on investment or business operations from SINP entrepreneurs for the development, completion or ongoing operation of the project
  - Any business where the investment or purchase of the business is the result of a “Non-Arm’s Length” transaction, such as the purchase of an existing business from a family member or transactions between related stakeholders such as partnerships or corporations
  - Any business previously owned by a SINP Entrepreneur or Immigrant Graduate Entrepreneur applicant
  - Any business venture or partnership with an SINP Entrepreneur category applicant (only partnerships with new International Graduate Entrepreneur applicants are eligible)
  - Primary agriculture/farming operations
  - Property rental, investment, and leasing activities
  - Coin operated businesses of any kind
  - Consultancy or any business that offers professional advice
  - Resale of goods and/or services
  - Online/e-commerce businesses (unless the service/product is new to the Canadian marketplace and products are warehoused by the applicant in Saskatchewan)
  - Real estate construction/brokerage/renovation/property development, insurance brokerage or business brokerage where you receive a commission or do not take physical possession of the product.
  - Professional services or self-employed business operators requiring licensing or accreditation, unless the license or accreditation was obtained as a result of your academic studies
  - Long distance freight trucking

- Pay day loan, cheque cashing, money changing and cashmachines
- Credit unions
- Home-based businesses, including bed-and-breakfasts and lodging houses (see Appendix D for definition)
- Co-operatives
- Investments into a business operated primarily for the purposes of deriving passive investment income
- A business that by association could bring the SINP into disrepute

## **VI. Eligible Sources of Investment/Revenue**

### Eligible Investment

- Applicants must demonstrate that any initial investment into the establishment or purchase of a business is financed directly from the applicant's own equity and/or from a recognized Canadian financial institution, Venture Capital (VC), or Angel Investment firm. Applicants unable to satisfy the SINP during application assessment that the source of their immediate investment meets program criteria and is from a lawful source will be refused approval and/or nomination.

Other sources of investment that are not eligible to be claimed as the applicant's contribution to meeting minimum ownership requirements include, but are not limited to, gifts or "in-kind" contributions from partners or third parties, donations, or loans or grants from ineligible financial institutions.

### Revenue to Meet LICO Requirement

- The eligibility of a source of revenue is assessed based on whether or not the revenue is the direct result of ongoing business activities. Not all revenue sources will be eligible, while others will be eligible within limitations.
  - Transaction-based revenue – proceeds of sales of goods and/or services that are usually one-time customer payments such as the sale of retail items or the purchase of one-time services.
  - Recurring revenue – earning from ongoing payments for continuing services or after-sale services to customers, such as subscriptions, licencing, orfees.
  - Venture Capital/Angel Investment – may be considered eligible forms of revenue if obtained by a member of the [National Community for Angels, Incubators, and Accelerators](#), or the [Canadian Venture Capital Private Equity Association](#). Only investment revenue directly associated with the operation of the business may be considered eligible. The SINP reserves the right to review investment contracts/agreements to determine the eligibility of investment revenue.

Ineligible sources of revenue include, but are not limited to, any source of passive income not the direct result of ongoing business operations, such as arbitrage, online reselling, online marketplace commissions, rental/leasing income, interest, dividends, gifts or donations.

## **VII. Who is included with Your Application?**

If applicable, you must list your spouse and all dependents on your application to the SINP International Graduate Entrepreneur program category whether or not they are

remaining in Canada with you. Any new dependents must be declared to the SINP and IRCC before visas are issued.

IRCC may change the definition of dependents or the policies regarding dependents at any time. You can review IRCC's policies and procedures at <https://www.canada.ca/en/immigration-refugees-citizenship.html>.

Accompanying dependents include:

- **Spouse** – A husband or wife of the opposite or same sex.
  - If married in Canada, the application must include the marriage certificate issued by the province or territory where the marriage took place.
  - If married outside of Canada, the marriage must be valid under the law of the country where it took place and under Canadian law.
  - A marriage performed in an embassy or consulate must comply with the law of the country where it took place, not the country or nationality of the embassy or consulate.
- **Common-law partner** – A person of the opposite or same sex who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.
  - Common-law partners are still eligible if short absences occurred for business travel or family reasons only.
  - The application must include proof that the Principal Applicant and his or her common-law partner have combined their affairs and established a household together.
- **Dependent children** – Daughters and sons who:
  - Are currently under the age of 22 and do not have a spouse or common-law partner;
  - Dependent on their parents for financial support since before the age of 22 and unable to financially support themselves because of a physical or mental condition.

Dependent family members that are not included in your application cannot be nominated for permanent residence as part of your SINP application at a later date.

If you wish to have dependent family members join you in Canada later, you will need to make a separate application to the Government of Canada's Family Sponsorship program or another immigration stream. The application will have to be approved before your dependent family members will be allowed to join you.

Please note: if you are the principal applicant, your parents, brothers and sisters may not be included in the SINP application.

## **VIII. General Guidelines**

### **1. Completing the Online EOI and Application**

- Answer all questions. Only EOIs with all sections completed can be submitted.
- If your application is accepted for processing and the information that you

provided changes, such as your family composition, marital status, country of residence, contact information, you **must** inform the SINP.

## **2. Supporting Documents**

- For a complete list of required supporting documents review the SINP International Graduate Entrepreneur Stream Document Checklist included in the Forms section on the SINP website.
- Supporting documents are the documents required for your immigration application (e.g. documents that prove your identity, entrepreneurial experience, language ability, finances, etc.).
- You will need to upload copies of your supporting documents to your electronic application. All uploaded documents must be clear and easy to read.
- When documents are not in English or French you must submit the following;
  - An electronic copy of the original document;
  - An electronic copy of the English or French translation of the document; and
  - An electronic copy of the affidavit from the translator describing their translation ability.
  - **Although the SINP requests you upload copies of documents to an electronic application, IRCC may require original documents or certified copies.**
- Translators can be any person other than your family member or spouse. Translators must not work for or be a paid consultant or representative who is preparing the application. You must also supply an affidavit from the translator describing their translation ability. The CIO requires that the translator is certified by a regulatory body as a translator. It is the responsibility of the Applicant to ensure that translations meet all federal requirements.

## **IX. Immigration Representatives and Designated Individuals**

You do not need to hire an immigration consultant, representative or lawyer to submit an EOI or application to the SINP, and the hiring of a paid professional will not lead to priority processing.

Please review the following when determining if you want to use a Representative:

<http://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/using-an-immigration-representative>

**IMPORTANT:** If you choose to use a representative you must only work with lawyers or immigration consultants who are licensed by Saskatchewan or are working in partnership with someone who is licensed by Saskatchewan.

If you are unsure if your paid representative is authorized in Saskatchewan, you may contact the Employment Standards – Foreign Worker Recruitment and Protection unit at 306-798-1350 or [FWRISA@gov.sk.ca](mailto:FWRISA@gov.sk.ca) or visit [licensed immigration consultants](#).

**All applicants** must complete and submit an original copy of the Ethical Conduct Disclosure and Applicant Declaration Form.



If you are using a representative, you must **also** complete the IMM-5476: Use of a Representative form and submit it with your application.

You must complete and sign Section B of the Ethical Conduct Disclosure and Applicant Declaration Form to declare whether or not you are appointing a representative to act on your behalf with the SINP and whether or not you obtained assistance from anyone in completing the application form. If you have appointed a representative, he/she must also complete and sign Section C of the form.

If you have a representative and do not disclose the name of your representative to the SINP, your application will be refused. A representative who advises an applicant to provide false or misleading information is also breaking the law. The SINP reserves the right not to recognize or communicate with a representative who has violated the terms of the Ethical Conduct Disclosure.

You may only appoint one paid or unpaid representative to conduct business on your behalf with the SINP at any time. If you wish to cancel the appointment of your representative or appoint a new representative at any time, you must complete a new IMM 5476 and ensure that you complete Section C: Cancel a Representative. If you wish to appoint another representative, you must submit a new Ethical Conduct Disclosure and Applicant Declaration Form. If you are making a change after your application has been submitted, email the forms to [saskentrepreneur@gov.sk.ca](mailto:saskentrepreneur@gov.sk.ca).

To learn more about the regulation of immigration consultants and recruiters, and your protection measures please visit [The Foreign Worker Recruitment and Immigration Services Act](#).

### ***Designated Individuals***

In addition to your paid or unpaid representative, you may choose to let someone else have access to information about the application. For example, if you hire a lawyer to assist with the application, you may also want a family member to have access to information about the application.

If you wish to have personal information released to someone who is not your representative, you must complete the form *IMM-5475: Authority to Release Personal Information to a Designated Individual* and submit it with your application to the SINP. Designated individuals will not receive copies of any correspondence from the SINP, but they can contact the SINP to receive information about the application by emailing [saskentrepreneur@gov.sk.ca](mailto:saskentrepreneur@gov.sk.ca).

**Appendix A: International Graduate Entrepreneur Expression of Interest Points Grid**

<b>International Graduate Entrepreneur EOI Points Grid</b>				
<b>Factor</b>	<b>Description (see detailed definitions)</b>	<b>Points</b>	<b>Max Score</b>	<b>Documentation Required</b>
Age	<ul style="list-style-type: none"> <li>➤ 21 or less</li> <li>➤ 22-34</li> <li>➤ 35-40</li> <li>➤ 40+</li> </ul>	<p>0</p> <p>10</p> <p>5</p> <p>0</p>	/10	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Passport</li> <li>• National Identity Card</li> </ul>
Official Language Ability	<ul style="list-style-type: none"> <li>➤ CLB 7</li> <li>➤ CLB 8</li> <li>➤ CLB 9+</li> </ul>	<p>0</p> <p>5</p> <p>10</p>	/10	<ul style="list-style-type: none"> <li>• International English Language Testing System (IELTS) General Training test results</li> <li>• Canadian English Language Proficiency Index Program (CELPIP-General) test results</li> <li>• Test d'évaluation de français</li> </ul>
Education	<ul style="list-style-type: none"> <li>➤ Awarded a Doctoral level university degree (Ph.D.) by a Saskatchewan university</li> <li>➤ Masters or Professional degree awarded by a Saskatchewan graduate college or university                             <ul style="list-style-type: none"> <li>➤ Professional degrees - Must also be licenced by the appropriate Saskatchewan regulatory body</li> </ul> </li> <li>➤ Awarded two or more Canadian degrees or diplomas requiring at least three year of full-time study (one must have been awarded by a Saskatchewan college or university)</li> <li>➤ Awarded an undergraduate degree from a Saskatchewan university that required at least three years of full-time study</li> <li>➤ Awarded a post-secondary diploma from a Saskatchewan college or university that required at least two years of full-time study after high school</li> </ul>	<p>20</p> <p>15</p> <p>10</p> <p>5</p> <p>5</p>	/20	<ul style="list-style-type: none"> <li>• Education degrees or diplomas, with official transcripts and enrolment dates</li> <li>• Proof of licensure (if applicable)</li> </ul>

Economic Benefit	<ul style="list-style-type: none"> <li>➤ Business is located: <ul style="list-style-type: none"> <li>• In Regina or Saskatoon 0</li> <li>• Within Regina or Saskatoon CMA 5</li> <li>• Outside Regina or Saskatoon CMA 10</li> <li>• In a community with less than 5,000 residents 15</li> </ul> </li>   <li>➤ Business is innovative and/or in a priority sector: 25 <ul style="list-style-type: none"> <li>• agrivalue,</li> <li>• indigenous economic partnerships,</li> <li>• recipient of any Saskatchewan Government business incentive or tax credit (e.g., patent-box, Product2Market, SK Tech Start-Up Incentive recipient)</li> <li>• Business is the commercialization of technology or research conducted as part of your academic studies</li> </ul> </li> </ul>		/40	<ul style="list-style-type: none"> <li>• BEP</li> <li>• Education degrees or diplomas, with official transcripts and enrolment dates (if applicable)</li> <li>• Letter of reference from faculty advisors, partners or other relevant university business associate (if applicable)</li> <li>• Proof of receipt of incentive or tax credit (if applicable)</li> </ul>
Adaptability	<p>Spouse or common-law partner has completed a program of full-time study in a minimum two-year program at an accredited post-secondary institution in Saskatchewan; or is currently enrolled and has completed a minimum of one-year of full-time studies in a minimum two-year program at an accredited post-secondary institution in Saskatchewan</p> <p>OR</p> <p>Spouse or common-law partner have completed at least six months of continuous full-time employment in Saskatchewan at the time of EOI submission</p>	20	/20	<ul style="list-style-type: none"> <li>• Confirmation of enrollment on official program letterhead and signed by the registrar or appropriate designate</li> <li>• Education certificates, degrees or diplomas with official transcripts</li> <li>• Employment contract and/or letter of reference from their employer.</li> </ul>
<b>Total Points</b>			<b>/100</b>	

## **DEFINITIONS FOR POINTS GRID**

### **SINP International Graduate Entrepreneur Stream points assessment instructions**

The points assessment for the Saskatchewan Immigrant Nominee Program (SINP) International Graduate Entrepreneur Stream is a key component of the program. The points assessment allocates points for various elements of human capital and business innovation. It aims to select innovative entrepreneurs who will transfer their skills to Saskatchewan and diversify our growing economy and labour market.

**Please refer to the SINP Document Checklist for detailed instructions on the forms and supporting documents required to earn assessment points.**

#### **Age**

Candidates are eligible for points on the basis of the candidate's age at the time of submission of the Expression of Interest.

#### **Official language ability**

Acceptable language tests are:

- 1) the International English Language Testing System (IELTS) General Training.
- 2) the Canadian English Language Proficiency Index Program (CELPIP-General).
- 3) the Test d'évaluation de français (to test proficiency in French).

No other evidence of language proficiency will be accepted. A language test from the principle candidate is mandatory. Test must be taken no more than two years prior to the date the EOI is submitted.

If a submitted EOI is changed or updated prior to the candidate being invited to apply, the submission date of the EOI will be updated to the date the EOI was updated, not the original submission date. Note that the language test must still be completed within two years prior to this new submission date.

#### **Education**

Points are awarded if the candidate can demonstrate they have post-secondary education credentials that have been awarded by an eligible Saskatchewan institution, or a Saskatchewan and Canadian institution for those claiming points for multiple degrees/diplomas. To be eligible for points, the applicant must provide supporting documents that verify their educational qualifications. Part-time studies, accelerated programs or courses completed via correspondence or remote study are not eligible for points.

#### **Economic Benefit**

This component of the points assessment gives points for the following attributes. Candidates may claim points for more than one item under the Economic Benefit category of the points assessment, to a maximum of 40 total points.

- Commercialization of technology or research conducted as part of your most recent academic studies

Candidates will have points verified and confirmed by the SINP if their BEP clearly outlines how they intend to commercialize a technology or aspect of their research developed during their most recent academic studies in Saskatchewan. The commercialization of technology or research that is not the result of their own academic studies is not eligible for the points. The commercialization of technology or research from previous academic studies completed in Canada may be considered eligible, upon review and approval by the SINP.

- **Business Location**

Candidates will receive points if they propose to establish/purchase and actively own and operate an eligible business in various communities across Saskatchewan (See Glossary for Definition of Census Metropolitan Area). Higher points are awarded to applicants planning to operate their business in smaller, rural or remote communities.

- **Innovation and Priority Sectors**

Candidates will receive points if their BEP clearly outlines how they intend to establish/purchase and actively own and operate a business that is innovative or in a priority sector, as identified by the SINP on the EOI Points Grid. This list of identified priority sectors is subject to change.

### **Adaptability**

Points may be awarded if the candidate has a spouse or common-law partner who has completed a program of full-time study in a minimum two-year program at an accredited post-secondary institution in Saskatchewan within one year preceding EOI submission. Points may also be awarded if the applicant's spouse is currently enrolled and has completed a minimum of one-year of full-time studies in a minimum two-year program at an accredited post-secondary institution in Saskatchewan.

Points may also be awarded if the applicant's spouse is working full-time for a minimum of six months for a Saskatchewan employer at the time of EOI submission. Full-time work is defined as working more than 30 hours per week.

## **Appendix B: Business Establishment Plan**

The BEP must be a plan for successful settlement and business development in Saskatchewan. The BEP should contain a comprehensive, well-researched proposal. Information presented should demonstrate how the applicant plans to finance their proposed business from eligible sources, meet minimum revenue requirements and how the applicant will have an active ongoing role in the management of the business.

In developing this BEP the Applicant must conduct extensive research and consider relevant economic and market factors. If proposing to purchase an existing business, the BEP must include information demonstrating the applicant has access to the required financing. Evidence demonstrating fair market value has been determined is also required. The BEP must also take into account the applicant's management strengths and weaknesses.

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

Please note that the SINP reserves the right to have BEPs assessed by professional third parties identified by the Government of Saskatchewan. The assessment conducted by identified Third Parties will only focus on the preparation and due diligence conducted by the applicant in preparing their proposed business plan.

**The BEP must include all of the following information, regardless of whether you are purchasing an existing business or plan to establish a new business. Failure to include any of the following information may result in the application being closed. Please describe:**

### Business Idea

- Proposed industry/sector;
- Description of your proposed business;
  - If you are planning to purchase an existing business, please include the legal name of the business as well as the trading name. Please also include details of any changes you are considering to the business operation.
- Business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- Proposed location for the business (city or town);
- Proposed or confirmed financing sources
- Market analysis;
  - Who are your customers? Who are your suppliers? Who is your competition?
- What products or services will you offer;
- What distribution channels will you use;
- What hours will your business operate;
- What regulations or licenses do you need to operate your business;
- Number of jobs to be created for Canadians or Permanent Residents living in Saskatchewan;

- Please include full details of research undertaken to support these plans.

#### Economic Benefit

- Describe the economic benefit to the community being served, such as:
  - adopting and introducing new technology
  - developing new products or services
  - how the product or service is unique or an improvement on existing versions
  - developing innovative approaches to traditional businesses
  - increasing exports
  - increasing research and development, or technology commercialization
  - providing products or services to an under-served local or regional market
  - transferring technology and specialized knowledge to Saskatchewan

#### Initial Investment

- Proposed initial investment amount and budget;
- Forecasted start-up funds and expenses, include a cash flow projection for the first year of operation;
- Source of financing for investment. If financing will be required in addition to any investment from own resources, please specify the amount and identify the eligible source.

#### Business Relationships

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

#### Human Capital

- Management contribution you will make with respect to the proposed business (e.g., sales, distribution, production, research and development etc.). Please include an estimate of the hours you will spend managing and/or working in the business on a weekly basis;
- Preparation and training for entrepreneurship in Saskatchewan (including course titles and institution names);
- Educational background and its relevance to the proposed business idea;
- Entrepreneurial experience and its relevance to the proposed business idea; and,
- If you have no relevant experience or background directly related to your business idea, please explain how your knowledge or experience can be applied to the proposed business idea.

## **Appendix C: Documents to Be Submitted With Nomination Application**

Applicants who have fulfilled their Business Performance Agreement can submit an online request for nomination. It is the applicant's responsibility to satisfy the SINP that they have fulfilled their Business Performance Agreement and that they have actively managed their business for a minimum of 12 months. The SINP must also be satisfied that the Applicant has been, and remains, a resident in Saskatchewan. The SINP will assess the request and advise the applicant of the outcome. An unannounced site-visit to the business or interview may form part of SINP assessment.

It is expected that the Applicant will maintain business operations throughout the nomination process and until they are granted Permanent Residency (PR) status. If Applicants are not able to do this, they must contact SINP as soon as possible. Applicants that fail to meet the commitments of their BPA during the SINP Nomination process and the Permanent Residence application process will have their nomination revoked.

In addition to the information applicants provide in their request for nomination the following documents will need to be scanned and uploaded to the BPA Documents page of their online application:

### **Personal/Settlement Documents for the Principal Applicant**

- Passport – pages containing photo and biographical data, last page containing signature and all other pages.
- Post-Graduation Work Permit – PGWP including the date issued and the expiry date
- Saskatchewan Health Card
- Proof of address in Saskatchewan. This can include;
  - Utility bills in your name
  - Lease agreements you have signed
  - Mortgage documents or purchase agreement if you have purchased a house
  - Saskatchewan Driver's License (if applicable)

### **Business Documents**

#### **Proof of Investment and Revenue**

- Chartered Accountant Certificate for the International Graduate Entrepreneur Stream (See *Guide to Completing Chartered Accountant Certificate*, found on the website under the heading Application Forms.)
- Proof of funds transferred to Canada. You must provide proof of transfer for any funds or financing from eligible sources to a bank account in Saskatchewan. This can include;
  - The bank statement showing the withdrawal from your bank account in your home country and the bank statement showing the deposit into your bank account in Saskatchewan; or
  - Your funds transfer showing the account money was withdrawn from and the account money was transferred to
  - Receipt for eligible financing source
- Receipts for business purchases. Include receipts for;
  - Land
  - Buildings
  - Equipment/Furniture
  - Software
  - Licenses
  - Franchise fees
  - Leasehold improvements



- Pre-paid lease agreement
- Pre-paid Insurance
- Cash and Receivables
- Startup and Operating Expenses
- Inventory
- Professional fees associated with the establishment of business (not related to immigration)
- One vehicle (in accordance with Canadian Revenue Agency (CRA) guidelines for personal use vehicles in a business)
- Lease Contract for Business Premises (if applicable)
- Registration/Land Title for Business Premises (if applicable)
- Proof of Job Creation and/or Maintenance (if applicable)
- Payroll documents; Canada Revenue Agency payroll remittances, cancelled cheques, payroll ledger, T4s
- Wages and benefits paid from financial statements of the Business Proof of

#### Business Ownership

- Business Name Registration
- Article of Incorporation (if applicable)
- Partnership Agreement (if applicable)
- Shareholder's Agreement (if applicable)
- Shareholder Registry (if applicable)
- Signed Purchase Agreement and Share Transfers (if applicable)
- Signed Franchise Agreement (if applicable) Proof of Business Operation
- Business License
- Permit (from City or Town where business is located)
- Trade Licenses and other business specific licenses
- Photos of Business Premises (exterior and interior)
- Financial Statements – balance sheet and profit and loss for previous complete fiscal year end and interim accounts completed by your accountant.

#### Proof of Business Management

- Cancelled Business Cheques
- Contracts with suppliers
- Contracts with customers
- Representative samples of documentation generated in the day-to-day operation of the business
- Evidence of professional relationships in Saskatchewan

**\*Once these documents have been uploaded, please send our office an email at [saskentrepreneur@gov.sk.ca](mailto:saskentrepreneur@gov.sk.ca) to notify us that you have uploaded the Nomination application documents.**

## **Appendix D: Glossary**

The following definitions will help in understanding this application guide:

**Active Ownership:** Responsible for day-to-day management responsibilities of a business.

**Affidavit:** A sworn statement in writing. It is a written promise that this is the Principal Applicant's statement.

**Arrival:** This is the date you entered Canada and were issued your temporary work permit.

**Business Establishment Plan (BEP):** A plan summarizing the Applicant's planned business venture. A BEP should include enough information to outline the most important details of the Applicant's business idea: how it will be run and broad expectations of outcomes, as well as detail the Applicant's plans for establishing residence in Saskatchewan.

**Business Performance Agreement (BPA):** The Applicant must sign a contract with the Province of Saskatchewan which details the terms and conditions under which the Applicant was granted a Saskatchewan Immigrant Nominee Program (SINP) Entrepreneur Approval Support Letter. This document will specify the Applicant's required income level, place of investment, specific industry, agreement term, and any other requirements.

**Census Metropolitan Areas (CMA):** Area consisting of one or more neighboring municipalities situated around a core (Regina or Saskatoon). A census metropolitan area must have a total population of at least 100,000 of which 50,000 or more live in the core.

**Entrepreneur:** For the purposes of the SINP International Graduate Entrepreneur Stream, an entrepreneur is a foreign national in Canada on a valid Work Permit who has established and actively operated an eligible business in Saskatchewan where the individual assumed the risks associated with operation and benefited from the rewards or success of the business.

**Expression of Interest:** This is how a candidate expresses interest in applying to the SINP.

**Home-based Business:** Home-based businesses are not eligible. Businesses must operate entirely from a premise that is zoned for commercial or industrial use. If a commercial premise has living quarters attached, and these living quarters are separate from the business space, this is acceptable and this is not considered a home based business. Acceptable examples of this would be a store that has living quarters above or behind the business, or a hotel with living quarters attached. It is not acceptable to buy, lease or rent a living space in a designated residential zone and then operate a business from it, even if the business only requires an office. A house that is zoned for mixed commercial or mixed industrial use may be used as a business premise with the understanding that there are no living quarters included in the building and each business must have its own entrance from an area accessible to the general public.

**Immigration Representative:** Someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to IRCC once the SINP has approved the Applicant as a Provincial Nominee

**Inventory:** goods available for sale and materials used to produce goods available for sale.

**Joint Venture:** Is a commercial undertaking that has been entered into by two or more parties for the purpose of a particular economic activity.

**Low Income Cut Off (LICO):** The threshold below which a household will likely devote a larger share of income on the necessities of food, shelter and clothing than the average household, as determined by Statistics Canada. Applicants must demonstrate how their proposed business will generate pre-tax revenue exceeding the minimum necessary income (LICO) in order to support themselves.

**Nominate:** The term used by the Province of Saskatchewan to describe the approval and recommendation of SINP Applicants for permanent residence to IRCC. Permanent resident status is also dependent on health, security, and criminality screening by IRCC.

**Paid Representative:** An individual who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or a Canadian Provincial Law Society who acts on behalf of the Applicant applying for immigration under the SINP. Only members of these bodies are authorized to charge fees for immigration advice and/or services under the SINP. Immigration Consultants must also be registered and licenced by Saskatchewan to be eligible to submit applications to the SINP.

**Permanent Resident:** An individual who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not yet have Canadian citizenship.

**Regina:** The City of Regina is defined as the land within the city boundaries defined by Regina City Council that are subject to city taxation, regulation and eligible for access to city services.

**Regina CMA:** Communities in the Regina CMA include:

Regina Beach	Gray	Riceton	White City	Pilot Butte	Grand Coulee
Lumsden Beach	Kronau	Davin	Balgonie	Edenwold	Pense
Craven	Lumsden	Disley	Belle Plaine		

(and any communities or subdivisions within these boundaries)

**Saskatoon:** The City of Saskatoon is defined as the land within the city boundaries defined by Saskatoon City Council that are subject to city taxation, regulation and eligible for access to city services.

**Saskatoon CMA:** Communities in the Saskatoon CMA include:

Asquith	Delisle	Vanscoy	Langham	Dalmeny	Whitecap
Dundurn	Thode	Shields	Beaver Creek	Clavet	Bradwell
Allan	Colonsay	Meacham	Aberdeen	Warman	Martensville

(and any communities or subdivisions within these boundaries)

**Supporting Documents:** Documents and forms that can be used to support an Applicant's claims regarding the Applicant's ability to meet SINP criteria. These are documents required for all immigration applications (e.g. documents that prove identity, work experience, language ability, finances, etc.).

**Post Graduation Work Permit:** This is a document administered by IRCC. It allows a foreign national who recently graduated from a designated learning institution to live and work in Canada for a specified period of time after graduation.

**Unpaid Representative -** A person who provides assistance, information, counselling, or advice to the Applicant about the application without charging a fee or receiving any kind of payment. The term "unpaid representative" does not necessarily include a friend or family member with whom the Applicant discusses his or her plans in an informal way, but it is intended to include anyone who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner.

If it is unclear whether a person is a representative, the Applicant should treat them as an unpaid representative and ask them to complete the *Code of Conduct for Representatives and Applicant Declaration Form*. This provides an opportunity for your representative to declare that he or she has conscientiously sought to provide accurate information and advice, and has not participated in obtaining or providing any kind of fraudulent or counterfeit document with respect to your application.