



Ministry of Citizenship and Immigration

# Ontario Immigrant Nominee Program Entrepreneur Stream Guide

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**NOTE:** 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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# Overview of the Entrepreneur Stream

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## About the Entrepreneur Stream

The Ontario Immigrant Nominee Program's Entrepreneur Stream is designed to support individuals from outside of Canada who are looking to implement a new business idea or buy an existing business in Ontario. The Entrepreneur Stream offers entrepreneurs the opportunity to be nominated for permanent residence once their business has been successfully established in Ontario.

## About the Entrepreneur Stream Guide

The Entrepreneur Stream Guide provides information about minimum requirements for eligibility criteria, the Expression of Interest (EOI), the application process, and the documents that you must provide in order to participate in the Entrepreneur Stream.

- Please carefully review the information in this guide before you register to ensure you meet all eligibility requirements.
- All dollar amounts in this guide are expressed in Canadian dollars.
- A Glossary of Key Terms is located at the end of this document. All terms written in [blue font](#) in this guide link to additional information about the term in the Glossary.

## Overview of Process (Steps)

The Ontario Immigrant Nominee Program (OINP) Entrepreneur Stream application is a two-stage process. The following steps are required to participate in the Entrepreneur Stream. Additional information about each step of the application process is provided in this guide:

### **STAGE 1**

Step 1: Preparation before registering an online Expression of Interest (EOI) (includes online self-assessment [tool](#)).

Step 2: Register an online [EOI](#).

Step 3: Invitation to apply – If you are invited to apply, you can prepare an application to the OINP Entrepreneur Stream.

Step 4: Submitting your online application and application fee.

Step 5: Application Assessment – all information that you provided in your online application will be verified to ensure accuracy, legitimacy and completeness. As

part of your application assessment, you will be required to attend a mandatory interview.

Step 6: Performance Agreement - If your application is approved, you will sign a Performance Agreement outlining the commitments you have made to invest and create jobs in the province.

## **STAGE 2**

Step 7: Before You Arrive – Temporary Work Permit. You will be issued a temporary work permit support letter to apply for a temporary work permit from [Immigration, Refugees and Citizenship Canada](#) (IRCC)<sup>1</sup> in order to establish your business in Ontario. Please note that IRCC retains the authority to issue temporary work permits.

Step 8: After You Arrive – Business Establishment: Once you've arrived in Ontario you will have 20 months to build your business and implement your business plan.

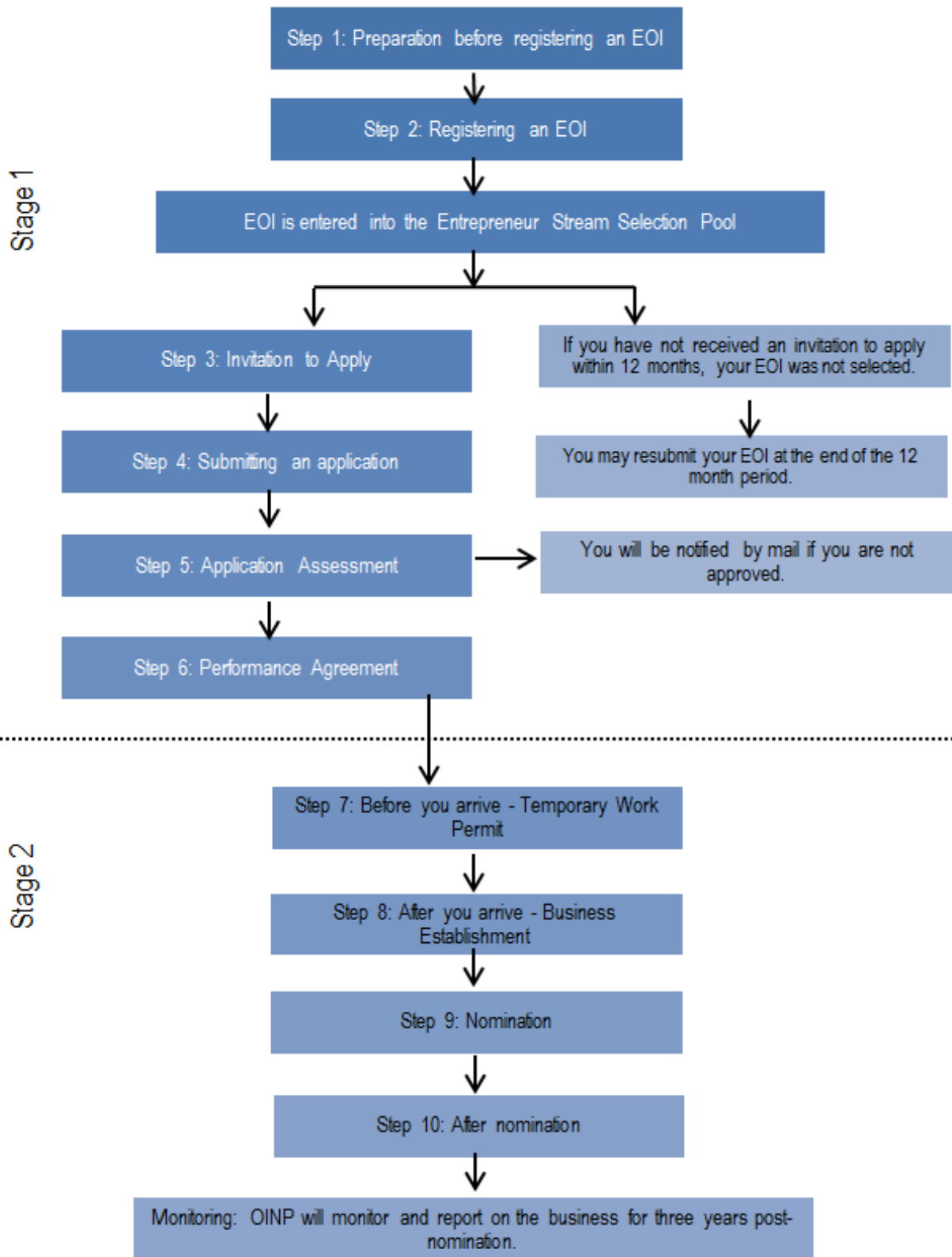
Step 9: Nomination - If you meet the commitments of your Performance Agreement, you may be eligible to be nominated by the OINP for permanent residence.

Step 10: 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 after the attainment of permanent residence.

The diagram below outlines the OINP Entrepreneur Stream application process, outlining the detailed steps from registering an EOI to the confirmation of nomination.

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<sup>1</sup> Previously known as Citizenship and Immigration Canada (CIC)



## STAGE 1

### **STEP 1: Preparation Before Registering Your EOI**

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Please take the time to read this entire guide before registering your Expression of Interest (EOI).

We encourage you to visit Ontario before registering an EOI to learn about potential business opportunities and to get a better understanding of the local business environment. An exploratory business visit gives you the opportunity to:

- Discover and evaluate potential business opportunities;
- Make local business contacts; and
- Learn more about where you would like to live and do business within the province, including evaluating factors important to you, such as education programs, housing, culture, recreation and lifestyle.

### **IMPORTANT:**

Before registering an EOI, ensure that your proposed business is not on the [list of ineligible types of businesses](#) and that you meet all the minimum eligibility requirements.

You must ensure that if you are invited to apply to the program, you will be able to provide [supporting documentation](#) as evidence that you meet all of the Entrepreneur Stream requirements and to substantiate the points you claimed in your EOI. In addition, if you claim any points for factors directly related to your proposed business in Ontario, such as your investment amount or the number of jobs for Canadian citizens or permanent residents you will create in your proposed business in Ontario, then you are committing to making that investment and creating those jobs. Your business plan must demonstrate how you intend to meet these commitments.

If your application is approved, your Performance Agreement will be based on the investment and job creation you outlined in your EOI and business plan. If you are invited to apply and [your application](#) is not supported by supporting documentation to substantiate points claimed in the EOI, or if your business plan does not match the points you claimed in your EOI, then your application will be denied and your application fee will not be returned. If, upon establishing your business, you do not meet the investment commitments indicated in your EOI and business plan, then you may not be eligible to be nominated for permanent residence (even if you meet the minimum investment criteria).



## 1.1 Ineligible Types of Businesses

The OINP will not accept EOIs or applications for proposed businesses which fall under the list of ineligible types of businesses.

List of ineligible types of businesses in the [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
- Pay Day 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
- Pay Day Loan and related businesses
- Businesses which have been previously owned/operated by current or former OINP business stream nominees

## 1.2 Eligibility Criteria

### A. Minimum Requirements

The following are criteria with minimum eligibility requirements that you and your business partner (if applicable) must meet in order to participate in the Entrepreneur Stream. You may claim additional points in the EOI for these factors, if you have a greater amount of experience, net worth, investment, etc. If you are invited to apply, you must provide documentation to demonstrate that you meet the minimum requirements and the additional points you claim in your EOI.

All criteria will be explained in further detail in Step 2: Registering an EOI.

There are five factors that have minimum eligibility requirements for you and your [business partner](#) (if applicable).

- Experience
  - At least 36 months of full-time business experience in the last 60 months.
  - Your experience must be as a [business owner](#) **OR** as a [senior manager \(business management\)](#).
  - If you have experience as a business owner and as a senior manager, you must choose only ONE to use for your EOI and for your application (if you are invited to apply). You may choose either experience (i.e. whichever is the most recent or has more relevance to your proposed business).
- [Net Worth](#)
  - If your proposed business will be located within the GTA, you must have a minimum net worth of \$1,500,000.
  - If your proposed business will be located outside the GTA, you must have a minimum net worth of \$800,000.
  - If your proposed business will be in the [ICT/Digital Communications sector](#) (regardless of your proposed business location), you must have a minimum net worth of \$800,000.
- Personal Investment Funds
  - If your proposed business will be located within the GTA, you must make a minimum personal investment of \$1,000,000 and have a minimum equity ownership of 33.3 per cent.
  - If your proposed business will be located outside of the GTA, you must make a minimum personal investment of \$500,000 and have a minimum equity ownership of 33.3 per cent.
  - If your proposed business will be in the ICT/Digital Communications sector (regardless of where you set up the business), you must make a minimum personal investment of \$500,000 and have a minimum equity ownership of 33.3 per cent.

- Job Creation
  - You must commit to create at least two [permanent full-time jobs](#) for Canadian citizens/permanent residents.
- Exploratory Visit
  - If you purchase an existing business, you must make at least one business-related visit to Ontario in the last 12 months, prior submitting your application.

You must meet the minimum requirements for all of these factors to be eligible to apply for the Entrepreneur Stream. If you are applying with a business partner who is also seeking nomination, your partner must **also** meet all the minimum requirements for each factor.

For example, if you and your business partner's proposed business is located in the GTA, you must each meet the experience and net worth requirements, each invest \$1,000,000 (total of \$2,000,000) and each create at least two permanent full-time jobs (total of four). If you are purchasing an existing business, both of you must make an exploratory visit.

## B. General Requirements for Business

In addition to you meeting the minimum requirements, your proposed business must also meet the following general requirements to participate in the Entrepreneur Stream:

- The proposed business' purpose 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.
- Section 87 of the [Immigration and Refugee Protection Regulations](#) (IRPR), which governs all provincial nominee programs, limits that authority by excluding certain individuals from being nominated by any province. To qualify for a provincial nomination, individuals must meet all of the following four additional eligibility criteria as required by federal law.
  - Be actively involved, on an ongoing basis, in the management of the business
  - 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
  - Not have the option of redeeming the investment after a specified period
  - Invest the capital in the business not for the primary purpose of deriving interest, dividends or capital gains

- 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](#).

## C. Purchasing an Existing Business

If you are interested in purchasing an existing business in Ontario, it is your responsibility to ensure that the business meets all the minimum eligibility requirements. If you purchase a business up to 12 months prior to the date that your application is submitted, the minimum requirements of the Entrepreneur Stream will be retroactively applied and assessed based on the date that you purchased the business (i.e. you must have the minimum net worth at the time that you purchased the business). In addition, you must also meet the current requirements of the program at the time of application (if you are invited to apply).

Other requirements specific for purchasing an existing business:

- Any existing business must have been in continuous operation by the same owner or group of owners for the last 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 purchase must completely (100 per cent) transfer ownership from the previous owner(s) to you, your business partner (if applicable) and/or your third party investor(s), if applicable. This means that the previous owner(s) cannot retain any shares of the business.
- The proposed business must not have been previously owned/operated by current or former OINP business stream nominees.
- You must preserve all existing permanent full-time jobs and create two (2) additional permanent full-time jobs. 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 business plans with no intent to grow the business are not permitted in the Entrepreneur Stream.

## D. Nomination Requirements

You must meet the following requirements in order to be nominated once you have established your business and met your performance agreement. You do not need to meet these criteria when you apply to the Entrepreneur Stream. However, you must meet these criteria when you apply for nomination after your business has been established.

- Language Requirement
  - Official language proficiency at a Canadian Language Benchmark ([CLB](#)) 4 level or equivalent. CLB 4 can be demonstrated through the following International English Language Testing (IELTS) General Test Scores, Canadian English Language Proficiency Index Test (CELPIP) and Test d'Évaluation de Français scores in each language proficiency:
    - Listening: IELTS 4.5, CELPIP 4 or TEF 145-180
    - Reading: IELTS 3.5, CELPIP 4 or TEF 121-150
    - Writing: IELTS 4.0, CELPIP 4 or TEF 181-225
    - Speaking: IELTS 4.0, CELPIP 4 or TEF 181-225
- Residency Requirement
  - To meet the residency requirements of the program, you must be physically residing in Ontario for 75 per cent (nine months out of the year) of the period in which you are in Ontario establishing your business (your performance agreement period).
- Active Management
  - You must be actively involved in the day-to-day management activities of your business.

Now that you have reviewed all minimum requirements, you may wish to estimate your EOI score in advance of registering an EOI. To do so, you may complete the [OINP Entrepreneur Stream Self-Assessment](#) questionnaire. This tool will provide you with a score based on the information you provide in response to the self-assessment questionnaire. **Please note:** completing the self-assessment questionnaire is **not** an EOI registration. To formally express your interest to participate in the OINP Entrepreneur Stream, you must register an EOI (see Step 2 below).

## **STEP 2: Register an Online EOI**

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### **What is an EOI?**

An EOI is not an application. It is an expression of your interest to participate in the OINP Entrepreneur Stream. The EOI is a first step. There is no fee to submit an EOI. As it is a self-declared points-based system, you may claim a score based on the information that you provide. Your total score will determine whether you will receive an Invitation to Apply under the Entrepreneur Stream. See [EOI Final Scoring and Selection Pool](#) for more information.

The OINP reserves the right to make changes to the EOI without prior notice, including changes to the scoring, the minimum total score required in each section, the expiration of registrations in the selection pool, and the number and frequency of registrants invited to apply. Refer to the OINP's website to ensure you are using the most up-to-date version of this guide.

**IMPORTANT:** The information you provide in your EOI registration will become part of your contractual obligations under the [Performance Agreement](#) (if you are selected to apply to the Entrepreneur Stream). For example, if you are selected to apply to the Entrepreneur Stream and your EOI indicates you will make a \$2,000,000 investment, your complete application must indicate that you will be making an investment of at least \$2,000,000. This will be then included in your Performance Agreement as the minimum investment which you must make to be eligible for nomination. If your business plan does not align with the points you claimed in your EOI, your application may be denied and your application fee will not be returned. If, upon establishing your business, you do not meet the investment commitments indicated in your EOI and business plan, then you may not be eligible to be nominated for permanent residence (even if you meet the minimum investment criteria).

## Scoring Factors and Breakdown of Points

You can claim points in three categories: Experience, Investment, and Human Capital. The maximum score available is **170 points**.

Scoring Sections	Points
Experience Factors	50
Investment Factors	100
Human Capital Factors	20
Total Points Available	170

### Experience Factors

The maximum number of points for the experience factors section is **50 points**.

#### *Experience*

The maximum number of points for this factor is **25 points**.

You may claim points based on your business experience. The number of points is based on your past business ownership experience **OR** senior management experience in the last 60 months. If you have both business ownership and senior management experience in 36 of the past 60 months, you must **use only one of your experiences** in your EOI. There is a **minimum requirement (equivalent of 36 months)** to be eligible for the Entrepreneur Stream.

- Your experience must total, at minimum, the equivalent of 36 months within the last 60 months in either active general business administration or in an area of expertise related to the business opportunity.
- If you have a business partner, he/she/they must also have a minimum of 36 months of experience, in the last 60 months.

## Business Owner

- You must have owned at least 33.3 per cent of the business during the period you will claim as the length of your experience. You must demonstrate that your role was an active role, meaning that you were personally involved in the day-to-day operations of the business and had direct involvement in decision-making.

If you are invited to apply to the Entrepreneur Stream, you will be required to provide evidence of your reported business and past experience as a business owner. Examples of acceptable evidence include financial statements as well as reference letters from investors, financial institutions, vendors, suppliers or customers.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

## Senior Manager (Business Management)

- Your role must have included senior decision-making responsibilities in areas such as Operations, Sales, Finance, Marketing, Distribution, Human Resources, Research and Development, etc.

If you are invited to apply to the Entrepreneur Stream, you will be required to provide evidence of your past experience as a senior manager. If you claim points for this factor, you must include (at least):

- Organizational charts detailing your position and reporting structure. Include the size of the organization and highlight your position. Employer documents are preferred.
- Official employer reference letter(s) containing details about your position, reporting structure, role and length of employment

Experience	Total Duration	Points
Business Owner	Less than 36 months	Not eligible
	36 – 47 months	13
	48 – 59 months	19
	60 months	25
OR		
Senior Manager (Business Management)	Less than 36 months	Not eligible
	36 – 47 months	8
	48 – 59 months	14
	60 months	20
Total Points Available		25

## Specific Experience

You may claim points based on your past specific experience in a high growth business and/or in an export trade business if this experience was gained within the last 60 months.

- **High Growth Business Experience:** experience in a business that experienced at least 20 per cent increase in revenue in two consecutive years. Submission of supporting documentation (e.g. financial statements) is mandatory if you are invited to apply to the Entrepreneur Stream.
- **Export Trade Business Experience:** experience in a business exporting at least 20 per cent of total goods/services to a foreign market. Submission of supporting documentation (e.g. financial statements with export declarations, purchase orders, invoices) is mandatory if you are invited to apply to the Entrepreneur Stream.

There is no mandatory requirement for this experience factor to be considered for the Entrepreneur Stream. The maximum number of points for this factor is **25 points**.

If you were a business owner and you can provide supporting documentation verifying that your business was a high growth business or an export-trade business, you may claim these points.

If you were a senior manager and you can provide a reference letter from your employer and/or other supporting documentation indicating that your role had a direct decision-making authority or a direct impact on the high growth activity/activities of the business, you may claim these points.

If you are invited to apply to the Entrepreneur Stream and have indicated that you have one or more of the past specific experience, you must provide evidence. If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Past Specific Experience	Points
No	0
Yes: 1 past specific experience	15
Yes: 2 past specific experience	25
Total Points Available	25



## Investment Factors

The maximum number of points for the investment factors section is **100 points**.

### *Net Worth*

You may claim points based on your total net worth. The maximum number of points for this factor is **15 points**.

Your personal net worth must be legally obtained and verifiable (e.g. proof of title to any real estate holdings and business ownership). Your personal net worth includes all of your assets and those of your spouse or common-law partner, less any liabilities including mortgages and personal debts. Your net worth must be in your (and/or your spouse/common-law partner's) name, for example:

- cash
- assets in bank accounts
- fixed (term) deposits
- real property
- investments in bonds, stocks and mutual funds
- investments in one or more businesses
- pensions and other assets

There is a **minimum requirement** for this factor to be eligible to the Entrepreneur Stream:

- If your proposed business is within the GTA, your net worth must be a minimum of \$1,500,000.
- If your proposed business is outside the GTA, your net worth must be a minimum of \$800,000.
- If your proposed business is in the ICT/Digital Communications sector (regardless of location), your net worth must be a minimum of \$800,000.

If you have a business partner, he/she/they must also meet the minimum personal net worth requirement.

If you are invited to apply to the Entrepreneur Stream, you will be required to provide evidence of your stated net worth as well as the legal accumulation of funds using a [qualified vendor](#). See section "Review of Personal Net Worth" for more details.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Personal Net Worth		Points
If your proposed business will be within the GTA	Less than \$1,500,000	Not eligible
	\$1,500,000 to \$1,999,999	2
	\$2,000,000 to \$2,499,999	5
	\$2,500,000 to \$2,999,000	8
	\$3,000,000 to \$3,499,999	11
	More than \$3,500,000	15
OR		
If your proposed business will be outside the GTA OR If your proposed business will be in the ICT / Digital Communications Sector (regardless of location)	Less than \$800,000	Not eligible
	\$800,000 to \$1,299,999	2
	\$1,300,000 to \$1,799,999	5
	\$1,800,000 to \$2,299,999	8
	\$2,300,000 to \$2,799,999	11
	More than \$2,800,000	15
Total Points Available		15

### *Investment Amount*

You may claim points based on the total personal investment amount that will be made into your proposed business. The minimum [eligible personal investment](#) must be derived from your personal net worth. The maximum number of points for this factor is **25 points**.

There is a **minimum requirement** for this factor to be eligible for the Entrepreneur Stream:

- If your proposed business is within the GTA, your personal investment must be a minimum of \$1,000,000.
- If your proposed business is outside the GTA, your personal investment must be a minimum of \$500,000.
- If your proposed business will be in the ICT/Digital Communications Sector (regardless of whether it will be within or outside the GTA), the minimum investment will also be \$500,000.

Additionally, you must own at least 33.3 per cent of the business. If you have a business partner, he/she/they is/are also required to own at least 33.3 per cent of the business. Your spouse may hold ownership of the business, however, you must continue to hold at least 33.3% of the business in your name. 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 your business.

You cannot claim points for investments that will be made by a third-party (i.e. if you are making a personal investment of \$2.5 million and a third party will make an additional investment of \$1 million, you may only claim points for your personal investment of \$2.5 million).

If you are invited to apply to the Entrepreneur Stream, you will be required to provide evidence of how you plan to allocate the investment funds (e.g. business plan). As a condition of nomination for permanent residence, you will be required to provide evidence, including supporting documentation (e.g. invoices, bank and financial statements) to prove that the entire investment fund was allocated, and to provide information as to how the investment funds were allocated.

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.

In order to be considered an eligible investment, the expenditure must be essential to the establishment and operation of a [new business](#) or to purchase, improve and operate an existing business.

In addition, if you are purchasing an existing business:

- You must invest some funds towards improvement/expansion of the business.
- Improvement/expansion does not include regular operating expenses such as recurring inventory, wages, rent, utilities, or maintaining the same levels of marketing or advertising expenses, legal or professional fees, business licenses, etc.

### Ineligible Investments

The following are not considered eligible investments:

- [Cash](#), [cash equivalents](#) or [working capital](#).
- Wage payments made to yourself and your family members.

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 Immigration, Refugees and Citizenship Canada ([IRCC](#)), we will accept investments made up to one year prior to the application date (if you are invited to apply). However, you must provide proof that the investment has come from your own personal funds. Signing an agreement or letter of intent 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.

If you have a business partner, he/she/they must also meet the minimum investment funds requirement on his/her/their own. For example, if your proposed business will be in the GTA, you must each invest a minimum of \$1,000,000 for a minimum total of \$2,000,000.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Investment Amount		Points
If your proposed business will be within the GTA	Less than \$1,000,000	Not eligible
	\$1,000,000 to \$1,499,999	2
	\$1,500,000 to \$1,999,999	6
	\$2,000,000 to \$2,499,000	10
	\$2,500,000 to \$2,999,999	14
	More than \$3,000,000	20
OR		
If your proposed business will be outside the GTA OR If your proposed business will be in the ICT/Digital Communications Sector (regardless of location)	Less than \$500,000	Not eligible
	\$500,000 to \$999,999	3
	\$1,000,000 to \$1,499,999	8
	\$1,500,000 to \$1,999,999	13
	\$2,000,000 to \$2,499,999	18
More than \$2,500,000	25	
Total Points Available		25

## Job Creation

You may claim points based on the total number of permanent full-time jobs you will create for Canadian citizens or permanent residents within the first 20 months of establishing your business. The maximum number of points for this factor is **20 points**.

There is a **minimum requirement** for this factor to be eligible for the Entrepreneur Stream. You must demonstrate that you will create at least **two** permanent full-time jobs for Canadian citizens or permanent residents of Canada in your proposed business. These jobs must also be paid at the [prevailing wage](#) rate.

### 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:

- A. hourly pay and hours per year, or
- B. weekly pay and weeks per year.

This allows the program to verify that employees will be appropriately remunerated.

Please 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.

A permanent full-time job means a position that consists of a minimum of **1,560 hours of paid employment** in a 12-month period.

The following are not considered permanent full-time employees even if they work 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" location, and serve the employer by telecommuting.

A permanent job offer is continuous employment in a position designated as permanent and which has no specified end date.

If you are invited to apply to the Entrepreneur Stream, you will be required to provide evidence of how you will create a minimum of two jobs. As a condition of nomination for permanent residence, you will be required to provide evidence, including supporting documentation (e.g. payroll, tax and financial documentation), to prove that the required permanent full-time jobs were created. Additionally, the jobs must be continuously filled for at least 10 months prior to the submission of your Final Report.

If you have a business partner, the partner must also create two jobs, for a total of 4 jobs for your proposed business.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Job Creation	Points
Less than 2 jobs	Not eligible
2 jobs	5
3 – 4 jobs	12
5 – 6 jobs	19
7 or more jobs	20
Total Points Available	20

Please note that if you are purchasing an existing business, you must maintain at a minimum the current wage levels and employment terms of existing staff in addition to creating at least two new jobs. There are no additional points for maintaining existing staff.

Your proposed business must comply with all provincial labour laws, including but not limited to employment standards, health and safety and labour relations legislation.

### *Exploratory Visits*

You may claim points based on any business-related visits to Ontario within the last year from the date that you register your EOI. There is no mandatory requirement for exploratory visits to be considered for the Entrepreneur Stream unless you are purchasing an existing business. The maximum number of points for this factor is **5 points**.

If you are invited to apply to the Entrepreneur Stream and you have indicated that you have made exploratory visits to Ontario, you will be required to provide evidence of your previous visits to Ontario, including cities/municipalities visited and the dates when you entered and exited Ontario.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Exploratory Visits to Ontario	Points
No	0
Yes: 1 visit in the last year	2
Yes: 2 or more visits in the last year	5
<b>Total Points Available</b>	<b>5</b>

*Targeted Key Sectors*

You may claim points depending on whether your business is in a targeted key sector determined by the Ontario government. This is not a minimum eligibility requirement to be considered for the Entrepreneur Stream. The maximum number of points for this factor is **10 points**.

These key sectors have been defined as economic priorities for Ontario:

- Aerospace
- Automotive
- Financial services
- Food and Beverage Manufacturing
- Information & Communications Technology/Digital Communications
- Life Sciences
- Mining
- Tourism Investment
- Water Technology

For more information on these targeted key sectors, visit the Invest in Ontario [website](#).

If you are invited to apply to the Entrepreneur stream and have indicated your proposed business is in a targeted key sector, you will be required to provide evidence that your business is in that respective sector (e.g. licenses, permits, association membership).

Targeted Key Sector	Points
No	0
Yes	10
<b>Total Points Available</b>	<b>10</b>

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

## Business Location

You may claim points based on your proposed business location. This is not a minimum eligibility requirement to be considered for the Entrepreneur Stream. The maximum number of points for this factor is **10 points**.

The OINP uses Statistics Canada's [Census Metropolitan Area](#) (CMA) and [Census Agglomeration](#) (CA) data to divide business locations into three categories based on population size:

- Category A: Census Metropolitan Areas with a population of 175,000 or more.
- Category B: Census Metropolitan Areas and Census Agglomeration areas with a population greater than 100,000 but less than 175,000.
- Category C: All other locations that do not fall within Category A or B that have a population of 100,000 or below.

CMAs and CAs are areas consisting of one or more neighbouring municipalities situated around a population centre (known as a core). A CMA is defined as having a total population of at least 100,000 of which 50,000 or more live in the core. A CA is defined as having a core population of at least 10,000. Please note that some locations may be part of larger categories. Therefore, you may find your business location is in a CMA or CA.

For example, Toronto's neighbouring municipalities fall under the Toronto CMA as described below:

Toronto CMA	
Mississauga	Halton Hills
Brampton	Aurora
Markham	Georgina
Vaughan	Whitchurch-Stouffville
Richmond Hill	New Tecumseth
Oakville	Bradford West Gwillimbury
Ajax	Orangeville
Pickering	East Gwillimbury
Milton	Uxbridge
Newmarket	King
Caledon	Mono

For more information on finding your business location category and a list of Census Metropolitan Areas and Census Agglomeration areas, see [Appendix 1](#).

Note: While Statistics Canada categorizes Ottawa-Gatineau CMA as a single Census Metropolitan Area, businesses located in the Gatineau region outside Ontario are not eligible under the OINP.



Business Location	Points
CMA with a population of 175,000 or more	0
CMA or CA with a population greater than 100,000 but less than 175,000	5
Other location with a population of 100,000 or below.	10
<b>Total Points Available</b>	<b>10</b>

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

### *National Occupation Classification (NOC) 0, A or B jobs*

You may claim points based on the [NOC 0](#), [NOC A](#) or [NOC B](#) jobs your proposed business will create for Canadian citizens or permanent residents. There is no mandatory requirement for this factor to be considered for the Entrepreneur Stream. The maximum number of points for this factor is **15 points**.

If you are invited to apply to the Entrepreneur Stream and have indicated you will create NOC 0, A or B jobs, you will be required to provide evidence including job descriptions and how you will create the jobs in your business plan. For more information, see [Appendix 2](#).

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Creation of NOC 0, A or B Jobs	Points
Yes: NOC 0 or A job(s)	15
Yes: NOC B job(s)	10
No: Only NOC C and/or NOC D jobs	0
<b>Total Points Available</b>	<b>15</b>

If you are invited to apply and your business plan does not match the points you claimed in your EOI, then your application will be denied and your application fee will not be returned.

## Human Capital Factors

The maximum number of points for the human capital factors section is **20 points**.

### *Level of Education*

You may claim points based on your highest level of education completed. There is no minimum requirement to be considered for the Entrepreneur Stream. The maximum number of points for this factor is **5 points**.

Post-secondary education refers to full-time studies from a licensed post-secondary institution that leads to obtaining a credential that is the equivalent of a Canadian degree, diploma or certificate. Two years includes scheduled breaks such as winter and summer breaks and holidays.

Language training [such as English as a Second Language (ESL) courses] will not be considered towards meeting the post-secondary requirement.

If you are invited to apply to the Entrepreneur stream and are claiming to have completed six months or more of post-secondary education, you will be required to provide evidence of this education, including [Educational Credential Assessment \(ECA\)](#) results.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Level of Education	Points
No post-secondary education	0
6 months – 2 years of post-secondary education	2
More than 2 years of post-secondary education	5
Total Points Available	5

### *Official Language Ability*

You may claim points based on your proficiency in English or French. While not a mandatory requirement to be considered for the Entrepreneur Stream at the time of registering your EOI, language proficiency equivalent to Canadian Language Benchmark (CLB) 4 is required at the time of nomination by the OINP. The maximum number of points for this factor is **15 points**.

You must demonstrate your language proficiency with either the International English Language Testing ([IELTS](#)) General Test scores, Canadian English Language Proficiency Index Program ([CELP](#)) or [Test d'Évaluation de Français \(TEF\)](#). If you are invited to apply to the Entrepreneur Stream and have indicated a certain CLB level of language proficiency, you will be required to provide evidence of that language proficiency. For equivalences, see [Appendix 3](#).

Note that even if you do not claim language proficiency in your EOI, you will be required to demonstrate that you have CLB 4 or equivalent at the time of nomination (after you meet your Performance Agreement). If you have a business partner, the partner must also meet the minimum CLB 4 or equivalent at the time of nomination.

If you are invited to apply and you do not provide evidence to support the points you claimed in your EOI, your application may be denied and your application fee will not be returned.

Official Language Ability	Points
None or minimal (CLB 3 or below)	3
Basic understanding (CLB 4)	10
Intermediate and advanced (CLB 5 or higher)	15
Total Points Available	15

## Expression of Interest (EOI) Registration Process

Before registering an EOI, you (and your business partner, if applicable) can complete the Entrepreneur Stream [online self-assessment questionnaire](#) to determine whether you meet minimum program criteria and determine your EOI score. If you would like to express your interest to participate in the OINP Entrepreneur Stream you (and your business partner, if applicable) must register an online EOI to the Entrepreneur Stream.

You must first register for a [ONE-Key](#) account and create an ID and password. This ID and password will be used for both registering an EOI as well as completing an online application if you are invited to apply.

**Please note:** when registering your online EOI, please ensure that you (and your business partner, if applicable) carefully enter your e-mail address, as this email address will be used to communicate important registration and program information to you.

Upon receipt of your EOI registration, you will receive an email confirming receipt of the EOI registration. Your EOI registration date is also the day that the EOI is entered in the selection pool for a period of 12 months.

If you are applying with a business partner, your EOI registration will only be complete once both parties have registered an EOI. The date that both parties have completed their EOI registration is also the date that the joint EOI is entered into the selection pool for a period of 12 months.

You may only submit one EOI at a time.

To determine the status of your registered EOI, log in to your ONE-key account and view your registrations.

You do not need to provide supporting documents to substantiate the points you claim when you submit an EOI. However, you **must** provide supporting documents to substantiate the points you claimed in your EOI if you are invited to apply.

## EOI Final Scoring and Selection Pool

During the EOI registration process, if you receive a notification of “not eligible” on any of the minimum eligibility requirements, you will not be able to register your EOI, and your EOI will not be entered into the selection pool. Meeting all of the minimum requirements does not guarantee that you will be invited to apply to the Entrepreneur Stream. The maximum score available is **170 points**. There is no minimum score, as EOIs will be ranked against each other and only top candidates will be invited to apply. If you are applying with a business partner, your final score will be calculated using the **lowest submitted** score. For example, if your score is 154 and your business partner’s score is 152, the score that will be included in the

selection pool is 152. Your final score will be used to rank your EOI against other EOI scores received.

## **Expression of Interest (EOI) Draws and Processing Periods**

At the beginning of each processing period, a draw will occur with only the top scoring EOIs being selected for processing. Draws will take place periodically. Visit the [OINP website](#) for updated information about draw dates.

The final “cut-off” score may vary between processing periods due to differences in scores registered during the respective months. Results from each draw will be posted on the OINP website to allow applicants to see the approximate score that is required to be accepted. If your EOI is not selected within 12 months from the date of receipt, it will be removed from the selection pool. You are welcome to re-apply after your EOI has been removed.

## **Authorizing a Representative**

You (or your business partner, if applicable) are not obliged to hire a representative.

However, if you receive help from an individual to apply for the OINP and you wish for this individual to act on your behalf with the OINP, you must authorize your representative during the EOI registration process, as follows:

1. Your representative must register for a ONE-key account and indicate that he/she/they is/are registering as a representative on your behalf.
2. You will then receive an email notification from the OINP indicating that this individual has registered as your representative.
3. You will then be asked to log in to your ONE-key account to authorize your representative to represent you. Your representative can only register an online EOI for you once you have authorized him/her/them to do so.
4. Once you have authorized your representative, he or she can log in to his/her/their ONE-key account and begin registering your EOI.

If you are applying with a business partner, each of you must authorize the representative to represent you following the above noted process. If your business partner wishes to engage a different representative, he or she must follow the same process outlined above. It is recommended, but not required, that you and your business partner use the same representative.

Please note the following important information about using a representative:

- You may only have one representative at a time, and this representative may **only** be appointed using the Authorizing a Representative process outlined above.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. This means that if you are invited to apply, your invitation will be sent directly to your representative and you will not be copied on this notice. However, you may log in to your ONE-key account at any time to view the status of your application.
- You may remove your representative at any time. To do so, log in to your ONE-key account and select “remove” under the authorized representative section. Once you have removed your representative, he or she will no longer be able to access any information about your registration with the OINP, nor will he or she be authorized to conduct any business on your behalf.

Paid **Authorized Representatives** are defined by the [Immigration and Refugee Protection Act \(IRPA\)](#). Paid authorized representatives are:

- Immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#);
- Lawyers who are members in good standing of a [Canadian provincial or territorial law society](#), along with students-at-law under their supervision; or,
- Notaries who are members in good standing of the Chambre des notaires du Quebec.
- 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 authorize 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.

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.

## **Invitation to Apply**

Selected candidates will be invited to apply to the Entrepreneur Stream. An email will be sent to you (or your representative, if applicable) to notify you of the Invitation to Apply, along with all the documents you (and your business partner, if applicable) must submit. You will have 90 days from the date of your invitation to apply to submit your online application.

If you have authorized a representative, your representative will receive notification from the OINP that you have been invited to apply and will be required to complete the online application on your behalf within the 90-day time limit. You may log in to your ONE-key account at any time to view the status of your application. If invited to apply, your EOI status will change from "registered" to "invited".

## **Withdrawing or Making Changes to your EOI and Resubmitting**

At any time, you may withdraw your EOI. To do so, log in to your ONE-key account, view your EOI registration and select "withdraw". Once withdrawn, you may re-register a new EOI at any time.

Once you have registered your EOI, you cannot make changes to the EOI; however, you may withdraw your EOI registration and resubmit it with the updated information. Please note that withdrawing and resubmitting a new EOI will not impact how your application is assessed if you are invited to apply.

## **STEP 3: Invitation to Apply**

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### **If you are Invited to Apply**

If you are invited to apply, you (or your representative, if applicable) will receive an email notifying you that you are invited to submit an online application to the OINP Entrepreneur Stream. Your email notification will include:

- Instructions on logging in to your ONE-key account to access your online application
- Your application deadline (90 days from the date that the OINP sent an invitation to apply)
- A link to the OINP Entrepreneur Stream Application Guide, which provides more detailed information about the online application and required documentation.

If you are applying with a business partner, each of you must complete the online application, provide supporting documentation and remit payment for your application fee within 90 days from the date that your EOI is selected and you receive your invitation to apply.

You are responsible for all content of your application.

## **Components of Application**

The online application requires that you provide more detailed information about yourself and your proposed business, including your contact information, immigration information, a report on your net worth and legal source of funds prepared by a qualified vendor, your business plan and all required supporting documentation. For more information, refer to [Appendix 5](#).

## **Review of Personal Net Worth (Third Party Verification Report)**

If you are invited to apply, you will need to hire a [qualified vendor](#) to review your personal net worth and legal accumulation of funds in order to submit an application to the OINP.

*What is a Qualified Vendor?*

A qualified vendor is a professional service supplier, who is approved by the OINP to complete a verification report of your personal net worth and legal source of funds.

*How does it work?*

If you are invited to apply, you will receive a list of qualified vendors that the ministry has authorized to conduct verification reports on applicants' net worth and legal source of funds.

You must have an OINP File Number before you can engage a qualified vendor. You will receive a file number with your Invitation to Apply.

You must enter into an agreement with one of the qualified vendors to complete a review of your personal net worth. You are responsible for all costs associated with this service.

The qualified vendor will review your personal net worth claims and your legal source of funds through an analysis of your supporting financial documentation and/or an independent investigation. The qualified vendor will produce a report of your personal net worth and its legal accumulation. The report will outline how much of it is verifiable, and whether there are any concerns that will require further



investigation. The qualified vendor may contact you to request additional information.

When the review is complete, the qualified vendor will send you a copy of the verification report, which must be included as part of your application.

*What will I need to provide?*

You must provide to the qualified vendor all supporting documentation identified in the Entrepreneur Stream Application Guide.

*What are the details?*

The cost of obtaining a verification report will depend on which qualified vendor you choose, and the amount of time it may take to evaluate your financial documentation. The price is set by the vendor.

The amount of time it takes to evaluate your financial documentation and prepare a verification report will vary. Factors such as the volume of financial documentation you provide and the processing capacity of the qualified vendor can impact the timing. The qualified vendors are required to complete a verification report within 60 days, so it is important to engage a qualified vendor as early as possible once you have been invited to apply.

The verification report will be used as part of the OINP application assessment process. Notwithstanding the conclusions of the net worth verification report, the OINP has sole discretion and responsibility to assess your application and may request additional information, supporting documentation or clarification from you or the qualified vendor.

Failure to provide satisfactory evidence to verify your personal net worth and source of funds will result in the denial of your application.

## **Document Translation and Notarization**

If a supporting document is not in English or French, the applicant must provide a copy of the document and a complete, certified translation and of the document.

If the applicant is 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 website](#).

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. The OINP reserves the right to require 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 the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable in any case even if these individuals are certified translators.

## **STEP 4: Submitting your Application**

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### **Applicant's Statements and Authorization**

Applicants should carefully read and understand the authorizations and certifications set out in the application. Any applicant that does not agree with any of these, or is not prepared to abide by them, should not submit an application.

### **Privacy and Confidentiality**

The OINP is bound by 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.

Assuming an applicant's information meets the three-part test included in s. 17 – that is, that the information is the type of information that the Act contemplates protecting, the information was "supplied in confidence" as the Information and Privacy Commissioner has interpreted that term, 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 any such information in response to an access to information request. We, of course, cannot advise you on whether any particular applicant's information satisfies this test. However, we note that, in the event the OINP receives such a request for an applicant's information, the OINP would be 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.

For greater certainty, the applicant should clearly identify any confidential or commercially sensitive information included in its application as such.

## **Where to Submit**

The OINP Entrepreneur Stream uses an online application process. Applicants who are invited to apply will complete their application online, upload all required documentation and remit payment electronically.

## **Entrepreneur Stream Processing Fee**

If you are invited to apply to the Entrepreneur Stream, you must make electronic payment of \$3,500 that will be required before you can submit your online application. Your application fee is used to process your application.

The application fee is per applicant. If you have a business partner, he or she must also make an electronic payment of \$3,500 in order to complete his/her/their online application.

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

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

Fees are **non-refundable**. The Province of Ontario charges fees to partially 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 not successful, if the applicant withdraws the application at any stage of the process, or if the province cancels or withdraws the nomination.

The Entrepreneur stream processing fee only covers processing by the OINP. Costs such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, mandatory interviews or otherwise) and/or personal net worth and source of funds verification are to be paid by the applicant (and business partner, if applicable). Once the OINP nominates an individual, that nominee must apply directly to IRCC for permanent residence. Regular IRCC application fees will apply.

## Changes in Personal Information

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

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

In the event of any changes, you must complete the [Change of Personal Information](#) form. Once completed, you must notify the OINP by email at [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca) indicating in the subject line "EOI/Application Change Notice – [EOI/Application number]". Include your completed form as an email attachment.

Failure to notify the OINP of any changes to personal information will impact the outcome of OINP and IRCC applications. Additional supporting documents may be

submitted by email if they are related to changes in your mailing address, contact address, accompanying dependents, or if additional information is specifically requested by the OINP.

Your OINP File Number must be included with all change correspondence.

You assume all risk associated with any electronic transfer of information to the OINP. The OINP is not liable for any damages that may arise from interception of your personal information.

## **Incomplete Applications**

Incomplete applications will not be accepted by the OINP. The ministry's online application system will not allow applicants to submit an incomplete application.

The application may be deemed incomplete if:

- The applicant or his/her/their representative has failed to answer all required questions in the online application.
- The applicant or his/her/their representative has failed to upload all required supporting documents.
- Documents requiring translation are not certified or notarized.

Extensions will not be granted for incomplete applications. You must submit a complete application within 90 days from the date that your EOI was selected (as indicated in the email that you received from the OINP indicating that your EOI has been selected and you have been invited to apply).

## **STEP 5: Application Assessment**

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### **Application Assessment**

Applicants will receive an acknowledgement email to indicate that their application and application fee has been received.

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

Processing times are to be determined. Please regularly check the program website for updates.

Case-specific status inquiries must be sent to the OINP at [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca) or by [mail](#).

## **Mandatory Interview**

You (and your business partner, if applicable) will be required to attend a mandatory in-person interview at the OINP's offices. The purpose of the [mandatory interview](#) is to gain a better understanding of your business plan and your past experience. You are 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 are unable to attend the interview, your application may be denied and your Entrepreneur stream processing fee will not be returned.

## **Withdrawing your Application**

If you choose to withdraw your application, please contact the OINP at [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca). Your Entrepreneur stream processing fee will not be refunded.

In order to apply again, you must register a new EOI once you receive an OINP confirmation email regarding your withdrawn application.

## **STEP 6: If your Application is Approved**

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### **Performance Agreement**

If your application is approved, you will be required to sign a Performance Agreement with the Government of Ontario. You (and your business partner, if applicable) must sign the Performance Agreement. The Performance Agreement will outline the commitments required in order to be nominated 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 jobs to be created for Canadian citizens or permanent residents
- Mandatory business milestones and achievements (depending on your specific business)
- Timeframes for any commitments

Performance Agreements are unique to each applicant and are based on the information provided in your application (including your EOI), your business plan, and your interview.

If you fail to satisfy the business commitments outlined in the Performance Agreement, you will not be eligible for nomination for permanent residence.

## **STAGE 2**

### **STEP 7: Before you Arrive**

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#### **Temporary Work Permit**

Once you (and your business partner, if applicable) have signed your Performance Agreement, the OINP will issue you (and your business partner, if applicable) a letter of confirmation so that you can apply to IRCC for a temporary work permit. This constitutes Ontario's support for you and your family to move to Ontario to start your business.

Note that temporary work permits are not issued by the OINP. You 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 may choose to withdraw support for your temporary work permit if you no longer meet the eligibility criteria.

### **STEP 8: After You Arrive - Business Establishment**

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#### **Arrival**

After you sign your Performance Agreement, you must arrive in Ontario with your valid temporary work permit issued by IRCC within 12 months from the date of your Letter of Confirmation.

If you do not arrive within 12 months from the date of your letter of confirmation, your application to the OINP will be withdrawn.

You must inform the OINP of your arrival within seven days from the date of your arrival to Ontario.

## **Building your Business**

Once you've arrived in Ontario, you have up to 20 months from the date that you arrive to implement your business plan and meet all your commitments under your Performance Agreement.

You must ensure that the required permanent full-time jobs are filled within 10 months from the date you arrive in Canada and they must be continuously filled for at least 10 months, up to the day you submit your [Final Report](#). The OINP reserves the right to withdraw their support for your temporary work permit if you do not meet the commitments in your Performance Agreement.

## **Monitoring of Business**

To ensure your business stays on track with the objectives outlined in the Performance Agreement, and to assist with any issues you may have, OINP Officers will monitor your business. Monitoring may or may not include visiting your business. In addition, you will be required to provide quarterly reports and a Final Report to the OINP indicating your progress.

## **Final Report**

You are responsible for submitting a Final Report to the OINP between 18 and 20 months after you arrive in Ontario with your valid temporary work permit. A template for the Final Report will be provided. 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 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 you have met your Performance Agreement objectives.

The 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.

## **STEP 9: Nomination**

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You will receive your Stage 2: Nomination application forms if you have met your Performance Agreement Commitments.

If you are successful in meeting the commitments outlined in your Performance Agreement and your nomination application, you will receive a confirmation of



nomination along with your Ontario Immigrant Nominee Program Confirmation of Nomination document.

The nomination will complete the OINP's support for your application for permanent residence to IRCC.

The OINP may choose to withdraw their support for your nomination at any point if you no longer meet the program criteria.

## Nomination Criteria

In addition to meeting all of the commitments of the Performance Agreement, you and your business partner (if applicable) must both meet the following general nomination criteria for either one or both of you to be considered for nomination:

### General Nomination Requirements

- **Active Management:** You must be actively involved in the day-to-day management activities of your business.
- **Residency:** You (and your business partner, if applicable) must physically reside in Ontario for 75 per cent of the year (nine months out of the year) to support your business during your performance agreement period.
- **CLB 4 or equivalent language requirement**

## Applying for Permanent Residence to Immigration, Refugees and Citizenship Canada

Successful nominees must apply to IRCC for permanent residence within six months of being nominated by the OINP.

Your application to IRCC must include a copy of the **Letter of Nomination** and a copy of the **Ontario Immigrant Nominee Program Confirmation of Nomination document** in addition to the Application for Permanent Resident.

If you are nominated for permanent residence by the OINP, the IRCC reserves the right to deny your application for permanent residence, based on inadmissibility to Canada (e.g. health, security, criminal or other inadmissibility). IRCC has the final decision-making authority for all permanent residence applications.

For more information on applying for permanent residence please visit IRCC's website.

## **STEP 10: After Nomination**

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Post-nomination monitoring will continue for a period of 36 months after the attainment of permanent residence. This monitoring will be undertaken to ensure that nominees continue to meet program criteria up to the attainment of permanent residence. 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.

## Contact Information

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For any questions about the Entrepreneur Stream please contact us at:

Mail

Ontario Immigrant Nominee Program

Ministry of Citizenship and Immigration

400 University Avenue, 5<sup>th</sup> Floor

Toronto, Ontario

M7A 2R9

**Phone:** 416-327-0374 or toll-free at: 1-866-214-6820 (within North America only)

**Email:** [business.immigration@ontario.ca](mailto:business.immigration@ontario.ca)

## Glossary

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**Applicant:** You and your business partner (if applicable)

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

**Business Partner:** The business partner of the Applicant for the proposed business who must meet the same minimum requirements and commitments as the Applicant and who must register an EOI, and submit an online application and application fee if invited to apply.

**Business Owner:** An individual who owns/operates a business and holds at least 33.3% equity.

**Business Plan:** A written document outlining business goals in detail and plans for attaining them.

**Cash:** Money (currency) in coins or notes, as distinct from cheques, bank drafts, money orders or credit.

**Cash Equivalent:** Any highly secure financial asset that is liquid (can be readily converted into cash) such as high-interest savings accounts, short-term Guaranteed

Investment Certificate (GICs), money market funds, treasury bills (T-bills), and other debt instruments.

**Census Metropolitan Area:** An area that consists of one or more neighbouring municipalities situated around a population centre (known as a core). Census Metropolitan Areas have a total population of at least 100,000 of which 50,000 or more live in the core.

**Census Agglomeration:** An area that consists of one or more neighbouring municipalities situated around a population core (known as a core). Census Agglomeration areas have a population core of at least 10,000.

**CLB:** Canadian Language Benchmark.

**Educational Credential Assessment:** Assessment used to verify that a foreign degree, diploma, certificate (or other proof of your credential) is valid and equal to a Canadian one.

**Eligible Accompanying Family Members:** Your spouse or common-law partner and/or children under the age of 19 as [defined by Immigration, Refugees and Citizenship Canada \(IRCC\)](#).

**Eligible Personal Investment:** The minimum personal investment derived from an individual's personal net worth, required for Entrepreneur Stream eligibility.

**Fair Market Value:** The highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

**Final Report:** Populated template demonstrating that you (and your business partner, if applicable) have met Performance Agreement objectives. The Final Report is to be submitted to the OINP between 18 and 20 months after you (and your business partner, if applicable) arrive in Ontario with temporary work permit(s).

**GTA:** Greater Toronto Area (includes the City of Toronto, Durham, Halton, York and Peel regions).

**Qualified Vendor:** A professional service supplier who is approved by the OINP to complete a verification report of personal net worth and legal accumulation of funds. The list of qualified vendors and instructions is listed in the Application Guide.

**ICT/Digital Communications Sector:** Information and Communications Technology/Digital Communications Sector.

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

**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).

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

**Mandatory Interview:** A required face-to-face meeting held in order to gain a better understanding of a business plan and the past experience of an applicant

**MCI:** Ministry of Citizenship and Immigration.

**Net Worth:** Your assets minus your liabilities.

**New Business:** A 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 Type 0:** Management jobs (e.g. computer and IT managers, financial managers, engineering managers, etc.).

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

**National Occupation Classification (NOC) Skill Level B:** Technical jobs or skilled trades requiring a college diploma or training as an apprentice (e.g. chefs, electricians, plumbers, etc.).

**National Occupation Classification (NOC) Skill Level C:** Intermediate jobs (e.g. long-haul truck drivers, butchers, food and beverage servers, etc.).

**National Occupation Classification (NOC) Skill Level D:** Labour jobs, where on-the-job training is usually given (e.g. cleaning staff, oil field workers, fruit pickers, etc.).

**OINP:** Ontario Immigrant Nominee Program.

**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:** A contract between you (and your business partner, if applicable) and the Government of Ontario outlining the terms, conditions and commitments that a business must meet in order for you (and your business partner, if applicable)) to receive a nomination for Permanent Residence from the OINP.

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

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

**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.

**Senior Manager (Business Management):** Employee at the highest level of organizational management who has the day-to-day responsibilities of managing a business in part or whole.

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

**Working capital:** The capital of a business that is used in its day-to-day trading operations, calculated as the current assets minus the current liabilities.

**You:** The applicant.

**Your Application:** The entire application including all forms, supporting documentation and information for you and your business partner (if applicable)

## **Appendix 1: Finding the Business Location Category**

The OINP uses Statistics Canada’s Census Metropolitan Area (CMA) and Census Agglomeration (CA) data to divide business locations across Ontario into three categories based on population size:

- Category A: Census Metropolitan Areas with a population of 175,000 or more.
- Category B: Census Metropolitan Areas and Census Agglomeration areas with a population greater than 100,000 but less than 175,000.
- Category C: All other locations that do not fall within Category A or B that have a population of 100,000 or below.

To find your business location category, click on the location listed below. Review the map to confirm whether your proposed business location falls within one of the identified Census Metropolitan Areas or Census Agglomeration areas. Note: if your proposed business location is not identified within Category A or B, you can claim the maximum points for this factor.

Please note that some locations fall within CMAs or CAs, so we recommend that you check the map carefully to ensure that you select the correct business location category.

Category A: Census Metropolitan Areas with a population of 175,000 or more

Business Location	Population*	EOI Points
<a href="#">Toronto</a>	5,928,040	0
<a href="#">Ottawa - Gatineau</a>	1,323,783	0
<a href="#">Hamilton</a>	747,545	0
<a href="#">Kitchener - Cambridge - Waterloo</a>	523,894	0
<a href="#">London</a>	494,069	0
<a href="#">St. Catharines - Niagara</a>	406,074	0
<a href="#">Oshawa</a>	379,848	0
<a href="#">Windsor</a>	329,144	0
<a href="#">Barrie</a>	197,059	0

Category B: Census Metropolitan Areas and Census Agglomeration areas greater than 100,000 but less than 175,000

Business Location	Population*	EOI Points
<a href="#">Greater Sudbury</a>	164,689	5
<a href="#">Kingston</a>	161,175	5
<a href="#">Guelph</a>	151,984	5
<a href="#">Brantford</a>	134,203	5
<a href="#">Peterborough</a>	121,721	5
<a href="#">Thunder Bay</a>	121,621	5
<a href="#">Belleville</a>	103,472	5
<a href="#">Chatham-Kent</a>	102,042	5

Category C: All other locations with a population of 100,000 or below

Business Location	Population	EOI Points
All other towns or municipalities that do not fall within Category A or B	Under 100,000	10

\*Source: 2016 Census, [Statistics Canada](#)

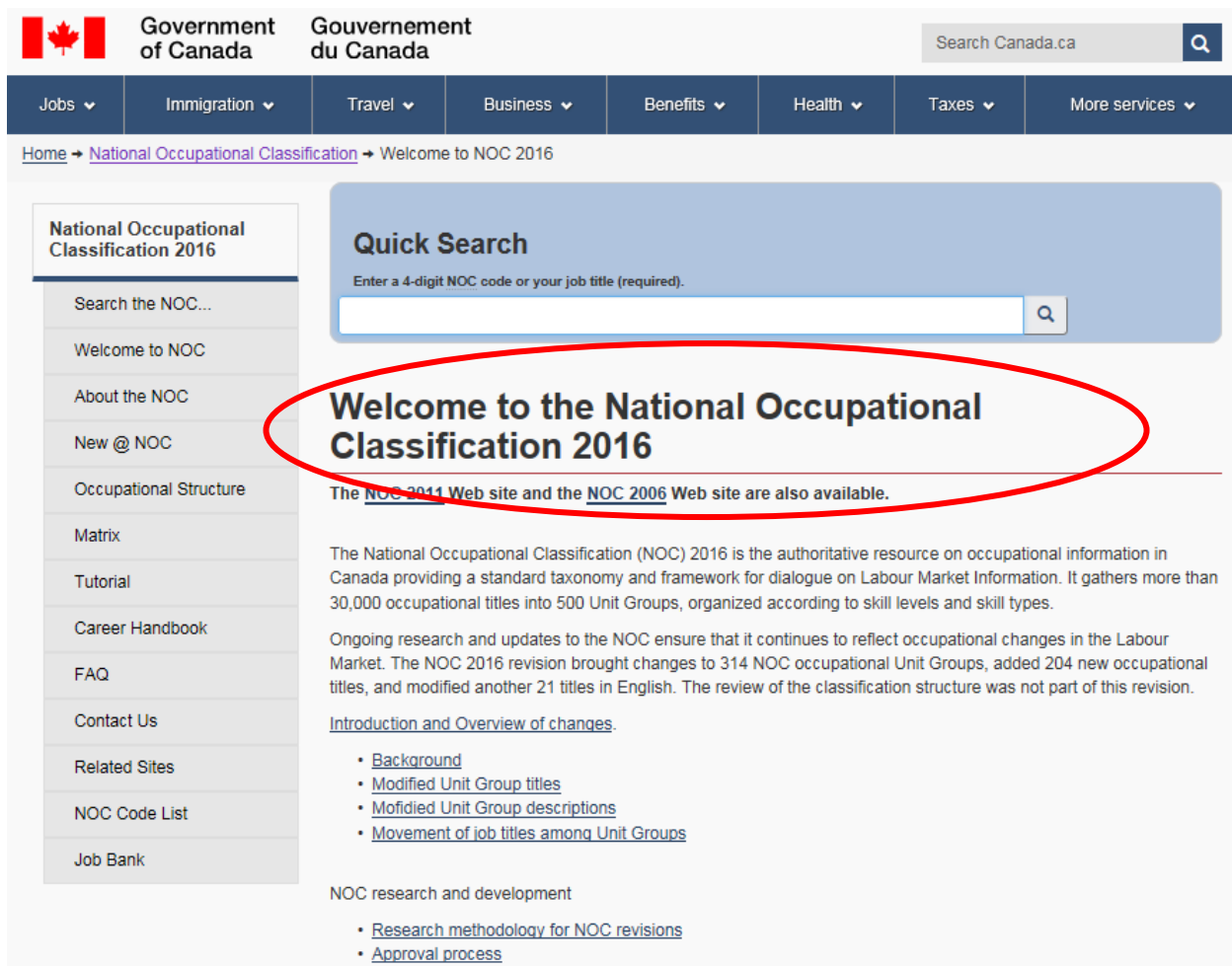


## Appendix 2: Finding the Position NOC Code

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

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

**Step 1:** Visit the following [NOC](#) website and enter the title of the offered position in the quick search field:



**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

**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

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

**Welcome to the National Occupational Classification 2016**

The [NOC 2011 Web site](#) and the [NOC 2006 Web site](#) are also available.

The National Occupational Classification (NOC) 2016 is the authoritative resource on occupational information in Canada providing a standard taxonomy and framework for dialogue on Labour Market Information. It gathers more than 30,000 occupational titles into 500 Unit Groups, organized according to skill levels and skill types.

Ongoing research and updates to the NOC ensure that it continues to reflect occupational changes in the Labour Market. The NOC 2016 revision brought changes to 314 NOC occupational Unit Groups, added 204 new occupational titles, and modified another 21 titles in English. The review of the classification structure was not part of this revision.

[Introduction and Overview of changes.](#)

- [Background](#)
- [Modified Unit Group titles](#)
- [Modified Unit Group descriptions](#)
- [Movement of job titles among Unit Groups](#)

NOC research and development

- [Research methodology for NOC revisions](#)
- [Approval process](#)

## Step 2: Select the most relevant result.

The screenshot shows the Government of Canada website's National Occupational Classification 2016 Quick Search interface. The search bar contains the keyword "0601". The results section, highlighted with a red oval, displays the following information:

- Quick Search Results**
- Keyword(s): "0601"
- 0601 Corporate sales managers**
- Description: 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

**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 offered 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

## Quick Search

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



## Quick Search - Results

Keyword(s): "0601"

### 0601 Corporate sales managers

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.

#### Classified elsewhere

- Advertising, marketing and public relations managers (0124)

## Appendix 3: Test Score Equivalency Charts for Language Requirement

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

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

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

<b>CLB Level</b>	<b>Reading</b>	<b>Writing</b>	<b>Listening</b>	<b>Speaking</b>
10	8.0	7.5	8.5	7.5
9	7.0	7.0	8.0	7.0
8	6.5	6.5	7.5	6.5
7	6.0	6.0	6.0	6.0
6	5.0	5.5	5.5	5.5
5	4.0	5.0	5.0	5.0

<b>CLB Level</b>	<b>Reading</b>	<b>Writing</b>	<b>Listening</b>	<b>Speaking</b>
4	3.5	4.0	4.5	4.0

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

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

## Appendix 4: Businesses Plan Guide

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### 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)

If you are invited to apply to the program you must also demonstrate how your proposed business will meet the minimum requirements of the OINP, including the claims that you made in your EOI (e.g. how you will spend the total investment amount and how you will create the mandatory number of permanent full-time jobs).

### 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.

Submission of supporting documentation to the OINP is a mandatory requirement for the OINP to nominate you and your family (and your business partner and his/her/their family 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 (8.5 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 question in your business plan, these are examples of the types of questions that will be used to assess your business plan (if you are invited to apply to the program). You do not have to answer all of the questions in 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 using performance commitments as part of the Performance Agreement.**

#### Additional Resources

1. Government of Canada - [Innovation, Science and Economic Development Canada](#)
- Government of Canada - [Canada Business Ontario](#)
- Government of Canada - [FedDev Ontario](#)
- Government of Ontario - [Industries](#)
- Government of Ontario - [Communities and Business Opportunities/Living in Ontario](#)
- 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 your business partner, if applicable), your relevant business ownership or management experience 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. Why is your proposed business important for the Government of Ontario?
4. What economic benefit does your proposed business bring to the Province of Ontario?
5. Strategic Case: describe why your proposed business will succeed.
6. 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).
7. Provide a full chronology of your proposed business plan including key milestones, dates and amounts for each part of the entire business investment.
8. 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.
9. Describe how the proposed business will benefit the local and broader communities.



10. Describe steps already taken to implement this proposed business (e.g., exploratory visits, lease agreements).

In addition, a succession business (buying an existing business) should respond to and/or address the following questions:

- Describe how you will preserve existing jobs, create new jobs, and your plan to grow 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**

---

**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 Canadians and/or permanent residents?

What are the skills and job experiences that the people filling these positions have?

What will the roles and responsibilities be for employees?

**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 regulations?

## Appendix 5: Entrepreneur Stream Document Checklist

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READ ALL INSTRUCTIONS AND GUIDELINES BEFORE PROCEEDING

- Please read the entire Entrepreneur Stream 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 form/question truthfully without misrepresenting or withholding any information.
- Although you may consider some information in the application form 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 the Document Translation section in the Entrepreneur Stream Guide for translation requirements.

## Ontario Entrepreneur Stream Program Document Checklist

Document Required	Submitted	Not Submitted
<b>A. DOCUMENTS TO SUPPORT EOI POINT CLAIMS</b>		
<b>1. Experience Factors</b>		
1.1 CV/Resume summarizing education, business and work experience	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2 Documents Required for Applicants who are Senior Managers</b>		
1.2.1 Reference letters from your present and former employers for the last 60 months. The letters must meet the following requirements: <ul style="list-style-type: none"> <li>- Printed on company letterhead and identify company address, telephone/fax numbers, email, and website addresses (if applicable);</li> <li>- Identify the responsible Officer/Supervisor and include his/her/their signature;</li> <li>- Stamped with the company's corporate seal (if applicable);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AND</b> Specify the following: <ul style="list-style-type: none"> <li>- Employment period;</li> <li>- Positions held, duties and responsibilities (including the number of people managed by the Applicant) during the employment period for each position, and the time spent in each position (if applicable);</li> <li>- Total annual salary plus benefits;</li> <li>- Number of hours worked per week;</li> <li>- Any extended periods of leave (i.e. more than one month).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.2 Organizational chart from all organizations where you were a senior manager in the last 60 months, detailing your position and reporting structure. Include the size of the organization and highlight your position. Employer documents are preferred.	<input type="checkbox"/>	<input type="checkbox"/>



Document Required	Submitted	Not Submitted
1.2.3 Employment Contracts for the last 60 months	<input type="checkbox"/>	<input type="checkbox"/>
1.2.4 Last two pay stubs or payroll records from the Applicant's current employer	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3 Documents required for Applicants who are Business Owners</b>		
1.3.1 Three reference letters from the Applicant's present or past business contacts, for example: vendors, suppliers, customers, etc. The person providing the reference must include their name and title. The reference letter must also include: <ul style="list-style-type: none"> <li>- Contact information for the reference</li> <li>- Period of relationship</li> <li>- Details of relationship</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.2 Business registration license of each organization the Applicant has owned in the last 60 months	<input type="checkbox"/>	<input type="checkbox"/>
1.3.3 Registration with the taxation authorities for each organization the Applicant has owned in the last 60 months	<input type="checkbox"/>	<input type="checkbox"/>
1.3.4 Proof of shareholding of each organization the Applicant owned in the last 60 months	<input type="checkbox"/>	<input type="checkbox"/>
1.3.5 List of employees with the monthly salaries and number of hours paid by the employer per month. Include proof of payment of salaries for a minimum 12 month period within the last 60 months	<input type="checkbox"/>	<input type="checkbox"/>
1.3.6 Business income tax returns or receipts for business tax payments for all years that you were in business (minimum 36 months in the last 60 months)	<input type="checkbox"/>	<input type="checkbox"/>
1.3.7 Financial statements and business bank statements for all years that you were in business (minimum 36 months in the last 60 months)	<input type="checkbox"/>	<input type="checkbox"/>
1.3.8 Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>

Document Required	Submitted	Not Submitted
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**1.4 Specific Experience (Only if you claimed points in the EOI – not mandatory for the program)**

1.4.1 If you were a Senior Manager, provide:

For High Growth Experience

- |  |                          |                          |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>- A reference letter from your employer and/or supporting documentation outlining your impact on high growth activities of the business.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

For Export Trade Experience

- |  |                          |                          |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>- A reference letter from your employer and/or supporting documentation outlining your decision making authority on export trade activities of the business.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

1.4.2 If you were a Business Owner, provide:

For High Growth Experience

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>- Financial statements for at least two consecutive years showing increasing revenue of 20 per cent or more</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

For Export Trade Experience

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>- Supporting documentation of at least 20 per cent total revenue from export trade, which may include:</li> <li>- Financial statements</li> <li>- Purchase orders</li> <li>- Vendor agreements</li> <li>- Reference letters</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

**2. Investment Factors**

**2.1 Net Worth**

Document Required	Submitted	Not Submitted
2.1.1 Third Party Verification Report for Net Worth and Legal Accumulation of Funds	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2 Exploratory visits (Mandatory requirement if you are purchasing an existing business)</b>		
2.2.1 Proof of exploratory visit to Ontario (if applicable) including at least three of the following examples of related supporting documentation:		
<ul style="list-style-type: none"> <li>- Flight itinerary and boarding passes;</li> <li>- Accommodation receipts;</li> <li>- Summary of meetings including the itinerary;</li> <li>- Email correspondence with any business contacts in Ontario;</li> <li>- Photographs or meeting notes from the business trip</li> <li>- Business cards or contact information from business interactions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
<b>2.3 Business Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Must align with points claimed in EOI for investment and job creation</li> </ul>		
<hr/>		
<b>2.4 Proof of Business Ownership (Mandatory requirement if you are purchasing an existing business)</b>		
2.4.1 Proof of Business Ownership (if applicable) including at least one of the following two supporting documents:		
<ul style="list-style-type: none"> <li>- Business Names Report (if you have a Master Business License and are purchasing a sole proprietorship or partnership)</li> <li>- Profile Report (if purchasing a corporation)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
AND		
<ul style="list-style-type: none"> <li>- Letter of Intent to purchase a business or Sale Agreement</li> </ul>		
<hr/>		

Document Required	Submitted	Not Submitted
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### 3. Human Capital Factors

#### 3.1 Education (Only if you claimed points in the EOI – not mandatory for the program)

3.1.1 Educational Credential Assessment results and supporting documentation for post-secondary education, for example:

- Diplomas
- Degrees
- Certificates
- Licenses
- Transcripts (If Applicable)

	<input type="checkbox"/>	<input type="checkbox"/>
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#### 3.2 Language Assessment that demonstrates your language proficiency (Only if you claimed points in the EOI – not mandatory for the program)

3.2.1 Test results from International English Language Testing System (IELTS), Canadian English Language Proficiency Index Test (CELPIP) or Test d’Evaluation de Francais (TEF)

	<input type="checkbox"/>	<input type="checkbox"/>
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### B. DOCUMENTS TO SUPPORT THE REST OF THE APPLICATION (NOT THE EOI)

#### 1. Applicant Information

1.1 Birth Certificate or an acceptable national document if an original Birth Certificate is not available (i.e. letter from appropriate government authority indicating why birth certificate is not available)

	<input type="checkbox"/>	<input type="checkbox"/>
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1.2 Passport - All pages, must be valid for a minimum of 12 months at the time of application

	<input type="checkbox"/>	<input type="checkbox"/>
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Document Required	Submitted	Not Submitted
<p>1.3 Photograph:</p> <p>A copy of your photograph that meets the following requirements:</p> <ul style="list-style-type: none"> <li>• <b>Dimensions:</b> 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.</li> <li>• Head, from chin to crown, must be between 31mm and 36mm (1 1/4" or 1 7/16").</li> <li>• The background of the photo must be white.</li> <li>• Save the file with your name, for example, "John Smith passport photo.jpg".</li> </ul> <p><b>Note:</b> Photographs that are not clear or are of low-quality will not be accepted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.4 Dependent's Passport Page showing his/her/their photo and personal information</p> <p>- For all dependent(s) of the Applicant (if applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1..5 Spouse/ Common Law Partner's Passport Page showing his/her/their photo and personal information</p> <p>- For Spouse/ Common Law Partner of the Applicant (if applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>