



DOCUMENT CHECKLIST


PERMANENT RESIDENCE - START UP BUSINESS CLASS

This document is available in PDF format only. You need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page**.

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.

Gather your documents **in the order of the checklist** and check each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, you must include the English or French translation with a certified copy of the original document, **and** an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada). Do not send any additional documents when submitting your application to the CIO.

If your commitment has more than 1 person related to the business proposal an application for each person named in the commitment must be received. This means that if a husband and wife are both named on the commitment then an application and supporting documents must be submitted for the husband and a separate application with supporting documents must be submitted for the wife.

 **Note: If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. If your application lacks any of the documents without a reasonable justification, it will be returned to you or in certain circumstances could result in the refusal of your application.**

IMPORTANT NOTICE: Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application may be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for five years under section 40(2) of the *Immigration and Refugee Protection Act*.

The officer will base his/her decision on the documents on file at the time of the assessment. In the following circumstances, it is your responsibility to notify the office processing your case and provide the relevant supporting documentation if there are changes in the following:

- family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- education (e.g. completion of another degree); or
- mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing or may result in the refusal of the application or the exclusion of a family member.

Forms and Supporting Documents (to be completed and submitted by all applicants)

See the "Complete the application" section of the Instruction Guide for specific instructions on how to complete the questions on each of the following forms.



DO NOT SUBMIT ORIGINALS UNLESS OTHERWISE STATED AS DOCUMENTS SUBMITTED WILL NOT BE RETURNED.

Note that original or certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before sending them to the CIO.

Format

Forms List

<input type="checkbox"/>	1. Generic Application Form to Canada (IMM 0008) Completed and signed by the principal applicant.	Original
<input type="checkbox"/>	2. Additional Dependents/Declaration (IMM 0008DEP) (if applicable) Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).	Original
<input type="checkbox"/>	3. Schedule A: Background/Declaration (IMM 5669) Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) 	Original
<input type="checkbox"/>	4. Supplementary Information - Your Travels (IMM 5562) Completed by the principal applicant.	Original
<input type="checkbox"/>	5. Schedule 13 - Business Immigration Programs - Start Up Business Class (IMM 0008 - Schedule 13) Completed, dated and signed by the principal applicant.	Original
<input type="checkbox"/>	6. Additional Family Information (IMM 5406) Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) 	Original
<input type="checkbox"/>	7. Use of a Representative (IMM 5476) Complete, date, sign and include this form in your application if you have a paid or unpaid representative.	Original

Documents List

<input type="checkbox"/>	8. Travel documents and passports Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing: <ul style="list-style-type: none"> • the passport number, • date of issue and expiry, • the photo, name, date and place of birth, • pages showing any amendments in name, date of birth, expiration, etc. You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada. If you live in a country other than your country of nationality, include a photocopy of your visa for the country in which you currently live.	Copies
<input type="checkbox"/>	9. Proof of language proficiency	Original
<input type="checkbox"/>	10. Letter of Support You must provide a Letter of Support with your application. The Letter of Support will be given to you by the designed entity which is investing in your business proposal.	Original

<input type="checkbox"/> 11. Identity and Civil Documents You must provide the following documents for you and your spouse or common-law partner: <ul style="list-style-type: none"> • Birth certificates; • Legal documents showing name or date of birth changes (if applicable); • Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had; • Death certificate for former spouse(s) or common-law partner(s) (if applicable); • National IDs, family/household registry/book (if applicable); • If you have a common-law partner, complete and include the <i>Statutory Declaration of Common-Law Union (IMM 5409 – original)</i> and provide evidence that you have cohabited with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> • copies of joint bank account statements, • copies of leases, • utility bills, etc. 	Copies, unless otherwise stated
<input type="checkbox"/> 12. Children's Information (if applicable) <ul style="list-style-type: none"> • Children's birth certificates (which name their parents); • Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children; • Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • If the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 - original)</i>. You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature; • You must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition. 	Copies, unless otherwise stated
<input type="checkbox"/> 13. Police Certificates and Clearances You must get a police certificate from each country or territory where you have lived for six or more months in a row since the age of 18. You are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, we strongly recommend that you take steps to obtain your police certificates now to avoid future delays. You must be ready to submit them when requested by an officer. Note: Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates.	Originals
<input type="checkbox"/> 14. Photo Requirements Include two (2) photos for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in Appendix A: Photo Specifications . Photos must have been taken within six (6) months before application submission. On the back of one (1) of the photographs , write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the other photograph blank.	Originals
<input type="checkbox"/> 15. Fee Payment in an acceptable format If we are unable to process your payment, your application will be returned to you. Do not enclose cash. Consult "Step 3, Pay the Fee" section of the instruction guide for more information about fee payment.	Originals

<input type="checkbox"/> 16. Settlement Funds <p>For instructions, please visit the "Proof of Funds" section of our website.</p> <p>Provide proof of readily transferable funds in a convertible currency available for settlement in Canada:</p> <ul style="list-style-type: none"> • current bank certification letter; or • evidence of savings balance; or • fixed or time deposit statements. <p>In addition, you may be required to disclose all assets and liabilities belonging to you and your spouse or common-law partner. Do not provide supporting documents at this point. If necessary, you will be asked to provide supporting documentation later in the process.</p>	Copies, unless otherwise stated
<input type="checkbox"/> 17. Mailing your application <p>Mail to the Centralized Intake Office - Start Up Business Class</p> <ul style="list-style-type: none"> • this document checklist • your complete application • supporting documents required in this checklist; and • include 2 self-addressed mailing labels: <ul style="list-style-type: none"> • one in English or French and • one in the official language of your country of residence. <p>Please consult "Step 4, Mail the application" section of the instruction guide for the CIO address and specific instructions on mailing your application.</p>	Original