

Nomination Request – Required Documents

Once you have fulfilled your Business Performance Agreement, you can request nomination. To do so, please submit a formal request in writing to your business officer (email is sufficient).

You must demonstrate that you have actively managed your business for a minimum of twelve (12) months in Nova Scotia. We must also be satisfied that you have been, and remain, a resident in Nova Scotia.

An NSOI Business Officer will arrange a meeting with you to assess your request for nomination.

The following documents will need to be reviewed by the Business Officer to complete your request for nomination.

Personal/Settlement Documents for the Principal Applicant

- Passport: Copies of all pages including pages containing photo and biographical data, entry records and signatures; Your original passport is required for the interview. Please provide passports for family members if they are included on your nomination request.
- A copy of Temporary Work permit (TWP), including the date issued and the expiry date; Your original Temporary Work Permit is required for the interview.

Business Documents

Proof of Investment

This may include but is not limited to:

- Receipts for eligible business purchases. You may refer to Appendix B in your Business Performance Agreement. Include receipts/invoices for:
 - Land
 - Buildings
 - Equipment
 - Software
 - Licenses
 - Franchise fees
 - Leasehold improvements
 - Inventory
 - Business supplies
 - Educational courses related to the business operation
 - Prepaid insurance
 - Marketing costs

- Start-up costs (research, permits, licenses, incorporation costs, taxes)
- Operating Expenses (rent, wages, salaries, utilities, advertising, accounting, insurance)
Maximum of 6 months for the establishment of a new business. Maximum of 3 months for the purchase of an existing business.
- Professional fees associated with the establishment of business (not with immigration)
- One vehicle (in accordance with Canadian Revenue Agency (CRA) guidelines for personal use vehicles in a business)
- Office Furniture and Fixtures

Any expenses incurred prior to the mutual signing by both parties of the Business Performance Agreement will not be eligible for proof of investment.

Proof of Job Creation and/or Maintenance

This may include but is not limited to:

- Payroll documents, Canada Revenue Agency payroll remittances, cancelled cheques, payroll ledgers; and
- Wages and benefits paid from financial statements of the Business.

Proof of Business Operation

This may include but is not limited to:

- A Business License;
- Permit (from City or Town where business is located);
- Trade licenses and other business specific licenses;
- Photos of business premises (exterior and interior);
- Financial statements, including balance sheets and profit and loss for previous complete fiscal year end and interim accounts; and
- Tax Registration.
- A copy of the Audit Opinion and Special Purpose Report