

# Entrepreneur Stream Application Guide

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Nova Scotia Nominee Program

Entrepreneur Stream • Nova Scotia Nominee Program

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# Thank you for choosing Nova Scotia!

This guide explains how to apply to the Nova Scotia Nominee Program's Entrepreneur Stream. Please read it carefully.

## Purpose of the Entrepreneur stream

The Entrepreneur Stream is for:

- A) Experienced business owners and senior business managers\* who intend to start a new business or purchase and actively manage an existing business in Nova Scotia, or
- B) Graduates of a minimum two-year, full-time program at a Nova Scotia university or the Nova Scotia Community College (NSCC) who have owned and actively operated a Nova Scotia business for at least one year that they established or purchased.

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

\*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

### **Important!**

As an experienced business owner or senior business manager, 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 Nova Scotia's economic immigration program. You may NOT use it to immigrate to Canada for any of these reasons:

- the intention of settling in another Canadian province or territory,
- family reunification;
- because you need protection/protected person status; or,
- to remain in Canada for humanitarian or compassionate reasons.

## You are NOT eligible for this stream if

Do NOT submit an EOI to this stream if even ONE of the statements below is true:

- You have been found to have committed misrepresentation in relation to an immigration application in the last five years.
- You are currently living in a country in which you are NOT legally allowed to live.
- You have received a nomination or endorsement (NSNP or Atlantic Immigration Program) within the last 12 months.
- You are in Canada as part of the Live-In Caregiver Program.
- You have applied to immigrate to Canada on compassionate or humanitarian grounds or to claim refugee status.
- You have applied for refugee status in Canada and been refused.
- You have received a removal order from IRCC or the Canada Border Services Agency (CBSA)
- You are currently studying at a Canadian post-secondary institution.
- You received a scholarship or award that requires you to return to your home country upon graduation and you have not yet done so.
- Your business operation takes place outside Nova Scotia
- Your business must be licensed or accredited to operate in Nova Scotia, but you do not have the proper credentials.
- Your business is one of the following:
  - 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

*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.*

## You may be eligible for this stream if

This stream may be right for you if you meet ALL of the criteria below, and are able to provide the required documentation, under one of the following categories:

- A) Experienced business owner or senior business manager
- B) Nova Scotia graduate entrepreneur

### A) Experienced business owner or senior business manager

Please read the following carefully to be sure you qualify for this stream and to be sure this stream is right for you.

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 this stream is right for you.

See APPENDIX A for document checklist.

<sup>1</sup>HRM stands for Halifax Regional Municipality.

Eligibility Entrepreneur Stream candidates must meet ALL of the following	Required Documentation – You must provide evidence of each criterion
<ul style="list-style-type: none"> <li>You are at least 21 years old.</li> <li>You plan to live permanently in Nova Scotia.</li> <li>If your business is within HRM <sup>1</sup> (Halifax Regional Municipality), you have a net worth of at least \$600,000 CAD, OR</li> <li>If your business is outside HRM, you have a net worth of at least \$400,000 CAD.</li> <li>You can show that you earned your net worth legally.</li> <li>If your business is within HRM, you will invest at least \$150,000 CAD of your own money to start a business, OR</li> <li>If your business is outside HRM, you will invest at least \$100,000 CAD of your own money to start a business.</li> <li>You own at least 1/3 of the equity of</li> </ul>	<ul style="list-style-type: none"> <li><u>Documents related to your application</u>, including your Business Performance Agreement</li> <li>Proof you are applying as one of the following: <ul style="list-style-type: none"> <li><u>a senior manager</u></li> <li><u>an experienced business owner</u></li> </ul> </li> <li>Documents related to your business and finances, including: <ul style="list-style-type: none"> <li><u>Business Establishment Plan</u></li> <li><u>Net Worth Verification Report</u> – You will get this report only after you have been invited to apply to the Entrepreneur stream</li> <li><u>Review Engagement and Special Purpose Report</u></li> </ul> </li> <li>Information on your <u>past work experience in Nova Scotia</u>, if applicable</li> <li><u>Documents related to your education</u></li> </ul>

<p>the business.</p> <ul style="list-style-type: none"> <li>• You plan to take part in the day-to-day operation of your business.</li> <li>• You plan to operate your business from within Nova Scotia.</li> <li>• In the last 10 years, you alone, have at least 3 years of experience as a business owner.</li> <li>• In the last 10 years, you alone, have more than 5 years of experience as a senior business manager.</li> <li>• You meet the language requirements set out in this guide. See Documents related to your ability to communicate in English or French.</li> <li>• You have the equivalent of a Canadian high school diploma.</li> <li>• Your business meets <u>legal requirements</u>.</li> <li>• It is a for-profit business that sells goods or services.</li> <li>• It has the potential to benefit the Nova Scotia economy.</li> <li>• For example: <ul style="list-style-type: none"> <li>○ it develops innovative approaches to traditional business</li> <li>○ it brings new technology or specialized knowledge to Nova Scotia</li> <li>○ It brings products or services to an under-served market</li> </ul> </li> <li>• It has a fixed address<sup>2</sup> and pays the appropriate income tax.</li> </ul>	<p><u>and training</u> for you (and your spouse, if applicable)</p> <ul style="list-style-type: none"> <li>• Proof you (and your spouse, if applicable) meet <u>minimum language criteria</u></li> <li>• <u>Proof of legal immigration status</u> in your country of residence.</li> </ul> <p>ADDITIONAL REQUIRED DOCUMENTS:</p> <ul style="list-style-type: none"> <li>• Online application at <a href="http://novascotia.ca/ensnp">novascotia.ca/ensnp</a> (NSNP 100)</li> <li>• <u>Documents about you and your family</u> including passports, marriage certificate, birth certificates, adoption papers, if applicable.</li> </ul>
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<sup>2</sup> For more information, see the Canadian Income Tax Regulations 1985 subsection 400(2).

## B) Nova Scotia graduate entrepreneur

### **Important!**

*As a recent graduate from a Nova Scotia university or Nova Scotia Community College (NSCC), you must operate a business in Nova Scotia on a valid post-graduate work permit for at least one full year before you can apply to the Entrepreneur stream.*

Please read the following carefully to be sure you qualify for this stream and to be sure this stream is right for you.

This pathway may be right for you if:

- you graduated from a 2-year or more program at a Nova Scotia university or Nova Scotia Community College (NSCC),
- you worked for at least one year in a Nova Scotia business that you either started or bought, and
- you plan to settle in Nova Scotia and continue to take part in the day-to-day operation of your business.

See APPENDIX B for document checklist.

Eligibility Criteria – You must meet ALL of the following	Required Documentation – You must provide evidence of each criterion
<ul style="list-style-type: none"> <li>• You are at least 21 years old.</li> <li>• You plan to live permanently in Nova Scotia.</li> <li>• You graduated from a recognized university in Nova Scotia or Nova Scotia Community College (NSCC).</li> <li>• You graduated after at least 2 years of full-time study. Full-time means at least 15 hours a week.</li> <li>• You lived in Nova Scotia during your studies.</li> <li>• You have a valid post-graduation work permit when you apply to this stream.</li> <li>• You started your business as a career objective, not as a way to immigrate to Canada.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Documents related to your application</u>, including your Business Performance Agreement</li> <li>• <u>Documents related to your business and finances</u>, including: <ul style="list-style-type: none"> <li>○ <u>Review Engagement and Special Purpose Report</u></li> </ul> </li> <li>• Information on your <u>past work experience in Nova Scotia</u>, if applicable</li> <li>• <u>Documents related to your education and training</u> for you (and your spouse, if applicable)</li> <li>• Proof you (and your spouse, if applicable) meet <u>minimum language criteria</u></li> <li>• <u>Proof of legal immigration status</u> in your country of residence.</li> </ul>



<ul style="list-style-type: none"> <li>• You owned and operated your business for at least one full year before applying to this stream.</li> <li>• You own at least 1/3 of the equity of the business.</li> <li>• You take part in the day-to-day operation of your business.</li> <li>• You receive a salary from your business that at least meets <u>the low income cut-off as defined by Statistics Canada</u>.</li> <li>• You operate your business from within Nova Scotia.</li> <li>• You meet the language requirements set out in <u>this guide</u>.</li> <li>• It earns enough profit to allow you to support yourself in Nova Scotia.</li> <li>• It meets the <u>legal requirements</u> where it operates.</li> <li>• It is a for-profit business that sells goods or services.</li> <li>• It has the potential to benefit the Nova Scotia economy. For example: <ul style="list-style-type: none"> <li>○ it develops innovative approaches to traditional business</li> <li>○ it brings new technology or specialized knowledge to Nova Scotia</li> <li>○ It brings products or services to an under-served market</li> </ul> </li> <li>• It has a fixed address<sup>2</sup> and pays the appropriate income tax.</li> </ul>	<p>ADDITIONAL REQUIRED DOCUMENTS:</p> <ul style="list-style-type: none"> <li>• <u>Documents about you and your family</u> including passports, marriage certificate, birth certificates, adoption papers, if applicable.</li> </ul>
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<sup>2</sup> For more information, see the Canadian Income Tax Regulations 1985 subsection 400(2).

## 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
- the industries we need the most
- the needs of our marketplace
- the geographic regions in need of economic growth

The application has 4 steps and involves 2 levels of government, provincial and federal. These steps are described in How to apply in this guide.

### Nova Scotia's Program Integrity Policy

You are required to acknowledge and comply with Nova Scotia's Program Integrity Policy, which guides the Immigration and Population Growth (IPG) Branch of the Department of Labour, Skills and Immigration (LSI). This policy promotes transparency, fairness, and accountability across all economic immigration programs and helps protect applicants, employers, and representatives by preventing fraud and misuse. Failure to follow the Program Integrity Policy may result in the refusal of your submission from current or future immigration programs. Review the full policy on our website.

### 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. Hiring must be confirmed by a Financial Statement Review Service Provider.

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

### A) Experienced business owner or senior business manager

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.

### B) Nova Scotia graduate entrepreneur

You and the business you are buying must meet these 3 criteria:

- The same owner must have run the business continuously for the 5 years just before you bought it.
- You must show that you and the previous 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.

## Know which family members are allowed to immigrate with you

Family members who immigrate with you as part of the NSNP are called “dependents.” These are limited to the following:

- your spouse, that is, the person you are legally married to
- your common-law partner:
  - Your partner may be of the same or opposite sex.
  - You must have lived together like spouses for at least one continuous year.

- If you were prevented from living together, you must provide proof of what prevented you from living together.
- You must provide a Statutory Declaration of Common-Law Union.
- your children including adopted children:
  - children under the age of 22 and without a spouse or common-law partner
  - children over the age of 22, dependent on you financially since before turning 22, and unable to support themselves financially because of a physical or mental condition.

## You must hold legal status in your country of residence

If you reside in a country other than your country of citizenship, you must hold valid legal status in that country at the time you submit your expression of interest (EOI).

### If you reside in Canada

You must hold a valid and non-expired temporary resident status document on the date you submit your EOI, such as a work permit or a study permit. Applicants in maintained status, formerly referred to as implied status, are not eligible to submit an EOI.

If your EOI is selected for assessment, you must continue to meet all program requirements. Officers will assess your eligibility at the time of assessment, not solely at the time of EOI submission.

## 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?](#)

## 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 Establishment 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](#).

## Nova Scotia's Program Integrity Policy

You are required to acknowledge and comply with [Nova Scotia's Program Integrity Policy](#), which guides the Immigration and Population Growth (IPG) Branch of the Department of Labour, Skills and Immigration (LSI). This policy promotes transparency, fairness, and accountability across all economic immigration programs and helps protect applicants, employers, and representatives by preventing fraud and misuse. Failure to follow the Program Integrity Policy may result in the refusal of your submission from current or future immigration programs. Review the full policy on our [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 send us your application (and all stages of processing) 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*
- *changes to your contact information*

### **Warning!**

*Failure to inform us of relevant changes may result in losing provincial support for your nomination.*

## 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. **Please note:**

- if your representative is unpaid, you must submit this form with your EOI.
- If you have a paid representative, they must submit your complete EOI, including the NSNP 50 form, through their authorized online portal account.

### **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.

## Duty to provide accurate information

Misrepresentation may disqualify 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.

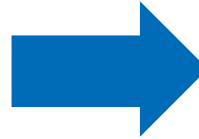
These are some of the criteria we use to decide if we will process your application:

- 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 (*if applicable*)
- assess Entrepreneur Stream application
- interview applicants
- issue Business Performance Agreements
- Issue letter of support
- meet with applicants upon their arrival to Nova Scotia (*if applicable*)
- 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.

### Post Nomination Responsibilities

Program participants must immediately notify LSI of any changes to information previously submitted in a program-related application or supporting documentation, whether the change occurs after submission or after nomination under a Nova Scotia immigration program.

For immigration candidates, this includes, but is not limited to, changes to:

- marital status
- job duties
- work location
- employment status
- immigration status
- any other particulars previously reported to LSI

Any third party, including employers, recruiters or immigration consultants, who submits information in support of a submission must also notify LSI immediately if that information changes.

## 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).*
- *Go to [novascotia.ca/ensnp](https://novascotia.ca/ensnp) to submit your application.*  
*You must complete the eNSNP 100 form online.*

### **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 individuals are NOT allowed to translate your documents:*

- members of your family

- anyone who works for the paid representative you have hired to help you with your submission

If your documents are NOT translated by a certified translator, we may NOT accept them and your submission may be closed.

## Documents related to your application

For experienced business owners or senior business managers (A)

- eNSNP 100 – Go to [novascotia.ca/ensnp](https://novascotia.ca/ensnp) to submit your application. You must complete the eNSNP 100 form online.
- 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.*

For Nova Scotia graduate entrepreneurs (B)

- eNSNP 100 – online application form
- NSNP 500 – describes your business\*
- NSNP 50 – This form is optional. Use it only if a representative has helped you to complete 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.

*\*Note: You can earn points if your business focuses on exports.*

*\*\*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

See your relevant section:

- For experienced business owners or senior business managers (A)
- For Nova Scotia graduate entrepreneurs (B)

For experienced business owners or senior business managers (A)

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. Investment must be confirmed by a Financial Statement Review Service Provider.

**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](https://www.cra.ca/MotorVehicleExpenses)
- 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. A Financial Statement Review Service Provider who assists an applicant with preparing a Business Establishment Plan cannot also provide review services as it represents a conflict of interest.

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 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.

### **For Nova Scotia graduate entrepreneurs (B)**

#### **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. You must pay for this service.

You must give the Financial Statement Review Service Provider all the information and documents they ask for. Include your LSI file number.

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 sent to them

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

\* Note: You can get points if your business is located outside of the Halifax Regional Municipality (HRM).



## Supporting business documents

You must also send us the following documents to support your application:

- ☐ incorporation documents
- ☐ business registration licence
- ☐ any licences you need to operate your business.  
See [What Licences and Permits might I need?](#)
- ☐ income statements. These statements must show where you drew a salary or other income from the company.
- ☐ proof of registration with tax authorities
- ☐ title deed or lease agreement for the physical location of your business
- ☐ shareholders agreement if there is one
- ☐ shareholders registry if relevant
- ☐ record of share transfers if any
- ☐ share certificates
- ☐ signed franchise agreement if there is one
- ☐ detailed list of products and services
- ☐ statement of inventory with a related photo
- ☐ photos of the inside and outside of your business's physical location
- ☐ company brochure if there is one
- ☐ statements from the Canada Border Services Agency of any imported items

## *Supporting documents for buying a business*

If you bought an existing Nova Scotia business, you must send us all the documents listed above plus the following:

- ☐ purchase and sale agreement
- ☐ notice of change of officers and directors
- ☐ up-to-date registration with the [Nova Scotia Registry of Joint Stock Companies](#)
- ☐ 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
- letters that show that you have offered employment to the current employees and that they have accepted

Finally, you must send us proof that you and the previous business owner have agreed on a fair market value for the business.

### **Documents related to investment in your business**

Send us the following documents to show how you have invested in your business:

- ☐ bank statements or other documents that show where the money to start your business came from
- ☐ a bank statement showing that you deposited the money to start your business into the business's bank account
- ☐ receipts for property that belongs to the business. These are some examples of property you should send us receipts for:
  - land
  - buildings
  - equipment
  - software
  - licences
  - franchise fees
  - leasehold improvements

### **Documents related to your past work in Nova Scotia**

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 plan to immigrate with you.

To get these points, you must show the following:

- Within the last 10 years, you have worked in Nova Scotia for at least 3 years.

and

- Your job was classified in the National Occupational Classification (NOC) as TEER 0, 1, 2, or 3.
- Your spouse held a valid work permit and worked full-time for at least one year.

Send us the following documents with your application as proof that you or your spouse worked in Nova Scotia:

- your resumé
- letters from employers offering you a job
- records of employment. You can get these from your previous employers or [view them online](#).
- letters of reference from past employers for you and your spouse.
- a copy of your spouse's work permit or proof that your spouse was legally allowed to work in Canada
- copies of T4s for your spouse if they have them

#### 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 and your spouse ask for a reference letter. This will help to ensure that they include all the information we need.

In addition, your letters of reference must include proof that your experience meets the duties described for occupations listed in the [NOC 2021 TEER 0, 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

This does not apply to letters of reference for your spouse.

## Documents related to your education and training

### For experienced business owners or senior business managers (A)

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 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.*

#### For Nova Scotia graduate entrepreneurs (B)

In addition to the requirement that you graduated from a 2-year program at a Nova Scotia university or NSCC, you can get points if 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 prove that you and your spouse were educated in Nova Scotia, send us these documents with your application:

- ☐ academic transcripts for courses of study you completed successfully for you and your spouse
- ☐ copies of the credentials you and your spouse received.  
These include the following:
  - diplomas
  - certificates
  - degrees
- ☐ your spouse's study permit

## Documents related to your ability to communicate in English or French

#### For experienced business owners or senior business managers (A)

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
- Pearson Test of English (PTE) Core
- *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
PTE	39	42	51	51
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
CELP	4	4	4	4
PTE	28	33	41	42
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).

### **For Nova Scotia graduate entrepreneurs (B)**

You must meet one of the following criteria:

- The criteria listed under Canadian Language Benchmarks (CLB) Level 7 or higher. The higher the level, the more points you will earn.
- The criteria listed under *Niveaux de compétence linguistique canadiens* (NCLC) Level 7 or higher. The higher the level, the more points you will earn.

To show that you meet the above criteria, you must send us 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 (CELP) General Test
- Pearson Test of English (PTE) Core
- *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	6	6	6	6
CELP	7	7	7	7
PTE	60	60	69	68
TEF	207	310	249	310
TCF	453	10	458	10

**Warning!**

*You must have had your language skills tested no more than 2 years before the date that you completed your Expression of Interest (EOI). We do not accept test results dated more than 2 years before the date you completed 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 plan to 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 send us 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
CELP	4	4	4	4
PTE	28	33	41	42
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 completed your Expression of Interest (EOI).*



## Documents about you and your family

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.

### 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 sent us your Nova Scotia Nominee Program application for the Entrepreneur stream.

Send us 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

Send us the documents that apply to you:

- ☐ a copy of your marriage certificate
- ☐ a copy of a statutory declaration of a common-law union
- ☐ 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 that show you and your family live in Nova Scotia

Send us copies of the following documents that show you and your family live in Nova Scotia.

- ☐ proof that you own or rent your Nova Scotia home such as a signed lease or mortgage agreement
- ☐ utility bills. These are bills for things like electricity, oil, gas, water, telephone, and internet. You may send us one page of each bill.
- ☐ Nova Scotia health cards for you, your spouse, and your children

#### Documents related to family living in Nova Scotia

You can get 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 send us 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 send us 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, send us 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, send us 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 send us to prove that your family member has lived in Nova Scotia continuously for at least one year. Provide copies only:

- proof that they own or rent their Nova Scotia home such as a lease or mortgage agreement
- their most recent Notice of Assessment from the Canada Revenue Agency (CRA)
- a letter from their employer
- utility bills. These are bills for things like electricity, oil, gas, water, telephone, and internet. You may send us one page of each bill.
- credit card bills or bank statements

Any documents you send us 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 currently live in Canada, include proof of your valid, and non-expired legal status document in Canada ("Maintained status" is not

accepted). Ensure that your supporting documentation is valid at the time you submit your EOI, and that you maintain and demonstrate continued eligibility under the program requirements if your EOI is selected for processing.

- If you currently live in a country of which you are NOT a citizen, include proof of your legal status in that country.
- 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.

# How to apply

See instructions on how to apply for the category that is relevant to your situation:

- Experienced business owners or senior business managers (A), or
- Nova Scotia graduate entrepreneurs (B)

## How to apply: For experienced business owners or senior business managers (A)

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 [Business Establishment Plan](#) 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.		23
Must have a licensing body in Nova Scotia		
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
Your spouse's ability in English or French		
Canadian Language Benchmarks	4 or higher	5

### 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 90 calendar days of receiving your Invitation to Apply

Submit the following documents:

- ☐ your completed eNSNP 100 form and supporting documents. Go to [novascotia.ca/ensnp](https://novascotia.ca/ensnp) to submit your application. You must complete the eNSNP 100 form online. 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.
- ☐ a Business Establishment Plan. See [Business Establishment Plan](#) in

this guide.

Within 180 calendar days of receiving your Invitation to Apply

Submit the following documents:

- ☐ Net Worth Verification Report. See [Net Worth Verification Report](#) in this guide.
- ☐ Preliminary purchase price and evaluation if you are buying an existing Nova Scotia business. See [Buying an existing business](#) 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.

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

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 decide to refuse your application

We will refuse your application if you do NOT meet the criteria for the Entrepreneur stream. We will notify you or your representative by email. This decision is final. There is no appeal process.

## 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 Entrepreneur Guide



least 90 calendar days before your current work permit expires.

You must apply to IRCC for permanent residence no more than 12 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.

## How to apply: For Nova Scotia graduate entrepreneurs (B)

There are 4 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 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 *You may be eligible for this stream if* in this guide. This section tells you if you and your business qualify for this stream.
- ☐ Review the *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.

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.

The following table shows you how we award points:

#### Points Grid

##### Section 1 • Business

Business Idea	Points
Export business	5
Business location	
Outside HRM	5
Start-up or buy and existing business?	
Buy an existing business	5

##### Section 2 • Past work in Nova Scotia

See [\*Documents related to your past work in Nova Scotia\*](#) in this guide.

Your past work in Nova Scotia	Points
3 to 5 years' experience at NOC 0, 1, 2, or 3	10
5 or more years' experience at NOC 0, 1, 2, or 3	15
Your spouse's past work in Nova Scotia	5

### Section 3 • Education and training

Your level of education	Number of program years	Points
Completion of a diploma program at a Nova Scotia college or university	2	12
Completion of degree or diploma program at a Nova Scotia college or university	3 or more	15
2 or more college or university diplomas or degrees completed at a Nova Scotia institution	At least one must be a 3-year program	17
Master's degree from a Nova Scotia university.		22
Degree needed to enter a profession such as accounting, engineering, medicine, etc. Must have a licensing body in Nova Scotia and be at least a NOC TEER 1.		22
Doctorate (PhD) from a Nova Scotia university		25
<b>Your spouse's level of education</b>		
Completion of a 2-year program at a Nova Scotia high school, college, or university	2	5

### Section 4 • 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	7	20
	8	24
	9 or higher	28
<b>Your second official language</b>		
Canadian Language Benchmarks	5 or higher	7
<b>Your spouse's ability in English or French</b>		
Canadian Language Benchmarks	4 or higher	5

## Section 5 • Personal information about you and your family

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

Your age when you complete your EOI	Points
21 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 complete a new EOI form.

If you earn more points during the year following your EOI submission, you can complete 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

Once you get your Invitation to Apply from us, you will send us 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 Financial Statement Review Service Provider from the list on our website.
- Tell us who you have chosen as your Financial Statement Review Service Provider.

Within 90 calendar days of receiving your Invitation to Apply

Complete the eNSNP 100 form online and send us the following documents:

- ☐ your completed NSNP 500 form
- ☐ all 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.
- ☐ your Review Engagement and Special Purpose 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 sent to us. We will look for 4 things:

- that the information you sent to us 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

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 complete 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 complete an EOI or apply to any immigration stream for the next 5 years. This decision is final. There is no appeal.

### 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 and visit to your business. We usually interview you within 15 business 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.

If you do not pass the interview, we will close your file. This decision is final. There is no appeal.

If you pass the interview, we will recommend you for nomination.

Please do not call us to ask if you will be nominated or not. We will send you a letter telling you our decision. If we nominate you, we will send you a nomination certificate.

## Step 4: 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 12 months after you got your nomination certificate 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:

- 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.

### **Important!**

You must tell us about any changes even after 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
- changes to your contact information

# Questions?

Email [immigration@novascotia.ca](mailto:immigration@novascotia.ca)

Write to Labour, Skills and Immigration  
Immigration and Population Growth PO Box 697  
Halifax, NS B3J 2T8  
CANADA

Visit online [liveinnovascotia.com](http://liveinnovascotia.com)

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

Find Nova Scotia Immigration and Population Growth on social media:



# APPENDICES: Document Checklists

## APPENDIX A: Experienced business owners or senior business managers (A)

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 – Go to <a href="https://novascotia.ca/ensnp">novascotia.ca/ensnp</a> to submit your application. You must complete the eNSNP 100 form online. <i>See <u>Documents related to your application</u>.</i>	• Applicant
<input type="checkbox"/>	NSNP 400 – This form describes your business and senior management experience. <i>See <u>Documents related to your application</u>.</i>	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	NSNP 50 – Use of a Representative <i>See <u>You may use a representative</u>.</i>	• Applicant • Dependents aged 19 or older

Check	Forms, criteria, and supporting documents	Who must provide the document
<input type="checkbox"/> <input type="checkbox"/> n/a	NSNP 60 – Authority to release personal information. See <u>Documents related to your application.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Dependents aged 19 or older</li> </ul>
<b>Documents related to your business and finances</b>		
<input type="checkbox"/> <input type="checkbox"/> n/a	Preliminary purchase price and evaluation if you are buying an existing Nova Scotia business See <u>Documents related to your business and finances.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/>	Business Establishment Plan See <u>Business Establishment Plan.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/>	Net Worth Verification See <u>Net Worth Verification Report.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/>	Review Engagement and Special Purpose Report See <u>Review Engagement and Special Purpose Report.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Registration or licence of each business owned See <u>If you are applying as a business owner.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Registration with the tax authorities for each business owned See <u>If you are applying as a business owner.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Financial statements See <u>Finances.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Proof that you were a shareholder in the business See <u>If you are applying as a business owner.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>

Check	Forms, criteria, and supporting documents	Who must provide the document
<input type="checkbox"/>	Items that represent your current business See <u><i>If you are applying as a business owner.</i></u>	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Any documents proving you owned a business	• Applicant
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>	• Applicant • Previous business owner
<input type="checkbox"/>	Financial statements See <u><i>Documents from the current business owner.</i></u>	• Previous business owner
<input type="checkbox"/>	Information about current employees See <u><i>Documents from the current business owner.</i></u>	• 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>	• Applicant
<input type="checkbox"/>	Exploratory Visit Report See <u><i>If you plan to buy a Nova Scotia business.</i></u>	• 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>	• 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>	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Letters of reference See <u><i>Letters of reference</i></u>	• 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>	• Applicant • Spouse
<input type="checkbox"/>	Canadian diplomas, certificates, degrees, and academic transcripts See <u><i>Documents related to your education and training.</i></u>	• Applicant

<input type="checkbox"/>	Education Credential Assessment (ECA) See <u><i>If you were educated or trained outside Canada.</i></u>	• Applicant
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Check	Forms, criteria, and supporting documents	Who must provide the document
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<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
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Documents related to your ability to communicate in English or French		
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<input type="checkbox"/>	Results from one of these language tests: <ul style="list-style-type: none"> <li>• IELTS</li> <li>• CELPIP</li> <li>• TEF</li> <li>• TCF</li> </ul> See <u><i>Documents related to your ability to communicate in English or French.</i></u>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Spouse</li> </ul>
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Documents about you and your family		
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<input type="checkbox"/>	Copies of passports See <u><i>Passports</i></u> , and <u><i>Proof of your family member's status in Canada.</i></u>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Spouse</li> <li>• Dependents</li> <li>• Family members living in Nova Scotia</li> </ul>
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<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of visa for the country where you currently live See <u><i>Documents related to your immigration status.</i></u>	• Applicant
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<input type="checkbox"/> <input type="checkbox"/> n/a	Copies of previous temporary residence permits See <u><i>Documents related to your immigration status.</i></u>	• Applicant
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<input type="checkbox"/> <input type="checkbox"/> n/a	Copies of letters from previous attempts to immigrate to Canada See <u><i>Documents related to your immigration status.</i></u>	• Applicant
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<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of marriage certificate See <u>Documents related to your spouse and children.</u>	• Applicant
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Check	Forms, criteria, and supporting documents	Who must provide the document
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of Statutory Declaration of a Common-Law Union See <u>Documents related to your spouse and children.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copies of birth certificates See <u>Documents related to your spouse and children</u> , and <u>Proof that you are related to your Nova Scotia family member.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Spouse</li> <li>• Dependents</li> <li>• Family members living in Nova Scotia</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copies of custody documents and permission to come to Canada See <u>Documents related to your spouse and children.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copies of adoption papers See <u>Documents related to your spouse and children.</u>	<ul style="list-style-type: none"> <li>• Applicant</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of Record of Landing (IMM100) See <u>Proof of your family member's status in Canada.</u>	<ul style="list-style-type: none"> <li>• Family members living in Nova Scotia</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of Confirmation of Permanent Residence See <u>Proof of your family member's status in Canada.</u>	<ul style="list-style-type: none"> <li>• Family members living in Nova Scotia</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of Permanent resident card See <u>Proof of your family member's status in Canada.</u>	<ul style="list-style-type: none"> <li>• Family members living in Nova Scotia</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of Canadian citizenship card See <u>Proof of your family member's status in Canada.</u>	<ul style="list-style-type: none"> <li>• Family members living in Nova Scotia</li> </ul>



## APPENDIX B: Nova Scotia graduate entrepreneurs (B)

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. We may also ask to interview you.

Check	Forms and supporting documents	Who must provide the document
NSNP forms		
<input type="checkbox"/>	eNSNP 100 – Online application See <u>Forms you must complete.</u>	• Applicant
<input type="checkbox"/>	NSNP 500 – Business information See <u>Forms you must complete.</u>	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	NSNP 50 – Use of a Representative See <u>You may use a representative.</u>	• Applicant • Dependents aged 19 or older
<input type="checkbox"/> <input type="checkbox"/> n/a	NSNP 60 – Authority to release personal information. See <u>Forms you must complete.</u>	• Applicant • Dependents aged 19 or older

Check	Forms and supporting documents	Who must provide the document
Documents related to your business See <u>Supporting business documents</u> .		
<input type="checkbox"/>	Review Engagement and Special Purpose Report See <u>Review Engagement and Special Purpose Report</u> .	• Applicant
<input type="checkbox"/>	Incorporation documents	• Applicant
<input type="checkbox"/>	Business registration licence	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Licences or permits you may need to operate your business	• Applicant
<input type="checkbox"/>	Income statements	• Applicant
<input type="checkbox"/>	Registration with the tax authorities	• Applicant
<input type="checkbox"/>	Title deed or lease agreement for the physical location of your business	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Shareholders' agreement	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Shareholders' registry	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Record of share transfers	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Share certificates	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Signed franchise agreement	• Applicant
<input type="checkbox"/>	Detailed list of products and services	• Applicant
<input type="checkbox"/>	Statement of inventory with a related photo	• Applicant
<input type="checkbox"/>	Photos of your business	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Company brochure	• Applicant
<input type="checkbox"/> <input type="checkbox"/> n/a	Statements from the Canada Border Services Agency (CBSA)	• Applicant

Check	Forms and supporting documents	Who must provide the document
<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"> <li>Family members living in Nova Scotia</li> </ul>
<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"> <li>Family members living in Nova Scotia</li> </ul>
<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"> <li>Family members living in Nova Scotia</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> n/a	Copy of most recent Notice of Assessment See <u><i>Proof of your family member's status in Canada.</i></u>	<ul style="list-style-type: none"> <li>Family members living in Nova Scotia</li> </ul>