

### **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.

### **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 Review Engagement and Special Purpose Report