

## **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
  - Pre-paid lease agreement
  - Share-capital
  - 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)

### Working Capital

The following items will be deemed as working capital:

- Cash
- Inventory
- Receivables
- Start-up costs
- Marketing trips
- Educational courses related to the business operation
- Prepaid insurance
- Business supplies

### 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