



**Ministry of Citizenship and Immigration**

# **Application Guide: Corporate Stream**

**Ontario Immigrant Nominee Program**

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**Disponible en français**

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The information in this guide provides details on the Ontario Immigrant Nominee Program. The Government of Ontario reserves the right to change any aspect of the Ontario Immigrant Nominee Program, including any time limits, nomination categories, eligibility criteria, scoring, distribution of nominations by category and supporting documentation requirements, at any time and without notice.

For the most recent updates to the program, refer to the [Ontario Immigrant Nominee Program website](#).

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# 1.0 INTRODUCTION: CORPORATE STREAM

## 1.1 About the Corporate Stream

The Ontario Immigrant Nominee Program's (OINP) Corporate Stream helps to support established international **Corporations** looking to expand into Ontario or buy an existing business in the province. Once your business has been successfully established and meets the obligations of the **Performance Agreement**, a maximum of five (5) key staff that are essential to the establishment, continued operation and the success of the business can become eligible for nomination for permanent residence by the OINP.

## 1.2 About the Application Guide

The Corporate Stream Application Guide provides information about eligibility criteria, the online application process, and the supporting documents that the **Corporation** and key staff applicant(s) must provide in order to participate in the Corporate Stream.

- Please carefully review the information in this guide before you apply to ensure that all parties meet the eligibility criteria.
- Any reference to "you" in this guide refers to the **Authorized Signing Officer**, who is responsible for submitting the Stage 1 application to the OINP on behalf of the **Corporation** and all key staff applicants.
- All dollar figures in this guide are expressed in Canadian dollars.
- A Glossary of Key Terms is located in [Appendix 1](#). All terms written in **bold, blue font** in this guide are found in the Glossary.
- The Document Checklist can be found in [Appendix 5](#).

## 1.3 Overview of Process (Steps)

The Corporate Stream application is a two-stage process. The following steps are required to participate in the Corporate Stream. Additional information about each step of the application process is provided in this guide:

### STAGE 1

#### Step 1 - Preparation:

- The **Corporation** and key staff must ensure that all parties, as well as the proposed business, meet the requirements of the stream before submitting an online application.

### Step 2 - How to Apply Online:

- Learn how to apply online using the OINP e-Filing Portal.

### Step 3 - Completing your Online Application:

- Submit your complete application online. You must ensure that you:
  - Answer all mandatory fields in the online application,
  - Upload all required **supporting documentation**, including the Key Staff Application Form for each key staff applicant,
  - Read and agree to all declarations and authorizations, and
  - Make an electronic payment to cover the application fee for all key staff. The application fee is \$3,500 per key staff applicant.

### Step 4 - After you Apply:

- All information that you provide in your online application will be verified to ensure accuracy, legitimacy and completeness.
- Please note that your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your payment will be refunded.
- As part of your application assessment, you will be required to attend a **mandatory interview**.

### Step 5 - **Performance Agreement**:

- If your application is approved, you will sign a **Performance Agreement** outlining the commitments you made to invest and create jobs in the province.

## **STAGE 2**

### Step 6 - Temporary Work Permit (Before the Key Staff Arrive):

- The OINP will issue temporary work permit support letters to key staff applicants, which can be used to apply for a temporary work permit from Immigration, Refugees and Citizenship Canada (**IRCC**) in order to establish the business in Ontario. Please note that **IRCC** retains the authority to issue temporary work permits.

### Step 7 - Business Establishment (After the Key Staff Arrive):

- Once all key staff applicants have arrived in Ontario, they will have 20 months to build the business and implement the **business plan**.

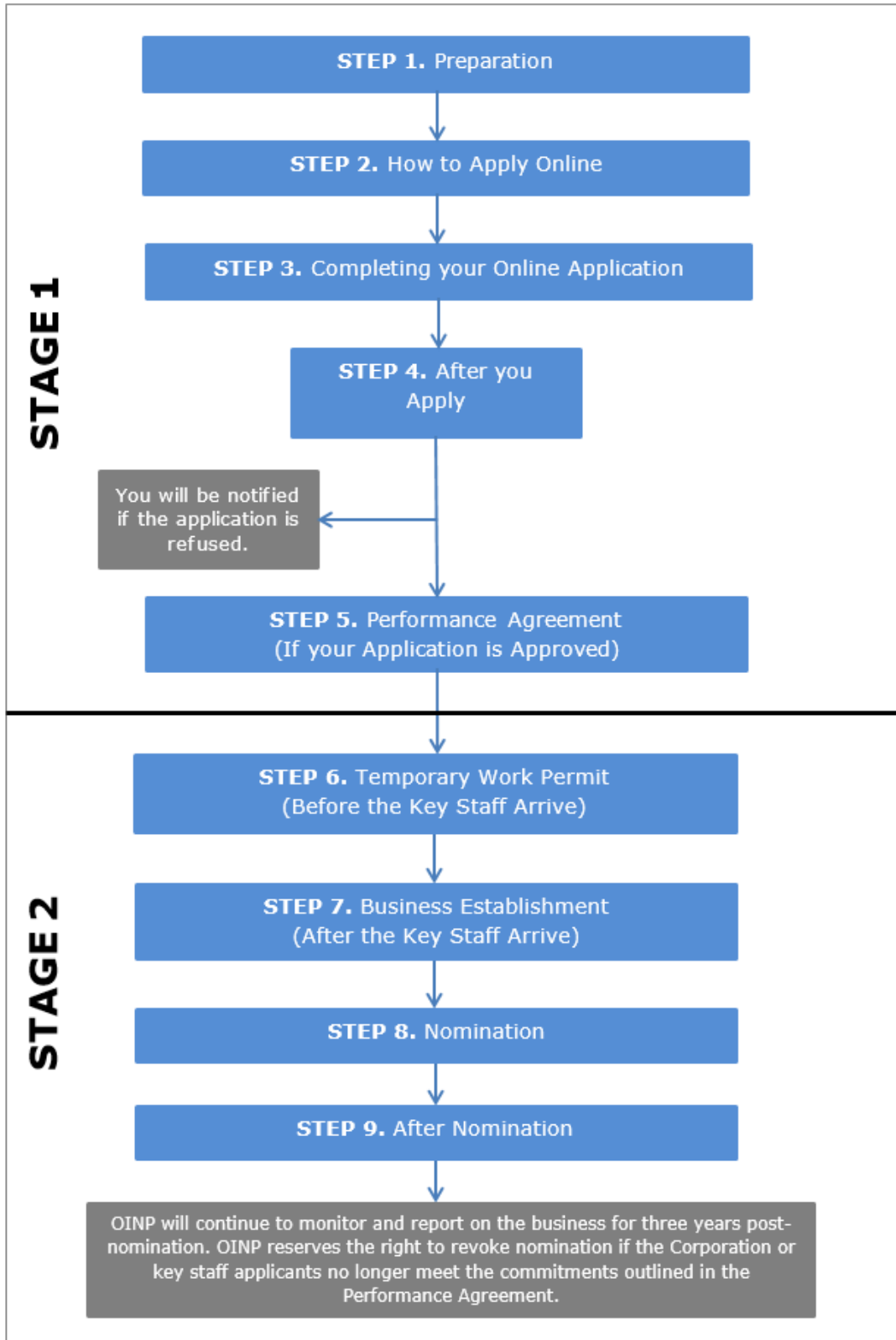
### Step 8 - Nomination:

- If the commitments of the **Performance Agreement** are met, the key staff applicant(s) may be eligible for nomination by the OINP for permanent residence.

### Step 9 - After Nomination:

- Successful nominees must apply to **IRCC** for permanent residence within six months of being nominated by the OINP. Post-nomination monitoring will continue for a period of 36 months.

The diagram below illustrates the Corporate Stream application process, outlining the detailed steps from preparing an application to nomination.





# **STAGE 1**

## **2.0 PREPARATION BEFORE YOU APPLY**

Please take the time to read the entire guide before submitting an application to the Corporate Stream.

We encourage you and your key staff to visit Ontario to learn about potential opportunities for your **Corporation** and to obtain a better understanding of the local business environment. A business-related visit gives you and your key staff the opportunity to:

- Discover and evaluate potential business opportunities;
- Make local business contacts; and
- Learn more about where you would like to do business within the province.

**IMPORTANT:** Before submitting an application, ensure that your proposed business is not on the list of ineligible types of businesses and that you and the key staff applicant(s) meet all the minimum eligibility requirements.

### **2.1 Ineligible Types of Businesses**

Your proposed business cannot be included in the list of ineligible businesses. The OINP will not process applications where there is a risk of little to no long-term economic benefit.

List of ineligible types of businesses in the Greater Toronto Area (**GTA**):

- Existing Franchises in Ontario (new foreign franchises expanding into Ontario are permitted)
- Gas Stations
- Tire Recycling
- Scrap Metal Recycling
- Pawnbrokers
- Bed and Breakfasts
- Holding Companies
- Laundromats
- Automated Car Wash Operations
- Payday loan and related businesses
- Businesses which have been previously owned/operated by current or former OINP business stream nominees

List of ineligible types of businesses outside of the **GTA**:

- Tire Recycling
- Scrap Metal Recycling
- Pawnbrokers
- Holding Companies
- Laundromats
- Automated Car Wash Operations
- Payday loan and related businesses
- Businesses which have been previously owned/operated by current or former OINP business stream nominees

## 2.2 Eligibility Criteria

The **Corporation** and all key staff applicants must meet the eligibility criteria. All parties will be assessed and brought to a decision together.

You will be required to provide **supporting documentation** to demonstrate that all requirements are met. Please refer to the Document Checklist in [Appendix 5](#) for a list of supporting documents that you must include with the application.

To be eligible for the Corporate Stream, the **Corporation** and/or the key staff applicant(s) must meet the provincial requirements listed in sections 2.2.1 to 2.2.7, as well as [section 87](#) of the Immigration and Refugee Protection Regulations (IRPR), which governs all provincial nominee programs. To qualify for a provincial nomination, the **Corporation** or key staff applicant(s) must meet the following four additional IRPR eligibility criteria as per federal law. These criteria are outlined below:

- Be actively involved, on an ongoing basis, in the management of the business (*applicable to key staff*),
- Control, or will control, at least 33.3 per cent of the equity in the business, or make a minimum \$1 million investment in the business (*applicable to Corporation*),
- Not have the option of redeeming the investment after a specified period (*applicable to Corporation*), and
- Invest the capital in the business not for the primary purpose of deriving interest, dividends or capital gains (*applicable to Corporation*),

### 2.2.1 Corporation Requirements

- The **Corporation** must have been established for at least 36 months at the time of application submission.

- Eligible corporate structures include: public corporations, sole proprietorship, and partnerships.

### 2.2.2 Investment Requirements

- The **Corporation** must make a minimum investment of \$5 million to expand into Ontario or purchase an existing business in the province.
- The source of investment funds must have been obtained from legal sources.
- The proposed investment activity must be of significant economic benefit to Ontario. This will be determined through an assessment of the **Corporation's business plan** (see [Appendix 4](#)).
  - Examples of eligible investment expenditures include:
    - Purchase of existing business assets (including inventory) or equity;
    - New equipment purchases;
    - Start-up inventory or new inventory related to an improvement/expansion plan;
    - Leasehold improvements; and
    - New marketing costs.
- Third parties are permitted to provide external financing (i.e. loans and/or own shares of your business) beyond the minimum investment amount. However, the third party must be a **Schedule I** or **Schedule II bank** or an **institutional investor**. Third-party personal investments are not permitted. If you do require external financing, you will be required to provide details on how you will obtain the financing and how the money will be used for the business.
- If the **Corporation** is intending to purchase an existing business in Ontario, there are additional criteria. See [section 2.2.5](#) for more information.
- If the business to be established in Ontario is a land development or a leasehold company, there are additional criteria. See [section 2.2.6](#) for more information.

### 2.2.3 Local Job Creation Requirements

- The **Corporation** must create five (5) new **permanent and full-time jobs** for Canadian citizens or permanent residents per key staff applicant. For example, if you are proposing five key staff, you must create 25 **permanent and full-time jobs** in the business for Canadian citizens or permanent residents in Ontario.

- Positions must be paid at or above the **prevailing wage** level for that position.
- A **permanent and full-time job** means a position that consists of a minimum of 1,560 hours of paid employment in a 12-month period.
- The position must be continuously filled for at least 10 months prior to the submission of your **Final Report** (see [section 8.4](#) for information on the **Final Report**).

The following are not considered permanent and full-time employees even if the employee works 1,560 hours in a 12-month period:

- Seasonal or part-time employees, regardless of their working hours;
- Subcontractors or agency workers; or
- Employees who do not work on the company's premises, such as employees who work from home, or employees who work in a **virtual office** and serve the employer by **telecommuting**.

### **Important: Wage Requirements**

The OINP expects that all employees will receive pay for hours worked according to the information provided by the employer in the proposed **business plan**. The OINP requires that a wage offer made to an employee be described on the basis of the individual's hourly wage expressed as either hourly pay and hours per year, or weekly pay and weeks per year. This allows the program to verify that employees will be appropriately remunerated.

**Note:** The program does not consider remuneration by piece work, bonuses, commissions, vacation pay or non-financial compensation as comprising part of an employee's offered wage. An employer may offer an employee piece work, bonuses, commissions, or non-financial compensation in addition to base pay. However, these will not be considered part of the employee's hourly or weekly base pay. Additionally, the hourly or weekly base pay offered to the employee must meet or exceed the **prevailing wage** established by occupation and region on the federal government's [Job Bank](#) website.

### **2.2.4 General Requirements**

In addition to meeting the minimum requirements, the **Corporation** must meet the following requirements to qualify for the Corporate Stream:

- There must be a clear structural linkage between the parent **Corporation** and proposed **new business** in Ontario (e.g. a subsidiary, branch or affiliate of the **Corporation**).

- The proposed business must intend to make a profit through the sale of goods and/or services.
- Primary income sources must be from **active (earned) income**, not **passive (unearned) income**.
- The proposed business must comply with Canadian legal requirements and all regulatory industry and licensing requirements which govern its legitimate operation.
- The proposed business must comply with all Ontario labour laws, including but not limited to employment standards, health and safety, and labour relations legislation.
- The proposed business must be considered a **permanent business** in Ontario. Project-based/seasonal businesses are not considered eligible.
- Third party investors must be a **Schedule I** or **Schedule II bank** or an **institutional investor**.
- The proposed business must not be involved in an **immigration-linked investment scheme** pursuant to paragraph 87(5)(b) of IRPR.
- You must submit a **business plan** (see [Appendix 4](#)).

### 2.2.5 Purchasing an Existing Business in Ontario

If the **Corporation** is interested in purchasing an existing business in Ontario, it is your responsibility to ensure that the business being purchased meets all the eligibility requirements.

Other requirements specific for purchasing an existing business:

- The existing business must have been in continuous operation by the same owner for the previous 60 months before you buy the business (proof of ownership and either a letter of intent to purchase the business or sale agreement is required).
- The business must be incorporated in Ontario.
- The purchase must completely (100 per cent) transfer ownership from the previous owner(s) to the **Corporation**. This means that the previous owner(s) cannot retain any shares of the business.

- The business must not have been previously owned/operated by current or former OINP business stream nominees. You must preserve all existing **permanent and full-time jobs** and create five (5) additional **permanent and full-time jobs** per key staff applicant. You must maintain at a minimum the current wage levels and employment terms of existing staff.

The proposed **business plan** must demonstrate that you intend to grow the business. **Buy-and-hold strategy business plans** with no intent to grow the business are not permitted in the Corporate Stream. For more information on the **business plan**, please see [Appendix 4](#). While the OINP does not encourage applicants to make any investment prior to signing a **Performance Agreement** with the OINP and obtaining a valid temporary work permit from **IRCC**, we will accept investments made 12 months prior to application submission. Signing an agreement to purchase a business and/or making a deposit prior to the approval of your application is solely at your own risk. The OINP does not guarantee that you will be approved if you have already made investments in the province.

### **2.2.6 Additional Criteria for Land Development and Leasehold Companies**

If the business to be established in Ontario is a land development or a leasehold company, the following additional criteria and due diligence requirements must be met:

- Maximum of three (3) projects per year.
- The **Corporation** must make a minimum investment of \$10 million.
- The proposed activity must be a permanent, ongoing business (not project-based) that seeks to expand or improve the current status of the land site, as well as ensure that the investing **Corporation** has an ongoing and active management role in the proposed business.
- Eligible leasehold companies must produce the proposed good or deliver a service of their own and not just set up to manage the operations of other companies to make a profit.
- Eligible land development companies must demonstrate that the proposed business is a long-term and non-speculative investment and that the associated land development will be an integral part of the core ongoing business enterprise.
- The proposed investment amount cannot be solely used for the purpose of buying the land and cover construction costs.

- You must provide local site certification documents and/or related local planning authority approvals.
- In the monitoring period, the **Corporation** and key staff applicant(s) must demonstrate that all of the commitments outlined in the **Performance Agreement** are met to set up the proposed operations and support the ongoing business in order to be eligible for nomination.

### **2.2.7 Key Staff and Position Requirements**

**Corporations** may request up to five (5) key staff applicants (prospective nominees) who will establish the business in Ontario and who may apply for nomination for permanent residency in Ontario. All key staff must meet Stage 1 requirements at the time of application in order for the complete application to be approved.

You, as the **Authorized Signing Officer**, are responsible for submitting a complete online application, which includes the Key Staff Application Form(s) and all of the required supporting documents. The **Corporation** and key staff applicant(s) will be assessed and brought to a decision together in Stage 1.

**Note:** There is **no substitution or replacement** of a key staff applicant at this stage if a key staff applicant is found not to meet the key staff and position requirements. It is your responsibility to ensure that the key staff applicant(s) meet(s) all requirements. In Stage 1, if a key staff applicant does not meet the key staff and position requirements, your application may be refused and your application fee will not be refunded.

Key staff applicant(s) must also meet additional nomination requirements once the business has met the commitments outlined in the **Performance Agreement** (Stage 2) in order to be considered eligible for nomination by Ontario. These requirements are outlined below under Stage 2 requirements.

#### **Stage 1: Key Staff Application Requirements**

- The key staff applicant(s) must be essential to the establishment and operation of the proposed business.
- The key staff applicant(s) must be in a senior, executive, management or specialized knowledge capacity (**National Occupation Classification [NOC] Skill Level 0 or Skill Type A**) in the **Corporation's** existing business.
- Only **one** key staff applicant in a **NOC Skill Type A** position can be proposed. The remaining key staff positions must be in **NOC Skill Level 0**. For information on the NOC, and for information on how to find the NOC

Code for the position to be filled, see the [Appendix 2: Finding the Position NOC Code](#).

- The key staff applicant(s) must have at least 36 months of experience in the last 60 months in the intended occupation (the position they will hold in the proposed business in Ontario) with the **Corporation**. The key staff applicant(s) must also be continuously working for the **Corporation** in that position in the immediate 12 months prior to the submission of the application.
- The key staff applicant(s) must not have an immediate familial relationship with any member of the **Corporation's** Executive Board or Board of Directors or shareholders with more than 10% equity in the applicant **Corporation**. Immediate family members include spouse, mother, father, sister, son, daughter, brother, grandparents and spouse's immediate family members.
- The key staff applicant(s) must not hold or have held equity in the parent **Corporation**, except in the case where that equity has been obtained as part of the remuneration package as part of the employee contract, in which case the equity held by the key staff applicant must be less than 10% of the **Corporation's** business. Supporting documents to demonstrate that the equity is part of the remuneration package must be included with the application (e.g. employment agreement) outlining the terms of the equity.
- The key staff position in the proposed business in Ontario must be a **permanent and full-time job** and meet the **prevailing wage** levels.

## **Stage 2: Key Staff Nomination Requirements**

These requirements will be assessed during Stage 2. Nomination may occur after the business has met the commitments outlined in the **Performance Agreement**. Key staff applicants must meet these requirements in order to be nominated for permanent residence.

### **1. Position Requirement:**

- The key staff applicant(s) must be in the position for which they were approved by the OINP and carrying out the approved job duties and be earning the **prevailing wage** for the position.

### **2. Residency Requirement:**

- The key staff applicant(s) must physically reside in Ontario for at least 75% of *each* year (9 months out of the year) that they are in Ontario on a temporary work permit to support the business.

### **3. Language Requirement:**

- The key staff applicant(s) must have a language proficiency equivalent to Canadian Language Benchmark (**CLB**) 4 or higher.



- **CLB** 4 can be demonstrated through one of the following tests: International English Language Testing System (IELTS), Canadian English Language Proficiency Index Program (**CELP**IP), or Test d'Évaluation de Français (**TEF**).
- Qualifying scores in each language proficiency are listed below:
  - Listening: **IELTS** 4.5, **CELP**IP 4 or **TEF** 145-180
  - Reading: **IELTS** 3.5, **CELP**IP 4 or **TEF** 121-150
  - Writing: **IELTS** 4.0, **CELP**IP 4 or **TEF** 181-225
  - Speaking: **IELTS** 4.0, **CELP**IP 4 or **TEF** 181-225
- For more information on test score equivalency charts, please see [Appendix 3](#).

In addition, key staff applicants must not hold equity in the business, except in the case where that equity has been obtained as part of the remuneration package as part of the employee contract, in which case the equity held by the key staff applicant must be less than 10% of the business.

**Note:** The **Corporation** and key staff applicant(s) must also continue to meet the commitments in the **Performance Agreement** from the time of signing up until nomination.

## 3.0 HOW TO APPLY ONLINE

Before submitting an application to the OINP, you should ensure that the **Corporation** and all key staff applicants meet the stream requirements. You may only submit a complete application.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all required **supporting documentation**, including the Key Staff Application Form for each key staff applicant,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment to cover the application fee for all key staff.

### 3.1 Access the OINP e-Filing Portal

You must access the OINP e-Filing Portal directly from the [OINP website](#) where you will find further [instructions on how to register](#) for, and apply to the Corporate Stream.

**Note:** When you first register your profile in the OINP e-Filing Portal, you must indicate the number of key staff applicants (up to 5) who will establish the business in Ontario and who are seeking nomination to permanently relocate to the province. You will not be able to amend this number yourself. Should you need to change the

number of key staff applicants before submitting your application, you must contact the OINP at [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca).

Alternatively, you can withdraw your registration/application and submit a new registration with the revised number of key staff applicants.

For more information about completing your online application, please see [section 4.0](#).

## 3.2 Authorizing a Representative

If you receive help from someone to apply to the OINP and you wish for this individual to act on your behalf with the OINP, you must authorize this individual representative before completing your online application.

### **Please note the following important information about using a representative:**

- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. However, you may log in to your ONE-key account at any time to view the status of the application.
- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

### 3.2.1 Who is a Representative?

A representative is a person who has permission to conduct business on your behalf. The representative can be paid or unpaid. Paid authorized representatives are defined by the *Immigration and Refugee Protection Act (IRPA)* and include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#),
- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of [the Law Society of Upper Canada](#).

**Note:** Please note that only “authorized” representatives can charge you a fee or receive any other type of payment.

If you designate a paid representative who does not qualify as a paid authorized representative, you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

### **3.2.2 How to Authorize a Representative Online**

#### **Before Registering**

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where he/she/they will find [further instructions](#) on the process to register as a representative and submit an application to the Corporate Stream on your behalf.

If you have not registered a profile in the OINP e-Filing Portal, you will receive two emails from the OINP after your representative registers a profile on your behalf.

- The first email will include your enrollment number and the second will include your PIN number.
- You must then sign up for a ONE-key account using these two numbers.
- Once logged into the e-Filing Portal, you can authorize your representative.

Your representative will only be able to complete the online application after he/she/they has/have been authorized by you to do so.

#### **After Registering**

However, if you already registered a profile in the OINP e-Filing Portal and you now wish to authorize a representative after the fact, you must complete the following steps:

1. Provide your representative with the application number found under "File Number" on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to his/her/their ONE-key account and select "Add an Existing Application" on his/her/their main page.
3. Your representative will need to enter your "File Number" and your email address in the boxes provided.
4. Once your file number appears, your representative can click on "Add this Application".
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your ONE-key

account to authorize this representative. You can do so by clicking on "Authorize" found on the section entitled "My Representative".

6. Once authorized, your representative will be able to log in to his/her/their OINP e-Filing account and view and/or continue your application. **Note:** any fields that you have already filled out in your application will appear as read-only for your representative.

### 3.2.3 Cancelling a Representative

You may cancel your representative at any time. To do so, log in to your OINP e-Filing account via *ONE-key* and select "Cancel" under the "My Representative" section.

Once you have cancelled your representative, he/she/they will no longer be able to access any information about your application with the OINP, nor will he/she/they be authorized to conduct any business on your behalf. You will become the primary contact for the OINP.

## 3.3 Document Translation and Notarization

If any of your supporting documents are not in English or French, you must provide a copy of the document and a **complete, certified or notarized translation** of the document.

If you are applying from within Ontario, the translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the [ATIO's website](#).

If you are applying from within Ontario but cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, you must include a letter to explain why the translations are not certified and demonstrate your efforts to locate a certified translator.

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. OINP reserves the right to require the applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

You are responsible for all translation and notarization costs.

Applications with translations that are not complete, certified or notarized are considered incomplete and will not be processed.

Translations that are completed by you, the key staff, your representative, or other individuals with **personal ties** to you or the key staff applicants are not acceptable in any case even if these individuals are certified translators.

## **4.0 COMPLETING YOUR ONLINE APPLICATION**

To begin your application, you must log in to the OINP e-Filing Portal. You can access the OINP e-Filing portal [here](#). Once you have arrived at your main page of the OINP e-Filing Portal, you can click on the alpha-numeric number found under "File Number" (e.g. BCOR-1709558).

You can now begin completing your application. You will notice between 12 and 16 tabs on the left column of each application page (depending on the number of key staff applicants). Each tab corresponds to a section of the application and is categorized by subject.

To navigate between tabs, you can click on any tab at any time to review and complete the questions.

It will take approximately two hours to complete your online application. You are not required to complete the entire application in one session.

### **4.1 Saving your Application**

You can save your application and return to it at any time. There are three ways to save your application:

1. Click the "Save" button at the bottom right corner of each page;
2. Click the "Next" or "Previous" buttons at the bottom of each page; or
3. Click the "Check for Errors" button at the bottom right corner of each page.

Note that saving your incomplete application does not submit your application to the program. Your application will only be submitted once you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and paid your application fee.

To determine whether or not you have missed any of the mandatory fields or to see if there are errors in your application, click the "Check for Errors" button at the bottom right corner of each page or at the end of your application.

## 4.2 Application Tabs

The following provides information on the tabs you will navigate to complete the online application.

### 4.2.1 Assistance with Application

You must indicate whether or not you have received, or are receiving, help preparing or completing your application. If yes, you must provide the person's name and relationship to you.

You must also indicate whether you have paid or will pay this person to assist you with your application.

Please note that only "authorized" representatives can charge you a fee or receive any other type of payment. Authorized representatives include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#),
- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of [the Law Society of Upper Canada](#).

Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

If you wish to appoint this individual to serve as your representative and conduct business on your behalf with the OINP, you will be directed to submit your application through the representative's account once he/she/they has/have been authorized to act as your representative.

### 4.2.2 General Information

In this tab, you must read the information about the application and how to complete it.

### 4.2.3 Profile of Corporation

In this tab, you must provide information about your **Corporation**, including its legal name, operating name, establishment date, and economic sector. You must also include its incorporation information and location headquarters.

Next, you must review the prepopulated information as the **Authorized Signing Officer** and indicate your job title, email address and preferred language of correspondence.

### 4.2.4 Proposed Business and Location

In this tab, you must provide information about the proposed business. You must indicate its legal structure and whether it is a **new business** or the purchase of an existing business. If the proposed business is incorporated in Canada, you must also include its incorporation information.

**Note:** If you are purchasing an existing business, it must be incorporated in Canada.

Finally, you must include the address(es) of the proposed business location(s) in Canada.

### 4.2.5 Investment and Job Creation

In this tab, you must indicate the **Corporation's** total investment in the proposed business. Please note that the **Corporation** must make a minimum investment of \$5,000,000 to meet the eligibility criteria (or if you are establishing a land development or leasehold company, the **Corporation** must make a minimum investment of \$10 million). Please see [section 2.2.2](#) for more information.

You will be required to upload a copy of the **Corporation's business plan** at the end of this application, which must include information about the proposed investment activity (see [Appendix 4](#)).

You must also include the number of new **permanent and full-time jobs** that will be created by the proposed business for Canadian citizens or permanent residents in Ontario. You will need to provide details, such as job title, **NOC** code, hourly wage, etc., for all new jobs that will be created. To review the job creation requirements, please see [section 2.2.3](#).

## 4.2.6 Key Staff Information

In this tab, you must provide details on each key staff applicant who will be relocating with your **Corporation** to Ontario. The number of key staff applicants should match the number you entered when you registered a profile in the OINP e-Filing Portal.

**Important:** You cannot substitute or replace any key staff applicants after your Stage 1 application has been submitted to the OINP. It is your responsibility to ensure that the key staff applicants meet all stream requirements. If any of the proposed key staff do not meet the requirements at Stage 1, your application will be refused.

For each key staff applicant, you must include the following details:

- Name,
- Email address,
- Position in your **Corporation**, including:
  - Start date,
  - Current job title and job title in proposed business,
  - **NOC** Code for position in proposed business,
  - Hourly wage and work hours (per week and per year),
  - Duties/responsibilities in proposed business,
  - Language requirements of position,
- Other details to confirm eligibility of key staff applicant.

You will also be required to upload a completed and signed copy of the Key Staff Application Form for each key staff at the end of your application.

Finally, you must acknowledge that key staff applicants are prohibited from purchasing equity (obtained outside of the remuneration package) in the proposed business during the first 20 months of the business being established in Ontario.

Please see [section 2.2.7](#) for more information on key staff and position requirements.

## 4.2.7 Learning about OINP

In this tab, you must indicate how you learned about the OINP. This information will be used solely for evaluation purposes. You should check only **one** box.

## 4.2.8 Supporting Documents: Corporation

You must attach supporting documents to substantiate the information you provide in the online application and to help establish that the **Corporation** and proposed business meet the eligibility criteria.



**Note:** The OINP no longer requires original hard copies of supporting documents. All supporting documents must be scanned and uploaded in your online application.

Please see [Appendix 5](#) for the list of documents.

**Reminder:** If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. Please see [section 3.3](#) for more information.

Supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file.

Ensure that all text and images are clear, legible, and complete.

In addition, please ensure that all pages for a specific document are uploaded into one file. For example, all pages of a bank statement should appear in one document, rather than a separate document for each page.

#### **4.2.9 Supporting Documents: Key Staff**

There will be a separate tab for each key staff applicant that you have included in the application. You must attach supporting documents to substantiate the information you provide in the online application and to help establish that each key staff applicant meets the eligibility criteria. You will not be able to upload any supporting documents until you have completed the tab entitled 'Key Staff Information'.

**Note:** The OINP no longer requires original hard copies of supporting documents. All supporting documents must be scanned and uploaded in your online application.

Please see [Appendix 5](#) for the list of documents.

**Reminder:** If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. Please see [section 3.3](#) for more information.

Supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file except for passport pages which have a file size limit of 10 MB.

Ensure that all text and images are clear, legible, and complete. For example, you are required to provide copies of all pages of the key staff applicant's passport.

In addition, please ensure that all pages for a specific document are uploaded into one file. For example, all pages of a passport should appear in one document, rather than a separate document for each passport page.

#### **4.2.10 Schedules**

As part of your application, you must read and sign Schedules A and B as the **Authorized Signing Officer**.

##### **Schedule A: Declarations, Authorizations and Notice of Collection**

Please ensure that you carefully read and understand the declarations and authorizations. You must acknowledge your agreement before you can submit your application to the OINP.

Schedule A will permit the Ministry of Citizenship and Immigration (MCI) to collect, use, retain and disclose your personal information contained in your application. All information collected by MCI will be used for the purposes of ensuring the program's proper administration, including assessing your application, as well as for program integrity, program evaluation, and statistical purposes.

If you do not agree with any of the declarations or authorizations, or you are not prepared to abide by them, you should not submit an application.

##### **Schedule B: Relevant Federal Legislation**

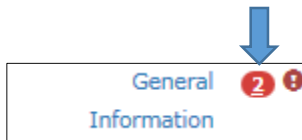
Please ensure that you carefully read and understand the federal legislation. You must acknowledge your agreement before you can submit your application to the OINP.

If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

#### **4.2.11 Summary**

The summary tab will outline whether or not your application has any errors. If not, you may proceed with your fee payment. If there are any errors, you will be directed to the tab(s) with the errors. You must fix the errors before you can submit your application. You can press the "Check for Errors" button on each tab to locate the errors and fix them.

**Note:** When reviewing your application for errors, please ensure that you click on the red circle beside the section header. If you click directly on the section hyperlink, the errors will disappear.



The system will not allow you to submit your application until you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and submitted an electronic payment.

## 4.3 Privacy and Confidentiality

### 4.3.1 How Personal Information is used

MCI collects personal information to assess whether or not you and the key staff applicants meet program criteria and to determine that the information you have provided, including all your **supporting documentation**, is true, correct and complete.

The ministry may also use this information to contact you, as well as other individuals regarding you, such as other ministries of the Government of Ontario, officials administering immigration programs, law enforcement agencies, academic institutions and financial institutions to verify the information you have provided or to request additional information, if needed, to determine whether or not you meet program criteria.

The ministry may use this information for the purposes of quality assurance and program evaluation.

If you or the key staff applicants are uncomfortable with or disagree with any part of the declarations and authorizations contained in the application, you should not submit an application to the OINP.

### 4.3.2 Protection of your Personal Information

The information provided in your application is subject to the [Freedom of Information and Protection of Privacy Act](#) (the "Act"). The Act provides a general right of access to information in the custody or control of institutions, which includes ministries. However, the right of access to information is limited by a set of exemptions and exclusions. In this regard, section 17 of the Act protects certain third party information (i.e., information that applicants might submit to the Program) from being disclosed in response to an access to information request. More specifically, s. 17 of the Act states:

*17. (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information,*

*supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to,*

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.*

If an applicant's information meets the three-part test included in s. 17 – that is, the information is the type of information that the Act protects, the information was "supplied in confidence", and the disclosure of the information could reasonably be expected to result in one of the enumerated harms – then the OINP is prohibited from disclosing this information in response to an access to information request. The OINP cannot advise you on whether any particular information satisfies this test.

In the event the OINP receives a request for an applicant's information, the OINP is obligated under s. 28(1)(a) of the Act to provide the applicant with notice of the request, along with an opportunity to make representations as to why its information should be exempt from disclosure.

## **4.4 Processing Fee**

Before you can submit your online application, you must pay the application fee of **\$3,500 per key staff applicant**. For instance, if you have three key staff applicants, your total payment would be \$10,500 (\$3,500 x 3 key staff).

You can make an electronic payment by credit card (VISA or MasterCard) only. Please note that the OINP will **not** accept:

- Money Order
- Cashier/Certified Cheque
- Postal Money Order
- Bank Draft
- Cash
- Personal Cheques

Once you make the payment, your application will be submitted to the OINP and you will not be able to make any changes. You will receive an email acknowledging receipt of your application, as well as a payment receipt.

Fees are **non-refundable** unless your application is deemed to be incomplete or you withdraw your application before the OINP has started processing it. The Province of Ontario charges fees to recover the cost of administering the OINP. Since the application fee helps pay for the cost of processing applications, fees will not be refunded if the application is unsuccessful, if the applicant withdraws the application after the OINP has started to process it, or if the province cancels or withdraws the nomination.

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as language testing, translation, certification, notarization, travel, accommodation and incidentals (for business-related visits, interviews or otherwise) are to be paid by the applicant. Once the OINP nominates an individual, that individual must apply directly to **IRCC** for permanent resident status. Regular **IRCC** application fees will apply.

## **5.0 AFTER YOU APPLY**

### **5.1 Application Assessment**

You (or your representative, if applicable) will receive an acknowledgement email to indicate that your application and payment have been received.

Once the OINP has received your completed online application, including your processing fee and all required documentation, your application will be assessed. All information that you provide will be verified to ensure accuracy, legitimacy and completeness.

Processing times for the Corporate Stream are to be determined. Please regularly check the [program website](#) for updates.

Once the OINP completes the assessment of your application, you (or your representative, if applicable) will be notified in writing of whether your application was approved or refused.

#### **5.1.1 Third Party Business Plan Assessment**

In the event that the OINP requires a third party to assist in the assessment of the **Corporation's business plan**, all costs associated with the third party **business plan** assessment will be incurred by the **Corporation**.

## 5.2 Incomplete Applications

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your application fee will be refunded.

An application may be deemed incomplete if:

- Incorrect supporting documents are provided; or
- Documents requiring translation are not certified or notarized.

**Note:** Your application fees will be refunded if your application is deemed incomplete.

## 5.3 Mandatory Interview

If your application is found to be complete, you and all key staff applicant(s) will be required to attend a mandatory in-person interview at the OINP's office. The purpose of the **mandatory interview** is to gain a better understanding of your **business plan**, the key staff's past experience and other matters relevant to your application.

The **Corporation** is responsible for all transportation arrangements and costs incurred associated with the interview. The OINP will not provide financial or other support for your entry to Canada. If you and the key staff applicant(s) are unable to attend the interview, your application may be refused and your processing fee will not be returned.

## 5.4 Checking Your Status

After you have submitted your application, you can log into the OINP e-Filing Portal through your ONE-key account to check the status of your application. Look for the column labeled "Status" on your main page. As your application makes its way through the various processing stages, the status of your application will be updated.

Please ensure that you check your status online before sending an inquiry to the OINP at [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca).

## 5.5 Changes in Personal Information

The OINP must be notified if there are any changes to the information provided in your application, including (but not limited to):

**Key Staff:**

- Change in immigration status (expiration or change in temporary work permit)
- Change in family composition due to:
  - Marriage or common-law relationship
  - Birth of a child
  - Change of custody of a child
  - Divorce/separation
  - Death

**Corporation:**

- Change in contact information
- Any pertinent changes in information in your application
- Any change in **Authorized Signing Officer** status

Changes to your primary telephone number and email address can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".

For all other changes, you must complete the [Change of Personal Information](#) form.

This form must also be used to request a correction of a data entry error (e.g., spelling mistake) made while registering your profile.

Once the form is completed, you must send it by email as an attachment to [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca) indicating in the subject line "Application Change Notice – [File number]". If you are requesting a correction to your name or date of birth, please also include the personal details page of your passport to validate your request.

Failure to notify the OINP of any changes to personal information will impact the outcome of your application with the OINP and **IRCC**.

You must not send in additional documents and/or information to the OINP unless you need to notify the program of a change, or unless you have received a required for additional information. In both cases, you must contact the OINP by email.

**Note:** Paper documents are no longer accepted by mail, fax or in person.

## 5.6 Withdrawing your Application

If you wish to withdraw your application, you may do so in one of two ways:

1. Send an email to [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca) asking the OINP to withdraw your application; or

2. Click on the "Withdraw" button next to your application on your main page of the OINP e-Filing Portal.

**Note:** Your processing fee will not be refunded if the OINP has already started processing your application.

**Reminder:** There is no substitution or replacement of the key staff during the Stage 1 application. If a key staff applicant no longer wishes to participate in the program while the application is being assessed, you must withdraw the application.

In Stage 2, however, if a key staff applicant wishes to withdraw from the program, this will not affect the outcome of the other key staff applicant(s).

## 5.7 Reconsideration (Stage 1)

If your application is refused, you may seek a review or reconsideration of the refusal decision should you feel an error was made by the program. You must send a request for reconsideration by email to [reconsiderations@ontario.ca](mailto:reconsiderations@ontario.ca) within 30 calendar days of the date on your refusal letter. In your email, you must clearly identify what error(s) you believe was/were made in the assessment of your application. The error(s) you identify must be related to the stated reason(s) for the refusal of your application.

Reconsideration requests are reviewed by an official who was not involved in the original decision and who is independent of the original decision-maker. The reconsideration decision is final.

Please note that a reconsideration request will consider eligibility at the time of the original application. A decision will not be reconsidered on the basis of a change in circumstances after the application was submitted and will not take into consideration new information or documentation that was not submitted to the program during the initial application assessment. In these instances, applicants should submit a new application to the program.

**Note:** Written requests for reconsideration are no longer accepted by mail, fax or in person. All requests for reconsideration **must** be sent by email.

## 6.0 PERFORMANCE AGREEMENT

If your application is approved, you (as the **Authorized Signing Officer**) will be required to sign a **Performance Agreement** with the Government of Ontario. The **Performance Agreement** will outline the commitments that the **new business**



must achieve in order for the key staff to be eligible for nomination for permanent residence. This document will include, but may not be limited to:

- A description of your business (including industry and its location),
- The investment amounts and timelines,
- The number and type of positions to be created for Canadian citizens or permanent residents,
- Mandatory business milestones and achievements (depending on your specific business), and
- Timeframes for any commitments.

**Performance Agreements** are unique to each **Corporation** and are based on the information provided in the online application, the **business plan** and the interview.

If you fail to satisfy the business commitments outlined in the **Performance Agreement**, the key staff applicant(s) will not be eligible for nomination for permanent residence.

## **STAGE 2**

### **7.0 BEFORE THE KEY STAFF ARRIVE**

#### **7.1 Temporary Work Permit**

Once you have signed the **Performance Agreement**, the OINP will issue a letter of confirmation enabling the key staff applicant(s) to apply to **IRCC** for a temporary work permit. This letter constitutes Ontario's support for the key applicant(s) and their family to move to Ontario to start the business.

Note that temporary work permits are not issued by the OINP. The key staff applicant(s) must apply through **IRCC**. A temporary work permit is the official document issued by the Government of Canada that allows a foreign national to legally work on a temporary basis in Canada.

The OINP reserves the right to withdraw support for your key staff's temporary work permit if they no longer meet the eligibility criteria of the Corporate Stream.

## 8.0 AFTER THE KEY STAFF ARRIVE

### 8.1 Arrival

After the **Performance Agreement** is signed, the key staff must arrive in Ontario with their valid temporary work permit issued by **IRCC** within 12 months from the date of their letter of confirmation.

If the key staff applicant(s) do not arrive within 12 months from the date of their letter of confirmation, your application to the OINP will be withdrawn.

You must designate one of your key staff as the primary contact person for all OINP matters. The primary contact person must inform the OINP of all key staff's arrival in Ontario within 7 days from the date of arrival. The commitments outlined in the **Performance Agreement** commence from the date of arrival of the primary contact person.

### 8.2 Building your Business

Once the key staff applicant(s) have arrived in Ontario, you have up to 20 months from the date that you arrive to implement the **business plan**, actively manage the business and meet all of the commitments outlined in the **Performance Agreement**.

You must ensure that the required **permanent and full-time jobs** are continuously filled for at least 10 months, up to the day that the **Final Report** is submitted. The OINP reserves the right to withdraw their support for the key staff's temporary work permits, if the **Corporation** and key staff applicant(s) do not meet the commitments outlined in the **Performance Agreement**.

### 8.3 Monitoring of Business

To ensure the business stays on track with the commitments outlined in the **Performance Agreement**, and to assist with any issues you or the key staff applicant(s) may have, **OINP officers** will monitor your business. Monitoring may include visiting your business. In addition, you will be required to provide quarterly reports and a **Final Report** to the OINP indicating your progress.

### 8.4 Final Report

The **Corporation** is responsible for submitting a **Final Report** to the OINP between 18 and 20 months after the key staff applicant(s) arrived in Ontario with their valid temporary work permits. You will be provided with a template for the **Final Report**

by an **OINP officer** once you reach this stage. Please note that a **Final Report** to initiate the nomination process cannot be submitted earlier than 18 months from arrival and only after the OINP has completed the required monitoring.

The **Final Report** along with supporting documentation must be submitted to the OINP in order to initiate the nomination process.

In your **Final Report**, it is your responsibility to demonstrate that the **new business** has met the commitments outlined in the **Performance Agreement**.

OINP will review and evaluate your **Final Report** and may request additional information if required. Additionally, **OINP officers** may conduct a site visit of your business, at their discretion.

## 9.0 NOMINATION

### 9.1 Nomination Criteria

After the OINP has confirmed that the **new business** has met the commitments outlined in the **Performance Agreement**, the key staff applicant(s) must meet the following general nomination criteria to be considered for nomination:

- **Position:** Key staff applicant(s) must be in the position for which they were approved by the OINP and carrying out the approved job duties and earning a salary that meets the **prevailing wage** level in Ontario for the position.
- **Residency:** The key staff applicant(s) must reside and be physically present in Ontario for 75% of *each* year (9 months out of the year) that they are in Ontario under a temporary work permit to support the business.
- **Language:** **CLB** 4 or higher in English or French.

For more information on the nomination requirements, please refer to [section 2.2.7](#).

Once it has been determined that the **new business** has met the **Performance Agreement** commitments, the OINP will contact the primary contact person for the key staff applicant(s) and request the submission of **supporting documentation** to assess the nomination criteria.

If approved, the key staff applicant will receive a Letter of Nomination along with the OINP Confirmation of Nomination document.

**Note:** After the **new business** has met the **Performance Agreement**, each key staff applicant is responsible for his/her own nomination eligibility. If one key staff applicant does not meet all of the nomination requirements, other key staff may still be eligible for nomination if they meet all of the criteria.

## 9.2 Applying for Permanent Residence to IRCC

Successful nominees must submit an application for permanent residence to **IRCC** within six (6) months of being nominated by the OINP. They must include a copy of their Letter of Nomination and a copy of the OINP Confirmation of Nomination document.

Extensions to Confirmation of Nomination documents will only be granted in cases where applicants can demonstrate that the deadline for applying to **IRCC** cannot be or was not met because of extenuating circumstances.

**Note:** Nomination by the OINP does not guarantee the approval of your application for permanent residence by **IRCC**.

For more information on applying for permanent residence, please visit [IRCC's website](#).

## 9.3 Reconsideration (Stage 2)

If your application is refused, you may seek a review or reconsideration of the refusal decision should you feel an error was made by the program. You must send a request for reconsideration by email to [reconsiderations@ontario.ca](mailto:reconsiderations@ontario.ca) within 30 calendar days of the date on your refusal letter. In your email, you must clearly identify what error(s) you believe was/were made in the assessment of your application. The error(s) you identify must be related to the stated reason(s) for the refusal of your application.

Reconsideration requests are reviewed by an official who was not involved in the original decision and who is independent of the original decision-maker. The reconsideration decision is final.

Please note that a reconsideration request will consider eligibility at the time of the original application. A decision will not be reconsidered on the basis of a change in circumstances after the application was submitted and will not take into consideration new information or documentation that was not submitted to the program during the initial application assessment. In these instances, applicants should submit a new application to the program.

**Note:** Written requests for reconsideration are no longer accepted by mail, fax or in person. All requests for reconsideration **must** be sent by email.

## **10.0 AFTER NOMINATION**

Post-nomination monitoring will continue for a period of 36 months after the key staff applicant(s) have been nominated. This monitoring will be undertaken to ensure that nominees continue to meet program criteria up until the granting of permanent resident status. The timeframe beyond the attainment of permanent residence will be monitored to collect valuable information from former nominees who will assist with the evaluation of the program.

## **11.0 CONTACT INFORMATION**

For any questions about the Corporate Stream, please contact the OINP by email [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca) or by phone at 416-327-0374 or toll-free at 1-866-214-6820 (within North America only).

# APPENDIX 1: GLOSSARY

**Active (Earned) Income:** Income generated from core businesses activities, such as the sale of goods and services, excluding rental and investment income.

**Authorized Signing Officer:** Officer or representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing Corporation to a binding agreement.

**Buy-and-hold Strategy:** Passive investment strategy in which an investor buys a business with no intent to grow it, thus minimizing the economic impact and potential job creation benefits to Ontario.

**Business Plan:** Written document outlining business goals in detail and plans for attaining them. See [Appendix 4](#) for more information.

**CELPIP:** Canadian English Language Proficiency Index Program.

**CLB:** Canadian Language Benchmark.

**Corporation:** Entity looking to expand into Ontario or buy an existing business in the province. The Corporation must have an established business record of at least 36 months and be incorporated in Ontario. Eligible corporate structures include a public corporation, a partnership or a sole proprietorship.

**Final Report:** Populated template demonstrating that the Corporation and key staff applicant(s) have met Performance Agreement objectives. The Final Report is to be submitted to the OINP between 18 and 20 months after the key staff applicant(s) arrive in Ontario with temporary work permit(s).

**GTA:** The City of Toronto, Durham, Halton, York and Peel regions.

**IELTS:** International English Language Testing System.

**IRCC:** Immigration, Refugees and Citizenship Canada (formerly Citizenship and Immigration Canada – CIC).

**Immigration-Linked Investment Scheme:** Strategy or plan where a) one of the objectives of the strategy or plan is to facilitate immigration to Canada and one of the objectives of the promoters of the strategy or plan is to raise capital; or b) the agreement or arrangement in respect of the strategy or plan was entered into primarily for the purpose of acquiring a status or privilege under the *Immigration and Refugee Protection Act*.

**Institutional Investor:** Institutions with the primary purpose of managing financial assets. Examples include pension funds, endowment funds, insurance companies, commercial banks and mutual and hedge funds. Institutional investors are regulated by regulatory bodies such as the Ontario Securities Commission (or similar regional regulators).

**Mandatory Interview:** Required face to face meeting held in order to gain a better understanding of your business plan and past experience of the Corporation and key staff applicant(s).

**New Business:** New commercial entity developed with the intent of profiting financially.

**National Occupational Classification (NOC):** The authoritative resource on occupational information in Canada used to understand jobs found throughout Canada's labour market.

**National Occupational Classification (NOC) Skill Level A:** Professional jobs requiring a university degree (e.g. doctors, dentists, architects, etc.).

**National Occupational Classification (NOC) Skill Type 0:** Management jobs (e.g. computer and IT managers, financial managers, engineering managers, etc.).

**OINP officers:** Ontario Immigrant Nominee Program officers responsible for conducting application assessments.

**Passive (Unearned) Income:** Income generated from the sale of goods and services that are non-core business activities such as rental and investment income.

**Performance Agreement:** Contract between you (the Authorized Signing Officer) and the Province of Ontario outlining the terms, conditions and commitments that a business must meet in order for all key staff (and their families, if applicable) to receive nomination for permanent residence from OINP.

**Permanent Business:** Fixed place of business in Ontario with no anticipated end date that is liable for tax on profits earned. Project-based/seasonal businesses are not considered eligible.

**Permanent and Full-time Job:** Permanent position with no anticipated end-date that consists of a minimum of 1,560 hours of paid employment in a 12-month period.

**Personal Ties:** Anyone that you or your key staff knows prior to seeking out the requested services.

**Prevailing Wage:** Defined as the average hourly wage, salary or taxable benefits package for a specific job (occupation) in a specific industry. Information about

wage levels in different occupations can be found on the [Government of Canada Job Bank](#), selecting Explore Careers: Wages. Job Bank identifies “prevailing wage” as “median wage” and entry-level wage as “low wage”.

**Schedule I Bank:** Domestic (within Canada) banks authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation.

**Schedule II Bank:** Foreign (outside Canada) bank subsidiaries authorized under the Bank Act to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.

**Supporting Documentation:** Documents that support and provide proof for statements made in the application (e.g. Birth Certificate to confirm birth date).

**TEF:** Test d’Evaluation de Français.

**Telecommuting:** Remote work arrangement where employees do not commute to a central location to work.

**Virtual Office:** Business location that exists only in cyberspace allowing employees and business owners to work from any location by using technology.



# APPENDIX 2: FINDING THE POSITION NOC CODE

To find the NOC code of the key staff's position, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada.

For example, if the position is a Corporate Sales Manager in the Toronto Region, follow the steps below to find the NOC code:

**Step 1:** Visit the [NOC website](#) and click on 2016 version.

The screenshot shows the homepage of the National Occupational Classification (NOC) 2016 website. At the top, there is a header with the Government of Canada logo and navigation links for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A search bar is located in the top right corner. Below the header, a breadcrumb trail reads: Home → National Occupational Classification → Welcome to NOC 2016. The main content area features a 'Quick Search' box with a search input field and a search button. Below this, the heading 'Welcome to the National Occupational Classification 2016' is displayed, followed by a note that the NOC 2011 and NOC 2006 websites are also available. The main text describes the NOC 2016 as the authoritative resource on occupational information in Canada, providing a standard taxonomy and framework for dialogue on Labour Market Information. It mentions that it gathers more than 30,000 occupational titles into 500 Unit Groups, organized according to skill levels and skill types. Below this, there is a section for 'Introduction and Overview of changes' with a list of links: Background, Modified Unit Group titles, Modified Unit Group descriptions, and Movement of job titles among Unit Groups. At the bottom, there is a section for 'NOC research and development' with links for Research methodology for NOC revisions and Approval process. On the left side, there is a sidebar menu with links for: Search the NOC..., Welcome to NOC, About the NOC, New @ NOC, Occupational Structure, Matrix, Tutorial, Career Handbook, FAQ, Contact Us, Related Sites, NOC Code List, and Job Bank.

**Step 2:** Enter the title of your position in the Quick Search field. Select the most relevant result.

The screenshot shows the Government of Canada website's National Occupational Classification 2016 Quick Search interface. The search term "corporate sales manager" has been entered into the search field. The results show one job title: "0601 Corporate sales managers" with the sub-title "corporate sales manager".

**Government of Canada / Gouvernement du Canada**  
Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → National Occupational Classification → Welcome to NOC 2016 → Quick Search - Result

### Quick Search - Results

**Quick Search**  
Enter a 4-digit NOC code or your job title (required).

Keyword(s): "corporate sales manager"

**Total Unit Group Titles : 1**  
**Total Job Titles : 1**

- [0601 Corporate sales managers](#)  
corporate sales manager

Date modified: 2017-07-13

**National Occupational Classification 2016**

- Search the NOC...
- Welcome to NOC
- About the NOC
- New @ NOC
- Occupational Structure
- Matrix
- Tutorial
- Career Handbook
- FAQ
- Contact Us
- Related Sites
- NOC Code List
- Job Bank

**Step 3:** Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the position, not just the title of the position. Choose the NOC code that most accurately reflects the offered position.

- Example: Selected: Corporate Sales Manager – NOC Code 0601



National Occupational Classification 2016

Search the NOC...

Welcome to NOC

About the NOC

New @ NOC

Occupational Structure

Matrix

Tutorial

Career Handbook

FAQ

Contact Us

Related Sites

NOC Code List

Job Bank

## 0601 Corporate sales managers

### Quick Search

Enter a 4-digit NOC code or your job title (required).



### Lead statement

Corporate sales managers plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial, institutional, e-business and wholesale and retail sales. They are employed by commercial, industrial and wholesale and retail trade establishments.

### Example Titles

- corporate sales manager
- national accounts manager – sales
- regional sales manager
- trade expansion manager

[View all titles](#)

### Main duties

Corporate sales managers perform some or all of the following duties:

- Plan direct and evaluate the activities of sales departments in commercial, industrial, wholesale and retail and other establishments
- Organize regional and divisional sales operations
- Establish organizational policies and procedures in relation to sales
- Determine strategic planning related to new product lines
- Lead sales team in building relationships with business clients and manage negotiations of sales contracts
- Recruit, organize, train and manage staff
- May work with the marketing department to understand and communicate marketing messages to the field.

### Employment requirements

- A university degree or college diploma in business or in a related field with a specialization in sales and  
Several years of experience as a sales representative or in a related occupation are usually required.

### Additional information

- Progression to senior management positions is possible with experience.

# APPENDIX 3: LANGUAGE TEST SCORE EQUIVALENCY CHARTS

**Canadian English Language Proficiency Index Program (CELPIP) General 2014 – Test score equivalency chart**

<b>CLB Level</b>	<b>Listening</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
<b>10</b>	10	10	10	10
<b>9</b>	9	9	9	9
<b>8</b>	8	8	8	8
<b>7</b>	7	7	7	7
<b>6</b>	6	6	6	6
<b>5</b>	5	5	5	5
<b>4</b>	4	4	4	4

**International English Language Testing System (IELTS) General Training – Test score equivalency chart**

<b>CLB Level</b>	<b>Listening</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
<b>10</b>	8.5	8.0	7.5	7.5
<b>9</b>	8.0	7.0	7.0	7.0
<b>8</b>	7.5	6.5	6.5	6.5
<b>7</b>	6.0	6.0	6.0	6.0

**International English Language Testing System (IELTS) General Training – Test score equivalency chart**

<b>CLB Level</b>	<b>Listening</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
<b>6</b>	5.5	5.0	5.5	5.5
<b>5</b>	5.0	4.0	5.0	5.0
<b>4</b>	4.5	3.5	4.0	4.0

**Test d'évaluation de français (TEF) – Test score equivalency chart**

<b>CLB Level</b>	<b>Reading</b>	<b>Listening</b>	<b>Writing</b>	<b>Speaking</b>
<b>10</b>	263-277	316-333	393-415	393-415
<b>9</b>	248-262	298-315	371-392	371-392
<b>8</b>	233-247	280-297	349-370	349-370
<b>7</b>	207-232	249-279	310-348	310-348
<b>6</b>	181-206	217-248	271-309	271-309
<b>5</b>	151-180	181-216	226-270	226-270
<b>4</b>	121-150	145-180	181-225	181-225

# **APPENDIX 4: BUSINESSES PLAN GUIDE**

## **What is a Business Plan?**

A business plan is a written document that describes your proposed business in detail, including:

- The purpose and objectives of your proposed business including what it is selling, who are its customers and how it will operate
- How your proposed business will achieve the purpose and objectives
- What are the operational and financial goals of the business
- What challenges lie between the execution of your business plan and the achievement of its purpose, objectives and goals
- What is your plan to overcome the challenges (e.g. sales, advertising, pricing, marketing, competition, industry regulations, cash flow and finances, changing market conditions, hiring the right people)

## **Supporting Documentation**

A strong business plan contains supporting documentation. Wherever possible, empirical evidence is preferred to theoretical evidence and should be provided to support the claims and intentions of the business plan. Some examples of supporting documentation evidence are: financial statements, tax statements, sales forecasts, competitor analysis, industry statistics, market trend data, employee staffing and human resource plans, risk assessments, applications for licenses or permits and industry association memberships.

Since every business is different, there is no perfect standard for business plans. Your plan may be to buy and improve an existing business, or you may plan to start an entirely new business. However, the process of collecting evidence and supporting documentation will lead to a stronger overall business plan because it forces you to think about every aspect of your business, and how it will succeed.

The submission of supporting documentation to the OINP is a mandatory requirement for the OINP to nominate key staff applicant(s) (and their families, if applicable) for permanent residence.

## **Monitoring your Business Plan and the Performance Agreement**

If you apply to the program and your application is approved, the OINP will monitor your business and you will be required to sign a Performance Agreement. The Performance Agreement is a legal contract with the OINP which lists specific things

that your business must do in order to be successful, including dates when you must submit progress reports to the OINP and what specific supporting documentation is required. A strong business plan will help you to plan for the growth and progress of your business. Your business's success can depend on your plans for the future.

## **How to Structure Your Business Plan**

Your business plan should be complete, clear and concise. The length of your business plan is not as important as the content. A 15-page business plan can be better than a 20-page business plan and there is no benefit or additional consideration given for longer business plans that use extra words or repeat content.

The business plan must be written:

- Using 10-12 point font size (or equivalent)
- Single spaced
- Must not exceed 20 standard letter sized pages (48.5 inches by 11 inches or 215.9mm x 279.4mm) in length, not including supporting documentation or other attachments or appendices

Your business plan should contain six sections. The length of each section will vary, depending on the type of business. The sections should be written in the following order:

- Executive Summary
- Business Model
- Regulatory Requirements
- Risk Management
- Financial Analysis
- People Case

**To help you write your business plan, sample questions for each section are included in this document. Consider each question carefully. Although you do not have to answer each and every sample question in your business plan, these are examples of the types of questions that will be used to assess your business plan. If the sample question does not apply to your business plan or you are unable to provide an answer for any reason, you may want to indicate why it does not apply. Consider the strengths, opportunities, weaknesses and threats for each section. Each section must satisfy an OINP minimum assessment requirement and if your application is approved, may be measured by performance commitments as part of the Performance Agreement.**

## **Additional Resources**

1. Government of Canada - [Innovation, Science and Economic Development Canada](#)
2. Government of Canada - [Canada Business Ontario](#)
3. Government of Canada - [FedDev Ontario](#)
4. Government of Ontario - [Industries](#)
5. Government of Ontario - [Communities and Business Opportunities/Living in Ontario](#)
6. Government of Ontario - [Ministry of Economic Development and Growth](#)

## **Executive Summary**

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The Executive Summary should respond to and/or address the following:

1. Introduce yourself and the Corporation and briefly describe your proposed business in Ontario.
2. Explain why you are interested in the OINP and what your proposed business plan will achieve initially and in the longer term (e.g. five years from now).
3. Describe how the proposed business in Ontario relates to the business of the existing Corporation.
4. Why is your proposed business important for the Government of Ontario?
5. What economic benefit does your proposed business bring to the Province of Ontario?
6. Strategic Case: describe why your proposed business will succeed.
7. Provide details about the critical success factors for the first six months of the proposed business (consider the purpose, objectives and goals of your proposed business).
8. Provide a full chronology of your proposed business plan including key milestones, dates and amounts for each part of the entire business investment.
9. Financial Case: provide financial statements for the last three years of the parent Corporation.
10. Provide details of the location of the proposed business. State whether the premises will be owned or leased and, if the latter, provide details including date of lease termination and options to extend lease period.
11. Describe how the proposed business will benefit the local and broader communities.
12. Describe steps already taken to implement this proposed business (e.g. business-related visits, lease agreements).



In addition, if you are purchasing an existing business, you should respond to and/or address the following questions:

- Describe how you will preserve all existing permanent and full-time jobs and create new jobs.
  - You must include a list of all existing staff and indicate whether they are full-time or part-time, and permanent or temporary.
- Describe your plan to invest funds and grow/improve the business.
- Financial Case: provide audited financial statements for last three years of the existing business.

## **Business Model**

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**1. Product/Service:** Describe your proposed product/service, including its competitive advantage (why it will be successful).

***Consider the following questions:***

- What is your product/service?
- Describe the process associated with producing, delivering and/or supporting your product/service.
- Have you considered packaging, quality, price, service, guarantees or warranty?
- What is the differentiating factor that makes your product/service unique?
- What are the benefits associated with purchasing your product/service?

**2. Industry:** Describe, in detail, the industry in which your proposed business will operate.

***Consider the following questions:***

- What is the total size of your industry (potential sales, market share, and number of customers)?
- Are there seasonal factors that would impact the industry?
- Describe any trends that could impact the industry (financing or interest rate sensitivities, government regulations, seasonality). Are these trends increasing or declining?
- What does the long-term outlook look like for the industry sector?

**3. Competition:** Identify any competitors to your business.

***Consider the following questions:***

- Who are your direct/indirect competitors? Ensure that you provide a summary of competition, including: market share, financial health and comparison of product / service in terms of quality, price, service, warranties, image, etc.

**4. Target Market:** Identify and describe the target market for the product/service.

***Consider the following questions:***

- Who is your target market? Ensure that you include demographic statistics such as their age, gender, income, etc. Additionally, ensure that you explain the psychographics (the classification of people according to their attitudes, aspirations) of your target market.
- What is the approximate size of your target market (in terms of gross sales and units of product or service sold)?
- What trends (industry, socioeconomic, public policy, demographic shifts, etc.) are influencing the target market for your product/service?
- Does pursuing this target market allow you to meet the minimum requirements of the program? Ensure that you explain the connection clearly.

**5. Pricing Strategy:** Describe your business strategy on price(s) for the product/service.

***Consider the following questions:***

- What is your base price and how did you arrive at this figure? What are your fixed and variable costs?
- How are similar products and services priced? Ensure that you explain how the price of your product / service will compete with market prices.
- How does your price point align with your target market?
- What do your costs include?
- Will you offer discounts?
- What kind of a return are you looking for and how soon are you anticipating recouping your investment?
- Does this pricing strategy allow you to meet minimum requirements of the program? Ensure that you explain the connection clearly.

**6. Sales Strategy:** Describe your sales strategy.

***Consider the following questions:***

- How will you distribute your product/service? Ensure that you outline all of the players or technology involved in delivering your product/service to the end customer.
- How can customers pay for your product? What credit terms will you extend to your customers? Ensure that you include any discounts that you will offer for early payment or penalties for late payment.
- What is your return policy, service guarantees and / or warranties you intend to offer customers?
- What after-sales support will you offer? Will you charge for this service?

**7. Advertising and Promotions Strategy:** Describe your advertising and promotions plan.

***Consider the following questions:***

- How will you advertise your product? Include the medium that you will use (for example, direct mail, internet, radio, television, etc.) How much will this cost? How much business do you anticipate this will generate?
- What are your plans to generate press for your business? What type of media will you target?
- What kind of marketing material will you produce? Ensure that you explain brochures, sell sheets, business cards you will use, if applicable.
- Will you have a website? If so, ensure that you describe how you will use the website to market your business.
- What other forms of marketing will you use? Consider trade shows, telemarketing, etc.

**8. SWOT Analysis:** Include a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis including factors likely to influence success of your business.

***Consider the following questions:***

- Does your response provide a comprehensive assessment of the strengths and weaknesses of the business?
- Does your response provide a comprehensive assessment of the opportunities and threats in the industry?

## **Regulatory Requirements**

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**9. Applicable Regulations:** Identify applicable regulations and the associated operational obligations.

**10. Compliance Approach:** Describe the proposed compliance approach for obligations.

## **Risk Management**

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**11. Potential Risks:** Identify and describe potential risks to the business.

***Consider the following questions:***

- What are the possible risks within your industry?
- What are the possible health and safety risks in your business/work site?
- What will you do if the demand for your goods or services decreases?
- What will you do if the number of competitors increases?
- What risks do you face in producing your product/service?
- What risks do you face with the marketing plan that you have outlined?

- What human resources risks do you face? Consider your management team, advisors and your employees.
- What will you do if your key employees quit? What if they are seriously hurt on the job?
- What if you run out of cash? Where else would you go?
- What if your major supplier has financial difficulties? What other suppliers exist?
- What, if any, environmental risks does your product / service face? Do they conform to environmental rules of government, municipality, etc.?

**12. Risk Management Plan:** Describe your risk mitigation strategy.

## **Financial Analysis**

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**13. Income Statement:** Include four-year projected income statements (including clear assumptions for all revenue and expenses).

**14. Balance Sheet:** Include four-year projected balance sheets (including clear assumptions for all assets and liabilities).

**15. Statement of Cash Flows:** Include four-year projected cash flow statements (including clear assumptions).

**16. Research:** Support all financial assumptions with references to research or personal experience/knowledge.

**17. External Financing required (if applicable):** Has any required external financing been identified and is it in place / approved?

## **People Case**

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**18. Organizational Chart:** Include an organizational chart of what the proposed business will look like (including roles, responsibilities and skills needed from each employee).

***Consider the following questions:***

- How many new full-time jobs are created for Canadian citizens and/or permanent residents?
- When do you expect to create permanent and full-time jobs for Canadian citizens and/or permanent residents?
- What are the skills and job experiences that the people filling these positions have?
- What will be the roles and responsibilities for these employees?

- Why are the key staff applicants necessary for the establishment and continued operation of the business?

**19. Compensation Plan:** Outline a compensation plan for employees.

***Consider the following questions:***

- How much will you be paying your employees? Will there be any changes in the future?
- Describe the compensation package for yourself and your employees (e.g. salary, benefits, profit sharing schemes etc.)

**20. Key Outside Advisors:** Who are the key outside advisors required for the success of the business (accountants, lawyers, consultants, bankers, etc.)?

***Consider the following questions:***

- Who will you need as outside advisors?
- What is their role in the business?
- How often will you need their services?
- How much will you pay each respective outside advisor?

**21. Recruitment Plan:** Describe the detailed plan on how to recruit/hire required local staff.

***Consider the following questions:***

- What is your recruitment strategy?
- How will you market yourself to prospective new employees?
- Where will you recruit employees (internet, job fairs, etc.)?

**22. Training and Development Plan:** Describe your training and development plan for staff.

***Consider the following questions:***

- How will you train your staff?
- What is your policy for ongoing training for your staff?
- How will you ensure compliance with safety and/or other regulatory regulation?

# APPENDIX 5: CORPORATE STREAM DOCUMENT CHECKLIST

- Please read the entire Application Guide and make sure you understand and meet all requirements before submitting an online application.
- The OINP reserves the right to request additional information. Officers assessing your application may request additional documents that are not listed in this checklist if they deem that these documents are necessary to assess your application. Failure to provide the requested documents in the timelines requested by officers will result in the refusal of the application.
- You must answer every question truthfully without misrepresenting or withholding any information.
- Although you may consider some information in the application or the supporting documents submitted to the OINP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with the applicant's consent, and where required by law or if required by a court or tribunal.
- Refer to [section 3.3](#) for translation requirements.

## CORPORATE STREAM DOCUMENT CHECKLIST

Supporting Documents	Submitted
<b>A. CORPORATION DOCUMENTS</b>	
<b>1. Business Plan</b>	
A copy of the business plan, including any additional documents to support the claims and intentions of the business plan. Supporting documentation may include, but are not limited to the following:	
<ul style="list-style-type: none"><li>• Financial and tax statements;</li><li>• Sales forecasts;</li><li>• Competitor analysis;</li><li>• Industry statistics;</li><li>• Market trend data;</li><li>• Employee staffing and human resource plans;</li><li>• Risk assessments;</li><li>• Applications for licenses or permits; and/or</li><li>• Industry association memberships.</li></ul>	<input type="checkbox"/>
<b>1.1 Financial Analysis</b>	
A copy of the following documents to support the financial analysis in your business plan:	
<ul style="list-style-type: none"><li>• <b>Income Statements:</b> 4-year projected income statements (including clear assumptions for all revenue and expenses);</li><li>• <b>Balance Sheets:</b> 4-year projected balance sheets (including clear assumptions for all assets and liabilities);</li><li>• <b>Statements of Cash Flows:</b> 4-year projected cash flow statements (including clear assumptions).</li></ul>	<input type="checkbox"/>
<b>2. Organizational Chart</b>	
A copy of the organizational chart indicating the key staff's role in the Corporation.	<input type="checkbox"/>
<b>3. Registration with Taxation Authorities</b>	
A copy of the Corporation's registration document(s) with the taxation authorities.	<input type="checkbox"/>
<b>4. Shareholder Agreements</b>	
A copy of the shareholder agreement(s), which demonstrate(s) the relationship between the shareholders of the Corporation.	<input type="checkbox"/>
<b>5. Corporate and Legal Structure Documents</b>	
Copies of documents to demonstrate the current corporate and legal structure of the Corporation, including the Authorized Signing Officers, shareholders, share capital, and operating history.	<input type="checkbox"/>

Supporting Documents	Submitted
<b>6. Financial Statements and Business Bank Statements</b> Copies of the Corporation's financial statements and business bank account statements for all years in business (minimum 36 months in the last 60 months).	<input type="checkbox"/>
<b>7. Articles of Incorporation</b> A copy of the Articles of Incorporation for the parent Corporation.	<input type="checkbox"/>
<b>8. Other (if applicable)</b> Other documents not captured in this section to support application.	<input type="checkbox"/>
<b>B. BUSINESS SUCCESSION DOCUMENTS, IF APPLICABLE (PURCHASE OF AN EXISTING BUSINESS)</b>	
<b>1. Business License/Certificate</b> A copy of the business license or certificate of the proposed business being purchased.	<input type="checkbox"/>
<b>2. Tax Registration Certificate</b> A copy of the Tax Registration Certificate of the proposed business being purchased.	<input type="checkbox"/>
<b>3. Financial Statements</b> A copy of the financial statements for the last three years of the proposed business being purchased.	<input type="checkbox"/>
<b>4. Articles of Incorporation</b> A copy of the Articles of Incorporation for the proposed business being purchased.	<input type="checkbox"/>
<b>5. Shareholder Agreements</b> A copy of the shareholder agreement(s) for the proposed business being purchased, which demonstrate(s) the relationship between the shareholders.	<input type="checkbox"/>
<b>6. Tax Statements for all Employees</b> Copies of T4 <i>Statements of Remuneration Paid</i> for all employees (full-time and part-time) for the most recent tax year.	<input type="checkbox"/>
<b>7. Other (if applicable)</b> Other documents not captured in this section to support application.	<input type="checkbox"/>



**C. KEY STAFF DOCUMENTS (FOR EACH KEY STAFF APPLICANT)****1. Key Staff Application Form**

A copy of the Key Staff Application Form (completed and signed) for each key staff applicant.

**2. Photograph**

A copy of a photograph for each key staff applicant that meets the following requirements:

- **Dimensions:** final frame size of the photo must be at least 35mm by 45mm (1 3/8" x 1 3/4"), 300dpi or 413 pixels x 531 pixels or greater, showing full front view of the head, with the face in the middle of the photograph and including the top of the shoulders.
- Head, from chin to crown, must be between 31mm and 36mm (1 1/4" or 1 7/16").
- The background of the photo must be white.
- Save the file with your name, for example, "John Smith passport photo.jpg".

**3. Passport**

A copy of the entire passport for each key staff applicant:

- The passport copy must include clear copies of each page including all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.
- The passport must have been valid for at least 12 months prior to the application submission date. If not, include copies of all of the pages of the key staff's previous passport.

**4. Passport(s) for Key Staff's Family Member(s) (if applicable)**

A copy of the personal details page from the passport of all dependent family members of each key staff applicant.

Dependent family members include spouse or common-law partner, children who are less than 19 years of age and their children.

**5. Birth Certificate**

A copy of the birth certificate or an acceptable national document where an original birth certificate is not available (i.e. letter from appropriate government authority indicating why a birth certificate is not available) for each key staff applicant.

Supporting Documents	Submitted
<p><b>6. Status Documents issued by IRCC or CBSA (if applicable)</b>  Copies of all status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.</p>	<input type="checkbox"/>
<p><b>7. Work Experience</b>  Copies of the following documents to support each key staff applicant’s work experience with the Corporation:</p> <ul style="list-style-type: none"> <li>• Employment contracts with the Corporation (at least 36 months of full-time work within the last 60 months); and</li> <li>• Proof of compensation, such as pay stubs, payroll records, bank statements showing salary deposits, or income tax documents.</li> </ul>	<input type="checkbox"/>
<p><b>8. Résumé</b>  A copy of the key staff applicant’s most current résumé.</p>	<input type="checkbox"/>
<p><b>9. Other (if applicable)</b>  Other documents not captured in this section to support application.</p>	<input type="checkbox"/>