



# BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM

## ENTREPRENEUR IMMIGRATION

### **PROGRAM GUIDE**

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## Updates to This Edition

In an effort to clarify information presented in previous editions of the Entrepreneur Immigration Program Guide, there have been updates to the information within the guide.

The following list outlines the updates made to this edition of the Entrepreneur Immigration Program Guide:

### February 1, 2017:

1. Minor edits throughout to reflect the BCPNP Online application process; and for grammatical accuracy and consistency
2. Combined the BC PNP Entrepreneur Immigration Application Guide into this document as an appendix
3. Page 5: Added Definitions section
4. Page 6: Added wording regarding the BC PNP and the *Provincial Immigration Programs Act*.
5. Page 7: Updated wording across the entire Use of a Representative section
6. Page 9: Added wording regarding active management and the Provincial Immigration Programs Regulation
7. Page 10: Updates to the eligibility requirements
8. Page 19: Clarification on existing business value:
9. Page 20: Removal of purchase of real estate as an eligible investment
10. Page 21: Updates to ineligible investments list
11. Page 23: Clarification regarding full-time equivalent positions
12. Page 35: Addition of wording regarding immigration status
13. Page 42: Added clarification of \$1M equity purchase
14. Page 58: New sections added regarding refusal to accept an application, and decisions
15. Page 59: Updates across the Request for Review section
16. Page 61: Updated wording regarding withdrawing your registration or application
17. Page 61: Added section regarding withdrawal of your nomination

## Definitions

“**Act**” means the [Provincial Immigration Programs Act](#).

“**Director**” means the Director of Provincial Immigration Programs, or persons acting for the Director.

“**paid representative**” means:

- a. A lawyer who is a member in good standing of the Law Society of BC or any other Canadian Law Society, the Nova Scotia Barristers’ Society, or the *Chambre des notaires du Quebec*, or,
- b. An immigration consultant who is a full member in good standing of the Immigration Consultants of Canada Regulatory Council.

“**Regulation**” means the *Provincial Immigration Programs Regulation*.

## Part 1: The B.C. Provincial Nominee Program: Introduction

The BC PNP is administered in partnership with the federal government in accordance with the 2015 *Canada-British Columbia Immigration Agreement (CBCIA)*. The Government of Canada allocates a limited number of Nominations each year to British Columbia.

The *Provincial Immigration Programs Act (Act)* and the *Provincial Immigration Programs Regulation (Regulation)* governs provincial administration of the BC PNP.

The BC Provincial Nominee Program (BC PNP) Entrepreneur Immigration stream is for experienced entrepreneurs who are ready to invest in and actively manage a business in B.C.

To understand the program requirements and determine your eligibility, you must review this program guide before you register and/or apply online. If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class. The graphic below provides an overview of the stages of an Entrepreneur Immigration Stream application.



### About the Entrepreneur Immigration Program Guide

The BC PNP Entrepreneur Immigration Program Guide provides complete and comprehensive information about program eligibility requirements. This guide also provides details on how to register with the BCPNP Online system and explains what information you will need to provide. For more information on required documents for an application, please refer to Appendix 1.

Please carefully review the information in this guide before you register and/or apply.

All dollar figures in this guide are expressed in Canadian dollars.

## Using a Representative

You are not required to use a paid or unpaid representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP. The program is designed for you to be able to complete the process on your own.

The BC PNP scores all registrations under the same criteria, and, if invited to apply, the BC PNP assesses all applications equally, regardless of whether they were prepared with the assistance of a representative. Your registration or application will not receive special attention, faster processing, or a more favourable outcome if it is submitted using the services of a representative.

Some people choose to use a representative to provide immigration advice or to assist with the process. You must disclose if you have received assistance in preparing your application from a person who is compensated or receives a benefit as a result of such assistance. Failure to declare such assistance may result in the refusal of the application. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below. A representative is authorized to act on your behalf with the BC PNP.

## Paid Representatives

The Act and regulation restricts payment for representation to groups defined by section 91(2) of the *Immigration and Refugee Protection Act*:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#)
- lawyers who are members in good standing of the [Law Society of BC](#) or another Canadian Law Society, the Nova Scotia Barristers' Society, or the *Chambre des notaires du Quebec*.

In selecting a paid representative, it is highly recommended applicants confirm with their potential representative that they are members in good standing with their professional organization.

## Unpaid Representatives

You may use the services of an unpaid representative to act on your behalf. Unpaid representatives may include persons authorized under the act and regulation (see above), family members, friends, and members of a non-governmental or religious organization.

The BC PNP only considers third party representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services.

In selecting an unpaid representative, it is highly recommended applicants confirm with their potential representative that they are members in good standing and have not been found to have made a misrepresentation by the BC PNP within the last two years.

## Changing Representatives

If you change representatives or decide to no longer be represented, you must provide notification to the BC PNP. Failure to declare a change in representative may result in the refusal of your application.

You are responsible for ensuring your profile is updated to reflect changes in representatives.

You may only have one representative for your profile at any given time. If you wish to change your representative during the BC PNP registration and/or application process, you (and if applicable, your B.C. employer must update the information in the *My Representative* tab in [BCPNP Online](#) and submit another use of a representative form allowing your new representative to represent you and allow the BC PNP to disclose information to them.

Filing a new use of a representative form will automatically cancel any previously appointed representative.

## Use of a representative form

If you are using any representative or if you change your representative, you must submit the following disclosure consent form:

- [Use of a representative form – applicant](#)

## Declaration and Consent

By completing the BC PNP's use of a representative form, you have authorized the individual named on the form to represent you and act on your behalf with the BC PNP. This may include representation throughout the registration, application and assessment processes, and communication with program staff as required, including disclosure of personal or confidential information to your representative.

The legal declaration in the online registration or application is your legal signature. If your representative enters the registration or application on your behalf, you should review the information provided as you will be legally responsible for the accuracy of the form contents.

BC PNP Online uses your personal email as the unique personal identifier for your profile. The email and contact information provided in your profile will be associated with the application in the system and will be used by BC PNP staff for communication of final decisions.

At its discretion, the BC PNP may contact you directly to request additional evidence or information to verify information in your registration and/or application, and to determine if you meet or continue to meet all program requirements.

## Beware of Immigration Fraud

We encourage you to protect yourself from immigration fraud. Learn more about [protecting yourself from fraud](#).

## Part 2: Entrepreneur Immigration Requirements

You must meet all of the Entrepreneur Immigration requirements to be nominated by the BC PNP. Please note that there are program requirements for each stage of the process including the registration, application and nomination stages.

Please carefully review the requirements in the sections below for complete details.

### **It is your responsibility to demonstrate that you meet the program requirements.**

A registration in the Entrepreneur Immigration Registration System does not guarantee that you will be invited to apply.

Meeting the minimum eligibility requirements does not guarantee that you will be invited to apply.

For more information on how registrants will be invited to apply, please refer to the [Entrepreneur Immigration process section](#) of this Guide.

## General Nomination Requirements

### Active management

- You must demonstrate that you are actively managing the business in B.C.
- Active management means you are accountable for the day-to-day operations of the business. Active management must occur at the place of business in B.C.
- This is a mandatory requirement of the BC PNP as set out in the [Immigration and Refugee Protection Regulations section 87\(6\)\(c\)](#) and under section 6(g) of the *Provincial Immigration Programs Regulation*.
- In order to be nominated, you must demonstrate that you have met this requirement in your final report to the BC PNP.

### Residency

- You must demonstrate that you reside within 100 kilometres of the business you operate in B.C.
- You must also demonstrate that you have been a resident in B.C. for at least 75% of the time while on a work permit. For example, if you submit your Final report 20 months after arriving in B.C. with your valid work permit, you must demonstrate that you have been physically present in B.C. for at least 15 months while operating your business.
- In order to be nominated, you must demonstrate that you have met this requirement in your Final report to the BC PNP.

## Personal Requirements

### Eligibility

In order to be eligible under the Entrepreneur Immigration stream, you must have been lawfully admitted in the country where you currently reside.

The BC PNP will **not** nominate someone who:

- is prohibited from entering Canada
- has not been lawfully admitted in the country of current residence
- is in Canada and is out of status
  - an individual whose status has expired, and who has not applied for restoration of status within the 90-day eligibility period, will be considered out of status
- is working in Canada without authorization
- has an unresolved refugee claim in Canada
- is under a removal order in or outside of Canada

Please note that your application will not be approved if you are in Canada and do not have valid immigration status, or if you are working without authorization.

### Personal Net Worth

In order to register, you must have at least a minimum of \$600,000 in personal net worth. Your personal net worth must be legally obtained and verifiable.

Your personal net worth includes all your assets and those of your spouse or common-law partner, less any liabilities including mortgages and personal debts:

- 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

The Immigration, Refugees and Citizenship Canada (IRCC) [form Schedule 4A – Personal Net Worth](#) includes details about how to calculate personal net worth.

Declared net worth must be in your name and/or your spouse's name.

You must have title to any real estate holdings and business ownership.

If you are invited to apply, you will be asked to provide supporting documentation to substantiate ownership, or percentage ownership, positions in any business, as well as equity amounts based on current market values less outstanding mortgages or other encumbrances for you and your spouse.

Future inheritances cannot be included in your personal net worth. The share of business or property ownership must be supported by legal documents, such as deeds, shareholder agreements, etc.

Under the Entrepreneur Immigration Registration, points will be awarded for personal net worth. For detailed information on how points are calculated, please refer to the [Scoring section](#) of this Guide.

If you receive an invitation to apply:

- You must obtain a verification report from a BC PNP-qualified supplier. For more information, please refer to [Net Worth Review section](#) of this Guide.
- The verification report will be used as part of the BC PNP application assessment process. Notwithstanding the conclusions of the net worth verification report, the BC PNP has sole discretion and responsibility to assess your BC PNP application and may request additional information, supporting documentation or clarification .
- Failure to provide satisfactory evidence to verify your personal net worth and source of funds may result in the refusal of your application.

For information on what documents you must provide for a Net Worth Review, please refer to Appendix 1.

### **Business and/or work experience**

The BC PNP will assign points for your business and/or work experience from the last 10 years. Registrants must demonstrate they have sufficient knowledge and experience to successfully establish the proposed business in B.C.

To register, you must have a minimum of:

- more than three years of experience as an *active business owner-manager*, or
- more than four years of experience as a *senior manager*, or
- a combination of at least one year of experience as an active business owner-manager *and* at least two years of experience as a senior manager

**Business Experience as an Active Owner-Manager (business ownership of 10% or more):** If you have performed an active role in the management and operations of a company for which you have held 10% or more ownership during the past 10 years.

**Work Experience as a Senior Manager (no business ownership, or business ownership of less than 10%):** If you have worked during the past 10 years for a company/organization as an active senior manager supervising at least three full-time employees.

An active role means that you are personally involved in the day-to-day operations of the company and have direct involvement in decision-making. For example, if you were a shareholder in a corporation and your only responsibility was to attend shareholder meetings, this would not be considered as being an active business owner-manager as you are not involved in the day-to-day operations of the company.

To register, you must indicate the industry sector code(s) and occupation code(s) that best relate to your experience:

- To identify the industry sector, please refer to the [North American Industry Classification System \(NAICS\)](#).
- To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#).

Under the Entrepreneur Immigration Registration, points will be awarded for business ownership and work experience. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

If you are invited to apply, you must provide evidence of your reported business and/or work experience. For information on documents required at the application stage, please refer to Appendix 1.

### **Adaptability Factors**

The BC PNP will consider adaptability factors and assign points for these factors as part of the registration score. The adaptability factors are not mandatory requirements of the BC PNP but are indicators to support the likelihood of your economic establishment in B.C.

Under the Entrepreneur Immigration Registration, points are awarded for each of the adaptability factors, including a minimum point total for the section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

#### **English language proficiency**

English language is NOT a mandatory requirement of the BC PNP Entrepreneur Immigration stream. However, points are assigned for self-declared English language proficiency.

To register, you must indicate your current level of English language proficiency.

Evidence of language proficiency, such as test scores, is NOT required when you register. If you are invited to apply, you may be required to provide evidence of language proficiency.

For the purposes of determining your current level of English language proficiency, you may wish to refer to the Centre for [Canadian Language Benchmark's](#) publication, [Canadian Language Benchmarks: English as a Second Language for Adults](#).

#### **Education**

You must provide information on your highest level of education completed.

To register, you must have one of the following:

- A minimum of two-years of post-secondary education, **or**
- Experience as an *active business owner-manager* with 100% ownership of the business for at least three of the past five years. The 100% ownership of the business may be shared between you, your spouse or common-law partner, and/or your dependent child(ren). The BC PNP uses IRCC's definition of a dependent child.

“Post-secondary education” refers to full-time studies from a licensed post-secondary institution that leads to obtaining a credential such as a degree, diploma or certificate. Two-years includes scheduled breaks such as winter and summer breaks and holidays. One year of post-secondary education equals a minimum of two consecutive semesters.

Language training such as English as a second language will not be considered towards meeting the post-secondary requirement.

If you are invited to apply, you will be required to provide evidence of your education, and you may be required to provide an education credential assessment.

### **Previous visit(s) to B.C.**

If you have previously visited British Columbia, you must provide details of your visit(s), including cities/municipalities visited, and the dates when you entered and exited B.C. If you are invited to apply, you will be required to provide evidence of your previous visit(s) to B.C.

### **Age**

While the BC PNP does not have any age requirements or age limit, your age will be assigned points under the Entrepreneur Immigration Registration.

### **Canadian experience**

The BC PNP will assign points if you possess any of the following experience obtained in Canada within the last 10 years:

- **Canadian, full-time work experience:** You have legally worked in Canada for at least 12 consecutive months in any occupation, which may include the active management of a business under your ownership in Canada.
- **Full-time studies in Canada:** You have legally studied in Canada under a secondary or post-secondary program for at least 12 consecutive months (including scheduled breaks such as winter and summer breaks and holidays – a minimum of two consecutive semesters).
- Points will not be assigned for language training such as English as a second language.

If you are invited to apply, you will be required to provide evidence of your Canadian experience.

For information on required documents for a complete application please refer to Appendix 1.

## Business Requirements

Your BC PNP registration must include a short business concept that will be assigned points based on proposed commercial viability, transferability of skills, and economic benefits. For details, please refer to the [Scoring section](#) of this Guide.

If you are invited to apply, you will be required to submit a comprehensive business plan including pro-forma financial statements along with other supporting documents. The personal and business requirements remain the same for both the registration and application.

For more information on required documents for an application, please refer to Appendix 1.

## Eligible Businesses

The BC PNP will only consider registrations to establish or purchase and improve a business that contributes to the economic growth of the Province.

The proposed business must be operated for the primary purpose of earning profits by providing products and/or services. Additionally, the business must have strong potential for sustained commercial success.

**The BC PNP does not pre-approve or endorse business proposals.**

**The BC PNP will consider registrations to establish a new business, purchase an existing business, form a partnership with an existing business, and partner with a local or foreign entrepreneur to establish a new business.**

You must decide on the specific type of business you intend to establish or purchase in B.C. *before* you register. If you plan to purchase an existing business or partner with a local business, you must indicate the specific target business or local partner in your registration.

You cannot change your business concept after you submit your registration.

When assigning points for your business proposal, the BC PNP will consider the following factors:

### Commercial Viability

#### Business model:

- You must describe how your proposed business will generate revenue and profit, and how the business will have the potential for sustained commercial success under your management.

#### Minimum ownership percentage:

- You must demonstrate you will own at least one-third (33.3%) of the business in B.C.,  
**or**
- If your personal equity investment is at least \$1,000,000, you may own less than one-third (33.3%) of the business pursuant to the [Immigration and Refugee Protection Regulations section 87\(6\)\(b\)\(ii\)](#).

**Market:**

- You demonstrate a market entry strategy to show how your proposed business will be successful in British Columbia. If you are planning to purchase an existing business, you must be able to demonstrate how the business will grow and expand under your management.

**Products/services:**

- You must describe the types of products and/or services that will be offered, or that are currently offered if you are purchasing an existing business. Describe the uniqueness of the product(s) and/or service(s).

**Reasonable proposed investment and job creation figures:**

- The BC PNP will assign points for the proposed investment and job creation in your registration, and, if you are invited to apply, will evaluate these elements of your application. The reasonableness of your proposed investments and job creation figures will be based on the type and scope of the proposed business, the market, the proposed products and/or services, the business model, and the industry standard.

**Risk factors:**

- The BC PNP will consider the potential for any risk factors of your proposed business and your ability to address these risks, including but not limited to whether you are proposing external financing, or whether you are proposing to invest more than 50% of your personal net worth.

**In addition to the above, for the purchase of an existing business, including partnerships:****Expansion plan (existing business):**

- If you plan to purchase an existing business, you must identify how you will improve, upgrade and/or expand the existing business. This may include creating new employment, investing in improvements and/or upgrades to the business, introducing new products and/or services, etc.

For more information on expansion requirements, please refer to the [Minimum Investment Requirements section](#) below.

**Financial stability (existing business):**

If you plan to purchase an existing business, you must be able to demonstrate that the business is a going concern, that it can sustain additional expenses and investments, how the business will generate a profit, and how the workforce will be expanded.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## Transferability of Skills

In addition to your business and/or work experience, the BC PNP will consider your transferable skills. Transferable skills are assessed by considering the similarity of the occupation and industry of your business/work experience to that of your proposed business in B.C.

To identify the industry sector, please refer to the [North American Industry Classification System \(NAICS\)](#).

To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#).

You will be assigned points for your transferable skills at the registration stage, and if you are invited to apply, the BC PNP will assess your transferable skills at the application stage.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## Economic Benefits

The BC PNP will review and assign registration points for the following factors used to demonstrate the economic benefits of the proposed business in B.C.

## Key Sectors

The industry sector of the proposed business. The following sectors are considered and eligible for additional points:

Eligible Sectors	
Agrifoods	Technology and Green Economy
Forestry	Transportation
International Education	Biomedical
Mining & Energy or Natural Gas Sector	Destination Tourism*
Value-Added Manufacturing	Aboriginal Peoples and First Nations

\*Destination Tourism refers to businesses that target tourists directly where its business is primarily focused on tourist attraction rather than potential spin-off activities from the tourism industry.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## Significant Economic Benefits

Other significant economic benefits that the proposed business may demonstrate:

- adopting new technology
- developing new products and services
- developing innovative approaches to traditional businesses
- increasing exports
- increasing research and development, and technology commercialization
- providing products or services to an under-served local or regional market
- transferring technology and specialized knowledge to B.C.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## Location

Points are awarded for the location of the proposed business based on the population sizes of [B.C.'s Regional Districts](#).

BC PNP is focused on attracting investment to regional communities and under the Entrepreneur Immigration Registration, higher points are awarded for investments proposed in smaller communities.

For details on how points are assigned in your registration, please refer to the [Scoring section](#) of this Guide.

## Franchises

Franchises may be considered as eligible businesses if you can demonstrate that the proposed franchise is well-established.

If you are invited to apply, your application must include evidence that you are eligible to purchase and operate a franchise location by the franchisor.

The BC PNP will only consider the purchase of an existing franchise location as an eligible business if it includes an expansion plan that is consistent with franchisor requirements.

## Ineligible businesses

The following types of businesses are ineligible under the BC PNP:

- an immigration-linked investment scheme pursuant to [Immigration and Refugee Protection Regulations section 87\(5\)\(b\)](#) and as defined in *IRPR* 87(9)
- any business where the terms of investment include a redemption option pursuant to *IRPR* 87(6)(d)
- bed and breakfasts, hobby farms and home-based businesses
- pay day loan, cheque cashing, money changing and cash machine businesses
- pawnbrokers
- scrap metal recycling
- coin-operated laundries
- automated car wash operations
- businesses selling used goods (excluding collectibles, or businesses that provide value-added services such as repairs, refurbishing or recycling)
- real estate development/brokerage, insurance brokerage or business brokerage
- businesses involved in producing, distributing or selling pornography or sexually explicit products or services, or providing sexually oriented services
- any other type of business that by association would tend to bring the BC PNP or the Government of British Columbia into disrepute

Your registration will not be accepted if you propose an ineligible business.

The BC PNP may not consider registrations for businesses proposed in locations that are saturated by similar businesses. The following examples are business activities that may not offer significant economic benefit if the local market is already well-served:

- convenience stores
- DVD rental stores
- gasoline service stations
- personal dry cleaning services
- tanning salons

Under the Entrepreneur Immigration Registration, points will be awarded for your Business Concept. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

## Minimum Investment Requirements

### Eligible Investment

In order to register, you must demonstrate that you will make an **eligible personal investment** of at least \$200,000 in the proposed business within 20 months of arriving in B.C. on a BC PNP-supported work permit.

Under the Entrepreneur Immigration Registration, points are assigned for this section according to total proposed eligible personal investment. **Meeting the minimum eligible investment requirements does not guarantee that you will be invited to apply or be approved as a provincial nominee** – only the highest-scoring registrants are invited to apply.

The minimum eligible personal investment of \$200,000 must be derived from your personal net worth.

“Eligible Personal Investment” is the minimum required investment of eligible expenditures as described below.

If you are proposing a Key Staff member, you must demonstrate that you will make an eligible personal investment of at least \$400,000. For more information, please refer to the [Key Staff Requirements section](#) below.

Typical eligible expenditures may include:

- purchase of existing business assets (including inventory) or equity to a maximum allowable amount of \$150,000
- new equipment purchases
- start-up inventory or new inventory related to an improvement/expansion plan
- leasehold improvements
- new marketing costs
- operating expenses

**Total investment** is not the same as **eligible personal investments** under the BC PNP. The eligibility of a proposed investment is determined by the BC PNP based on whether the expenditure is essential to establish and operate a new business or to purchase, improve and operate an existing business.

The eligible investment must be directed to one business location. Some investment items may not be eligible while others may be eligible with limitations.

For example:

- Purchase of an existing business:
  - The BC PNP may consider as eligible investment the lesser of the business value portion of the purchase price or \$150,000.
  - You must commit to make an eligible investment of *at least* \$50,000 to improve, upgrade and/or expand the business.

- Eligible investments toward improving, upgrading and/or expanding a business may include new capital purchases and equipment, leasehold improvements, introduction of new technology, job creation, etc.
- 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 licences, etc.
- Establishing a new location or a separate business will not be considered as an eligible improvement or expansion.
- The BC PNP will **not** consider the purchase of additional real estate as an eligible investment towards the improvement or expansion of the business.

**The BC PNP discourages registrants and applicants from making any investment prior to signing a performance agreement with the BC PNP and obtaining a valid work permit from IRCC.**

Signing an agreement to purchase a business and/or making a deposit is solely at your own risk.

- Purchase of a business vehicle:
  - The BC PNP will not consider the purchase of a vehicle as an eligible investment unless you can demonstrate that the vehicle is essential to the business. In which case:
  - The BC PNP may consider as eligible investment a maximum of \$25,000 for the purchase of a business vehicle.
- Inventory:
  - For the establishment of a new business:
    - The BC PNP may consider a reasonable amount of start-up inventory. The reasonableness of the start-up inventory is based on the industry, type of products, and size and scope of the proposed business. No more than *three* months of start-up inventory will be eligible.
  - For the purchase and improvement/expansion of an existing business:  
The BC PNP may consider a reasonable amount of up to three months of new inventory related to the improvement and expansion plan where a new product is to be sold. The new product must be substantially different than the type of products already sold by the business.

- Operating expenses:

Operating expenses refers to regular, recurring monthly expenses such as rent, wages and salaries, utilities, etc.

The BC PNP may consider eligible operating expenses in the following circumstances:

- For the establishment of a new business: A maximum of *six* months of operating expenses.

- For the purchase of an existing business: A maximum of *three* months of operating expenses.
- For the establishment of a new franchise location: A maximum of *three* months of operating expenses.

Operating expenses, as recurring expenses required for the business to operate, may **not** form part of the required eligible personal investment for improvement, upgrading and/or expansion of the business.

- For the purchase of an existing business:
  - In addition to the purchase of the business, you must invest *at least* \$50,000 to improve, upgrade and/or expand the business.
  - If the total purchase price of the business is less than \$150,000, the remaining balance of the eligible investment may be made up of other investments such as a maximum of three months of operating expenses.

For example, if the purchase price of the business is \$100,000, and you invest \$60,000 to improve and upgrade the business, the BC PNP may consider up to three months of operating expenses in addition to any other investments to make up the \$40,000 difference.

## Ineligible Investments

The following are not considered eligible investments:

- “cash” and “working capital”
- wage payments made to yourself and your family members, if applicable
- real estate (when purchasing an existing business only the business value portion of the purchase price will be considered as an eligible expense).

## Timing of your investment

The BC PNP will **not** consider as eligible any investment made prior to the date you are invited to apply.

**The BC PNP discourages registrants and applicants from making any investment or financial commitment prior to signing a performance agreement with the BC PNP and obtaining a valid work permit from IRCC.**

**Any investment made prior to obtaining approval and a valid work permit is solely at your risk. BC PNP offers no guarantee that your registration will be selected or that your application will be approved.**

The BC PNP does not require that you sign a purchase agreement or memorandum of understanding if you are purchasing an existing business.

## External Financing

BC PNP requires that you make the minimum eligible personal investment from your personal funds. However, you may also use external financing from a business partner or financial institutions.

If external financing is a requirement of business operations, you must identify how you will obtain the financing and how it will be applied in your proposed investment.

## Job Requirements

### Minimum Job Creation Requirements

In order to register, you must demonstrate that you will create **at least** one permanent, new full-time equivalent job for a Canadian citizen or permanent resident of Canada in the proposed business within 20 months of your arrival date.

You must also demonstrate the likelihood of supporting long-term employment of Canadians or permanent residents of Canada in the proposed business.

Under the Entrepreneur Immigration Registration, points will be awarded for this section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

Job creation requirements differ for applicants who proposed to include a Key Staff member. Please refer to the [Key Staff Requirements section](#) below.

A full-time equivalent (FTE) job means a position of at least 30 hours per week and 1,560 per year, worked by one or more employees under continuous employment. Note that any hours worked over 30 hours are not considered in this calculation.

Independent contractors will not be considered as part of your job creation requirement – only direct employees of the proposed business will be considered. Employees must work at the primary place of business and not remotely. Employment in British Columbia is regulated by the *Employment Standards Act*. For more information, please visit the [Employment Standards website](#).

### Determining the skill level of positions

When determining the position(s) to be created, please refer to the [National Occupational Classification \(NOC\)](#) system.

Proposed wages for the employees must be consistent with the skill level of the positions created.

For information on average wages, please refer to information on [Work BC](#).

### Job Maintenance Requirements *(if purchasing an existing business)*

In addition to the job creation requirements listed above, if you are proposing to purchase an existing business, you must commit to maintain the number of existing jobs in the business, and pay your employee(s) a wage that is commensurate to their skill level.

Under the Entrepreneur Immigration Registration, points will be awarded for this section. For detailed information on how points are assigned, please refer to the [Scoring section](#) of this Guide.

For information on average wages, please refer to information on [Work BC](#).

Failure to maintain the number of existing jobs may result in your refusal at the nomination stage.

## Requirements at Nomination Stage

In order to be approved for nomination, you must demonstrate that you have consistently employed the required number of full-time equivalent jobs for at least *six* months before submitting your [Final report](#).

## Key Staff Requirements (if applicable)

### About Proposing a Key Staff

If you meet the requirements below, you may propose one Key Staff member whose expertise is essential to the success of your proposed business. The Key Staff member will be eligible to apply for a work permit to work for you in B.C. during the business establishment period and may also be eligible to be nominated for permanent residence if you meet the performance expectations of your [performance agreement](#).

The Key Staff must demonstrate education and experience consistent with the proposed occupation in B.C. as a senior manager, professional or technical position related to the proposed business.

### Your Requirements for Proposing one Key Staff

- As the employer of the Key Staff, you must demonstrate a rationale for a Key Staff in relation to the domestic labour market - that a Canadian or permanent resident would not be able to perform the proposed duties.

If you fail to demonstrate that the Key Staff is essential to establishing or operating and expanding your business, the proposed Key Staff will be refused.

- Eligible personal investment:

If you are proposing one Key Staff, you must demonstrate that you will make an eligible personal investment of *at least* \$400,000.

For the purchase of an existing business:

- The amount of eligible investment that can be applied to the purchase of an existing business is the lesser of the total purchase price or \$150,000.
- You must invest *at least* \$50,000 towards the improvement, upgrade, and/or expansion to the existing business.

- Job creation:

If you are proposing a Key Staff, you must demonstrate that you will create *at least* three new, permanent, full-time equivalent positions for Canadian citizens and/or permanent residents of Canada.

If you are purchasing an existing business, you must maintain the number of jobs as described above, *and* create at least three new full-time equivalent positions.

## Requirements for Key Staff

- General Requirements:
  - The key staff must have worked with you, the applicant, in a senior position for at least one year out of the last three years, and have a critical skill set for the proposed B.C. business.
  - The proposed position the key staff will fill must fall under the [National Occupational Classification \(NOC\)](#) system as skill level 0 or skill type A.
  - If education and work experience are not specifically identified in the proposed position in B.C., the key staff must possess a minimum of two-years post-secondary education.
  - The wage offered must be equal to or greater than the median for that occupation in B.C. For information on average wages, please refer to information on [Work BC](#).
  
- If you are invited to apply:
  - The key staff must demonstrate relevant experience that is transferable and essential to the proposed business in B.C.
  - The key staff may be required to attend an [in-person interview](#) at the BC PNP offices in Vancouver.
  
- In order to be approved for nomination:
  - The key staff must not hold 10 percent or more ownership of the proposed business.
    - Equity ownership may be offered as part of the remuneration package but it must be specified in the employment contract, and, in which case, it must be less than 10%.
  - The wage offered must continue to be equal to or greater than the median for that occupation
  - The key staff must meet the requirements listed in the [General Nomination Requirements section](#) above regarding active management, residency, and eligibility.
  - The key staff must have been performing the duties of their position as described in the [performance agreement](#) at the place of business in B.C.

For more information on proposing a key staff in your registration, please refer to the [Business Concept section](#) of this Guide.

## Partnership with a Co-Registrant (if applicable)

You may choose to partner with another registrant under one business proposal.

If you are proposing to partner with a [co-registrant](#), each co-registrant must provide a rationale for the business partnership and describe the business relationship with each partner.

Each co-registrant must meet the individual eligibility requirements listed in the Entrepreneur Immigration Program Guide in order to be entered into the selection pool.

### **Co-registrant registration scores will be adjusted to match the lowest score from each of the co-registrants.**

For example, two registrants may choose to partner under one business proposal and may individually score 154 and 112 under the Entrepreneur Immigration Registration. For the purposes of selecting registrants from the pool to invite them to submit applications, the partnership scores will be adjusted so that each co-registrant scores 112 points.

If the co-registrants are invited to apply, each application will be assessed separately. There is no guarantee that either or both of the co-applicants will be approved.

Each co-registrant must ensure they provide complete information on their background and work experience, their business proposal, as well as provide a rationale for partnering in the proposed business. For more information, please refer to the [Business Concept section](#) of this Guide.

## Part 3: Entrepreneur Immigration Process

The BC Provincial Nominee Program (BC PNP) has introduced an online registration process for individuals interested in the Entrepreneur Immigration stream.

This section of the Guide details the registration and application process with the BC PNP.



The BC PNP process involves three main steps before you can apply for permanent residence:

### 1. Preparation Before you Register

- Business research
- B.C. Regions and Regional Districts
- Purchasing an existing Business
- Online resources

### 2. Registering with the BC PNP

- Creating your Profile
- How to Register
- Scoring
- Final Scoring and the Selection Pool
- Invitation To Apply

### Review of Personal Net Worth

### 3. Applying to the BC PNP

- Submit Application
- Interview
- Performance agreement
- Work Permit

### 4. Nomination

- Arrive in B.C.
- Building your Business
- Submitting your Final report
- Being Nominated

### After Nomination: Applying For Permanent Residence

## Preparation Before You Register

### Preparation and Business Research

Please take the time to carefully review the program requirements detailed in this Guide.

We encourage you to make an exploratory visit to B.C. to learn more about opportunities and the local business environment before you register.

During your visit, you can:

- investigate and evaluate potential business opportunities
- make local business contacts
- learn more about what it's like living and doing business in B.C., and gain a better understanding of our health care and education programs, housing, culture, recreation opportunities, and lifestyle

If you require a visitor visa (Temporary Resident Visa) to travel to Canada, you must apply to a Canadian visa office or online: [www.cic.gc.ca/english/information/applications/visa.asp](http://www.cic.gc.ca/english/information/applications/visa.asp).

The BC PNP will not provide a letter of support for you to obtain a Temporary Resident Visa to conduct an exploratory visit to B.C.

### B.C. Regions and Regional Districts

Each of B.C.'s regions offers different key industries, business opportunities, demographics, and lifestyle opportunities. We encourage you to explore B.C.'s regions to find the best place for you.

B.C.'s Communities: <https://tools.britishcolumbia.ca/Invest/Pages/SearchProfiles.aspx>

B.C.'s Regions: [www.welcomebc.ca/Live/about-bc/regions.aspx](http://www.welcomebc.ca/Live/about-bc/regions.aspx)

Industry Sectors: [www.britishcolumbia.ca/invest/industry-sectors.aspx](http://www.britishcolumbia.ca/invest/industry-sectors.aspx)

Reference Maps: [www.bcstats.gov.bc.ca/statisticsbysubject/geography/referencemaps/rds.aspx](http://www.bcstats.gov.bc.ca/statisticsbysubject/geography/referencemaps/rds.aspx)

### Purchasing an Existing Business

If you are interested in purchasing an existing business in British Columbia, you must conduct your own due diligence to determine whether the business meets eligibility requirements.

The BC PNP discourages potential registrants and applicants from making any investments or financial commitments prior to signing a [performance agreement](#) with the BC PNP and obtaining a valid work permit from IRCC. Any investment made before you obtain a valid work permit is solely at your own risk. The BC PNP does not guarantee that your registration will be selected or that your application will be approved.

## Online Resources

You may also want to explore the following online resources to learn more about our province:

[Welcome BC](#): Learn about living, investing, working and studying in B.C. as an immigrant to Canada.

[Small Business BC](#): This resource centre has information, products, services and support for entrepreneurs at every stage of business development.

[Trade and Invest BC](#): Learn about the many opportunities to invest in high growth businesses, discover B.C.'s innovation clusters, connect to B.C.'s businesses and communities, and explore B.C.'s unique lifestyle.

[Doing Business in British Columbia](#): A detailed guide on how to establish a business in B.C. as well as information you may want to consider before you develop your business concept.

[Hello BC](#): British Columbia's official tourism website, with suggestions on things to see and do, places to stay and information on how to get around.

[BCEDA](#): Learn more about the role of economic development in the regions. You may refer to the directory of BCEDA members for specific industry information for a particular B.C. community: [www.bceda.ca/content/members](http://www.bceda.ca/content/members).

You may also refer to the Business Improvement Association of BC website at [www.bia.bc.ca/index.php](http://www.bia.bc.ca/index.php), and the B.C. Chamber of Commerce website at <http://bccbcchamber.org/list/mapview?c=189>.

## Registering with the BC PNP

### What is the Entrepreneur Immigration Registration?

The Entrepreneur Immigration Registration is an online registration process that is the first step to immigrating to British Columbia as an immigrant entrepreneur. As it is a points-based system, you will receive a score based on the information you provide.

Your score will determine whether you will receive an invitation to apply under the BC PNP Entrepreneur Immigration stream.

### How does it work?

You must create an online profile and complete all of the sections, including a short business concept.

You will automatically be assigned points for each section when you submit your registration, except the Business Concept section. Your responses to the [Business Concept](#) section will be scored by the BC PNP within four weeks. The BC PNP will verify the scoring in all sections to finalize your registration score.

If you meet the minimum points requirement for each of the sections, you will be entered into a selection pool. You will remain in the pool for a maximum of six months.

Periodically, the BC PNP will invite the highest-scoring registrants to apply. More information about the invitation to apply process can be found in the [Invitation to Apply section](#) below.

Please carefully review the program requirements before completing your registration.

### What else should I know?

- The BC PNP reserves the right to make changes to the Entrepreneur Immigration Registration without prior notice, including changes to the score grids, the minimum total required in each section, the expiry of registrations in the selection pool, and the number and frequency of registrants invited to apply. Please check our [website](#) to ensure you are using the most up-to-date version of this Guide.
- A registration into the Entrepreneur Immigration Registration System is not a guarantee that you will be invited to submit an application.
- There is a non-refundable registration fee of \$300.
- The BC PNP will only accept a maximum of 200 registrations per month.
- You do not need to submit attachments with your registration, unless you are using the services of an immigration representative. If you choose to use the services of an immigration representative, you must upload a scanned copy of the [Use of a Representative form](#) available on our website.
- You are not able to make changes or edit any information once the registration is submitted.

- Your registration is valid for six months from the date you receive your total registration score. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration.
- The number of invitations and frequency of draws will be determined by the BC PNP's processing capacity and is subject to change. Please check our [website for information on the most recent invitations](#).
- Your registration will be assessed according to the program requirements applicable at the time of submitting your registration.
- The BC PNP will verify the information you provide in your registration and may adjust your score if necessary.
- We may refuse your application if the information in your registration is materially different from what you submitted in your application.

## Creating your Profile

In order to register, you must create a profile with BC PNP Online. This includes your email and home address, telephone number and passport information as well as security questions and password. You will receive an email from the BC PNP asking you to confirm your email address and password.

You are responsible for updating your contact information in your profile and ensuring that it is current and up to date.

Once you have completed your profile, click on the "Entrepreneur Immigration stream" button to continue the registration process.

## Completing the Registration

When you click on the Entrepreneur Immigration stream, you will be directed to *My Dashboard*, where you can complete your registration.

The registration requires you provide information in all sections, which are listed as tabs across the top of *My Dashboard*.

You are able to copy and paste from another program into text fields. Tables requiring numbers will automatically calculate totals.

The system will save your information when you click on any tab and when you click the "Next" or "Previous" buttons.

## Submitting your Registration

When you complete the submit tab, which contains the declaration and confirmation for you and your spouse, and select the "Submit this registration form", the system will calculate your section scores,

based on the information you provided. The [Business Concept](#) section will be scored separately by BC PNP.

**The registrant declaration in the online registration requires your consent and is the legal equivalent to your signature. As the registrant, you must ensure that you have read and understood the declaration.**

If your scores in each section meet the minimum eligibility scores, you will be directed to the electronic payment system to pay the **\$300** non-refundable registration fee.

Your registration will only be submitted to the BC PNP after you have paid the registration fee. You will receive a fee payment receipt and acknowledgment.

The BC PNP will assign points to your Business Concept score and provide you with a total score within four weeks. If you are entered into the selection pool, you will receive an email notification. An update of your final registration score will appear in *My Dashboard*.

### Tips and Information

- You do not need to complete the registration in one session. You may return to your registration as often as needed. Inactive profiles and registrations will be deleted after 30 days.
- If you do not meet the minimum eligibility score, you will be directed to *My Dashboard*. Any sections where you did not meet the minimum score or sections where there was an error will be highlighted in red. You may return to the section and correct any errors.
- Information on the minimum scores is detailed in the [Scoring section](#) below.
- To avoid lost data due to system time-out or network connection issues, it is recommended that you compose your business concept in local word processing software and then paste the text into the browser field.
- Once you have paid the fee, you will not be able to make any changes or edits to your registration.

If you have any questions, please refer to the [frequently asked questions](#) section of on our website.

## Scoring

Your registration will be scored based on the information you provide. The grids below outline how your score will be calculated.

Each section of the registration has a minimum eligibility score. You must meet the minimum scores in each section to be entered into the selection pool.

The maximum score available is 200.

Scoring Sections	Points
Experience	24
Net Worth	12
Personal Investment	30
Jobs	36
Adaptability	18
Business Concept	80
<b>Maximum Score Available</b>	<b>200</b>

## Experience

You will receive points based on your business ownership and/or senior management work experience.

You must provide details of your business/work experience **for the last 10 years**. Please list all of your active business ownership and/or senior management work experience. You will be assigned points in the experience section for periods that are not duplicated in time.

For example, if you owned 100% of Business XYZ but you also worked at Business XYZ as the General Manager, you will only be assigned points for your Business Owner-Manager experience.

The transferability and relevance of your background to your proposed business in B.C. will be scored by the BC PNP as part of your [Business Concept](#).

The [Program Requirements section](#) of this Guide provides detailed information on business and work experience requirements.

Please note that your application will not be approved if you are in Canada and do not have valid immigration status, or if you are working without authorization.

The maximum score available for this section is 24.

You must score at least 8 points to meet the minimum requirements for this section.

Experience	Total Duration	Points
Business Owner-Manager experience	Less than 12 months	0
	12 to 24 months	4
	25 to 36 months	6
	37 to 48 months	12
	49 to 60 months	15
	61 months or more	20
Senior Manager work experience	Less than 24 months	0
	24 to 48 months	4
	49 to 60 months	8
	61 months or more	12
<b>Maximum Score Available</b>		<b>24</b>

## Net Worth

You will receive points based on your total net worth including that of your spouse or common-law partner, if applicable.

The [Program Requirements section](#) of this Guide provides detailed information on personal net worth requirements.

You will have to provide information on the following:

### *Current Assets:*

- bank deposits (e.g., personal chequing and savings accounts)
- liquid investments (e.g., stocks, bonds, term deposits redeemable/cashable within one year)
- other liquid assets (you must specify)

### *Other Assets:*

- real property (e.g., real estate, personal and commercial property ownership)
- business ownership (current value of your percentage ownership in business(es), excluding stocks held in investment portfolios that have been included under liquid investments above)
- pension funds and other assets (you must specify)

### *Liabilities:*

- real property mortgage
- other debts (e.g., personal loans, credit card debt)

Personal Net Worth		Points
Your total current assets (cash and liquid funds)	Less than \$50,000	0
	\$50,000 to \$199,999	1
	\$200,000 to \$399,999	3
	More than \$400,000	6
Your <i>total personal net worth</i> *	Less than \$600,000	0
	\$600,000 to \$799,999	1
	\$800,000 to \$1,999,999	3
	\$2,000,000 to \$4,999,999	5
	\$5,000,000 or more	6
<b>Maximum Score Available</b>		<b>12</b>

## Personal Investment

You will receive points based on your proposed eligible personal investment for the business. Your proposed investment must be completed within 20 months of arriving in B.C. on a BC PNP-supported work permit.

You will be required to include proposed *total investment* and *eligible investment* for your proposed investments.

Under the Entrepreneur Immigration Registration, typical investment items are included in a pre-filled table. For any investment items that are not applicable to you, insert a "0" in the investment column and a "N/A" in the description column. You may also add investment item fields to the table by clicking "Other".

The following sample items are provided in the pre-filled table:

- purchase of existing business up to a maximum of \$150,000 (*if applicable*)
- new equipment purchases
- start-up inventory or new inventory related to an improvement/expansion plan
- leasehold improvements
- new marketing costs
- operating expenses
- additional investment items, if necessary

The BC PNP will verify the eligibility of your proposed investment and may adjust your score.

If you are proposing a [partnership with a co-registrant](#), you must include the names of each partner with your registration.

If you intend to use external financing, you must indicate the source of the investment and the amount.

The [Program Requirements section](#) of this Guide provides detailed information on minimum investment requirements.

You must score at least 6 points, or 20 points if you are proposing a [Key Staff](#), to meet the minimum requirement for this section.

Eligible Personal Investment	Points
Less than \$200,000	0
\$200,000 to \$399,999	6
\$400,000 to \$999,999	20
\$1,000,000 or more	30
<b>Maximum Score Available</b>	<b>30</b>

## Jobs

You will receive points based on your proposed job creation, and job maintenance if you are purchasing an existing business. Your proposed job creation must occur within 20 months of your arrival to B.C.

For the proposed business, you must identify the number of full-time equivalent (FTE) positions that will be created, and maintained.

Each registrant or co-registrant will receive points for the total number of jobs maintained. For example, if you and your co-registrant (if applicable) are proposing to purchase an existing business where there are a total of 10 jobs maintained, each registrant (yourself and the co-registrant) will each receive points for maintaining 10 jobs.

To identify the occupation and associated skill level, please refer to the [National Occupational Classification \(NOC\) system](#). The salary field represents the annual salary of the position.

The [Program Requirements section](#) of this Guide provides detailed information on job creation requirements.

You must score at least 2 points, or 12 points if you are proposing a [Key Staff](#), to meet the minimum requirements for this section.

In addition, you will not qualify if you do not create at least 1 FTE. If you are proposing a [Key Staff](#), you must create a minimum of 3 FTEs.

<b>Number of FTE Job Positions Created <u>and</u> Maintained</b>	<b>Points</b>
Less than 1	0
1	2
2	6
3-4	12
5-6	20
7-8	28
9-10	32
11 or more	36
<b>Maximum Score Available</b>	<b>36</b>

## Adaptability

You will receive points based on your self-declared adaptability factors.

Language test results or certificates are **not** required with your registration. If you are invited to apply, you may be required to provide evidence of your language proficiency.

The [Program Requirements section](#) of this Guide provides detailed information on adaptability factors.

The maximum score available for this section is 18. There is no minimum required score for this section.

If your score for Education Level is 0, you will not be eligible to register unless you have at least three years of active management experience of a business that you had 100% ownership in the last five years.

Adaptability Factor		Points
English language proficiency	None or minimal, similar to CLB 3 and below	0
	Basic understanding, similar to CLB 4	2
	Intermediate and advanced, similar to CLB 5 and above	4
Education Level*	Less than two years of post-secondary education	0
	Two years or more of post-secondary education	3
Age	Less than 20	0
	21 – 39	3
	40 – 60	4
	61 – 64	2
	65 or older	0
Business exploratory visits to British Columbia	No	0
	Yes, 1 or more years ago	1
	Yes, less than 1 year ago	2
Canadian work experience, business experience, or studies from within Canada for at least 12 months	No	0
	Yes	5
<b>Maximum Score Available</b>		<b>18</b>

## Business Concept

You must provide a brief business concept of 1,000 words, but not exceeding 1,500 words, specific to your proposal. The Business Concept may address topics covered in other sections of your registration. Your proposed Business Concept will be scored by the BC PNP.

Your Business Concept must include an overview of the following:

- description of business and its operations
- competitive analysis
- elaboration of proposed investments, and rationale for major investment items
- human resources, including job creation/maintenance details
- your skill set and experience and an assessment of business viability under your management
- your proposed role in the business
- due diligence activities
- potential risk factors

In addition to the above, if you are purchasing an existing business, wholly or partially, please include:

- identify and describe the business, including staffing
- summarize the company's financial performance, with approximate annual revenue, net profit, and total wages paid from the past three years
- comment on business history and financial health
- explain how you established the value of the business
- provide a description and rationale of your improvement/expansion plan

If you are proposing to partner with a local or foreign businessperson or [co-registrant](#), you must provide a rationale for the business partnership and describe your business relationship with each partner.

If you are [partnering with a co-registrant](#), each co-registrant must submit their registrations within four weeks of the earliest registration. Your registration will not be accepted if your co-registrant(s) submits a registration more than four weeks after your registration is received.

If you are proposing a [Key Staff](#), you must identify the Key Staff and provide a rationale for why the Key Staff is essential to the proposed business, and describe your business relationship with the Key Staff.

Do not include general market research or statistics in your Business Concept.

Your registration will not be accepted if you propose an ineligible business.

The maximum score available for this section is 80.

You must score at least 32 points to meet the minimum requirement for this section.

There is no minimum required score for each of the three factors.

Your Business Concept will be scored on the following factors:

<b>Business Concept Factors</b>	<b>Points</b>
Commercial Viability	28
Transferability of Skills	24
Economic Benefits	28
<b>Maximum Score Available</b>	<b>80</b>

For complete information on business requirements, including detailed explanations of factors within the Business Concept, please refer to the [Program Requirements section](#) of this Guide.

## Commercial Viability

You will receive points based on the commercial viability of your proposed business.

The maximum score available for this section is 28.

<b>Commercial Viability</b>	<b>Points</b>
Business model of new business <i>or</i> improvement/expansion plan	10
What is the market like?	4
Unique selling point/advantage?	4
Due diligence	4
Ownership percentage of the proposed business*	4
Potential risk factors	2
<b>Maximum Score Available</b>	<b>28</b>

You will receive points for ownership percentage based on the following table:

<b>Ownership percentage</b>	<b>Points</b>
100% ownership	4
67 to 99%	3
50 to 66%	2
33 to 49%	1
less than 33% ownership must invest more than \$1 million*	0
<b>Maximum Score Available</b>	<b>28</b>

\*\$1 million investment must be in a personal equity purchase. Please refer to the [Business Requirements section](#) of this guide.

For more information on commercial viability, please refer to the [Program Requirements section](#) of this Guide.

## Transferability of Skills

You will receive points based on your direct experience and/or experience in related industries for the last 10 years.

*Direct experience* is defined as experience gained in the same industry and sector corresponding to the first three digits of the proposed [NAICS](#) number.

*Related experience* is defined as experience gained in a similar industry operating in a related business line as the proposed business.

The maximum score available for this section is 24.

Transferability of Skills	Points
Business experience <i>only</i>	24
Work experience <i>only</i>	14
Language ability (bonus)	2
<b>Maximum Score Available</b>	<b>24</b>

If you have business ownership **and** senior management work experience, your score will be calculated by combining your work history with the following equation:

$$(\text{Total Business experience } \textit{only} \text{ points}) + (50\% \text{ of points calculated from Work experience } \textit{only})^*$$

\* **Unless your Work Experience Only points are greater than the combined total.**

**Business experience only:** How many years as an active owner-manager in a *similar business* from the last 10 years based on [NAICS](#).

Business Experience	Points
12+ months of experience in an unrelated industry	2
12 months or less of direct experience or 12 to 36 months of related experience	5
13 to 24 months of direct experience <b>or</b> 37+ months of related experience	8
13 to 24 months of direct experience <b>and</b> 37+ months of related experience	10
25 to 36 months of direct experience	12
25 to 36 months of direct experience <b>and</b> 37+ months of related experience	14
37 to 60 months of direct experience	17
37 to 60 months of direct experience <b>and</b> 37+ months of related experience	21
61+ months of direct experience	24
<b>Maximum Score Available</b>	<b>24</b>

**Work experience only:** How many years in a similar position as a *senior manager* from the last 10 years (without ownership or less than 10% ownership) based on [NAICS](#).

<b>Work Experience Only</b>	<b>Points</b>
12+ months of experience in an unrelated industry	2
12 months or less of direct experience or 12 to 36 months of related experience	4
13 to 36 months of direct experience <b>or</b> 37+ months of related experience	6
13 to 36 months of direct experience <b>and</b> 37+ months of related experience	8
37 to 60 months of direct experience	10
37 to 60 months of direct experience <b>and</b> 37+ months of related experience	12
61+ months of direct experience	14
<b>Maximum Score Available</b>	<b>14</b>

**Language ability (bonus):** Additional points will be awarded if you have English language ability (as declared in the Adaptability tab).

If you have already been awarded the maximum 24 points for this section, no additional points will be awarded for language ability.

<b>Language Ability (Bonus)</b>	<b>Points</b>
Minimal to none (Similar to CLB 3 or below)	0
Basic language proficiency (Similar to CLB 4)	1
Intermediate or above language proficiency (Similar to CLB 5 or above)	2
<b>Maximum Score Available</b>	<b>2</b>

For more information on Transferability of Skills, please refer to the [Program Requirements section](#) of this Guide.

## Economic Benefits

You will receive points based on the potential to add economic benefits to British Columbia.

The maximum score available for this section is 28.

<b>Economic Benefit</b>	<b>Points</b>
Identify a factor under Key Sector <b>and</b> /or Significant Economic Benefit	16
Location based on B.C. Regional District	12
<b>Maximum Score Available</b>	<b>28</b>

If your Business Concept identifies at least 1 factor under Key Sector **or** Significant Economic Benefit, you will receive 10 points.

If your Business Concept identifies at least 1 factor under Key Sector **and** Significant Economic Benefit, you will receive 16 points.

For more information on Economic Benefits including a list of Key Sectors and Significant Economic Benefits, please refer to the [Program Requirements section](#) of this Guide.

## Location based on B.C. Regional District

Points are awarded for the location of the proposed business based on the population sizes of B.C.'s Regional Districts. For up-to-date population statistics, please refer to the [Highlights and Summary Table](#).

Location Based on B.C. Regional District	Points
More than 500,000 people	0
200,000 to 500,000	1
100,000 to 200,000	3
70,000 to 100,000	6
60,000 to 70,000	8
35,000 to 60,000	10
Less than 35,000 people	12
<b>Maximum Score Available</b>	<b>12</b>

<b>Regional District</b>	<b>Population</b>
Greater Vancouver	2,513,869
Capital	377,809
Fraser Valley	296,414
Central Okanagan	195,523
Nanaimo	154,572
Thompson-Nicola	133,191
Fraser-Fort George	91,277
North Okanagan	84,587
Cowichan Valley	82,787
Okanagan-Similkameen	81,841
Peace River	63,918
Comox	64,634
Cariboo	62,263
Central Kootenay	60,100
East Kootenay	57,642
Columbia-Shuswap	51,451
Strathcona	45,448
Squamish-Lillooet	40,378
Bulkley-Nechako	39,997
Kitimat-Stikine	38,621
Alberni-Clayoquot	30,106
Kootenay-Boundary	29,349
Sunshine Coast	29,177
Powell River	19,456
Skeena-Queen Charlotte	17,533
Mount Waddington	11,387
Northern Rockies	5,957
Central Coast	3,197
Stikine	655

*BC Stats 2015 Sub-Provincial Population Estimates*

## Final Scoring and the Selection Pool

The BC PNP will assign scores to your Business Concept and calculate your final score.

You will receive an email from the BC PNP with your final score indicating whether you qualify for the selection pool. After you complete your registration, please ensure that you have received a confirmation email that includes your BC PNP registration number. If you do not receive this email within 24 hours, please email the BC PNP at [En.Imm@gov.bc.ca](mailto:En.Imm@gov.bc.ca) for further instructions.

- You will be able to view your final registration score, including scores for each section in *My Dashboard*.
- Registrations that meet the minimum points total in every section will be entered into the selection pool.
- Registrations that qualify for the selection pool are valid for up to six months from the date you receive your total registration score.
- If you are not invited to apply to the BC PNP within six months of qualifying, your registration will expire. At that time, you may submit a new registration to the BC PNP.
- Registrants may only have one active BC PNP registration at any given time.
- If you are proposing a [partnership with a co-registrant](#), the total score of the lowest-scoring registrant(s) will be applied to all co-registrants.

## Invitation To Apply

### Ranking

If you have entered the selection pool, your final registration score will be ranked along with other registrants. Periodically, the BC PNP will invite the highest-scoring registrants to apply to the Entrepreneur Immigration stream.

In the event of a tie, registrants will be ranked according to the scores in the individual sections in the following order:

1. Business Concept
2. Eligible Personal Investment
3. Job Creation
4. Business/Work Experience

### Invitations to Apply

If you are invited to apply to the Entrepreneur Immigration stream, you will receive an email notification including:

- your BC PNP Entrepreneur Immigration file number
- instructions on how to complete the BC PNP Entrepreneur Immigration application
- list of qualified suppliers for the verification of your net worth
- timelines for application submission.

If you are invited to apply, your registration will be removed from the selection pool.

Registrants who are invited to apply will have up to four months from the date of invitation to submit a complete application. This allows you time to finalize your business plan and obtain a verification report of your net worth from a qualified supplier.

If you are invited to apply and select the 'decline' button on your dashboard, your invitation to apply will be declined. Your registration will be removed from the selection pool and your registration and invitation will be cancelled. Your profile will remain. You may submit a new registration at any time, however, re-registration does not guarantee another invitation to apply.

Please note that no refunds of the registration fees will be issued for users who decline an invitation to apply.

The number and frequency of invitations to apply is based on annual nomination allocations and the BC PNP's processing capacity to ensure timely processing of applications.

The BC PNP may refuse your application if the information in your application is materially different from your registration.

### **What if I am not invited to apply?**

Registering does not guarantee that you will be invited to apply. The BC PNP will only invite the highest-scoring registrants from the selection pool.

You may wish to improve your score by developing a new business concept or improving your adaptability. You may also submit a new registration with a new fee.

### **Invitation to Apply**

Information about invitations to apply, including date, number of invitations issued and minimum ranking scores, will be posted in the [Invitation to Apply](#) section of our website.

## Review of Personal Net Worth

You will need to engage qualified supplier to review your personal net worth and accumulation of funds in order to submit an application to the BC PNP.

### What is a Qualified Supplier?

A qualified supplier is a professional chartered accounting services supplier, who is qualified by the BC PNP, that will complete a verification report of your personal net worth. The list of qualified suppliers and instructions is included with the invitation to apply.

### How does it work?

You must enter into an agreement with a BC PNP-qualified supplier to complete a review of your personal net worth. You are responsible for all costs associated with this service.

You must have a BC PNP file number before you can engage a qualified supplier.

The qualified supplier will review your personal net worth claims and your accumulation of funds through an analysis of your supporting financial documentation. The qualified supplier 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 supplier may contact you to request additional information.

When the review is complete, the qualified supplier will send you and the BC PNP a copy of the report.

### What will I need to provide?

You must provide the qualified supplier with a completed IRCC [Schedule 4A Personal Net Worth form](#), including the Section J - Accumulation of Wealth Narrative.

You must also provide to the qualified supplier all supporting documentation identified in Appendix 1.

### What are the details?

The cost of obtaining a verification report will depend on which qualified supplier you choose, and the amount of time it may take to evaluate your financial documentation. The average price may range from \$3,000 to \$5,000 depending on the extent and complexity of your personal net worth.

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 supplier can impact the timing. The qualified suppliers are required to complete a verification report within 60 days.

The verification report will be used as part of the BC PNP application assessment process.

Notwithstanding the conclusions of the net worth verification report, the BC PNP has sole discretion and responsibility to assess your BC PNP application and may request additional information, supporting documentation or clarification.

The verification report is valid for one year from the date of issuance by the supplier.

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

**Important:** Do not engage a qualified supplier until you have received your BC PNP invitation to apply.

## Applying to the BC PNP

### Submitting your Application

If you received an invitation to apply, you will have up to four months to submit a complete application including a verification report of your net worth, all supporting documents and a comprehensive business plan.

Your application must be submitted electronically (refer to your Invitation to Apply and your BCPNP Online dashboard for instructions). A maximum of 50 attachments can be uploaded to your application. Attachments cannot exceed 3MB each; please reduce your file size and merge files according to type of document.

For more information on submitting your application, including a Business Plan Guide, please refer to Appendix 1.

### Processing Fee

You must pay a \$3,500 non-refundable processing fee. Your spouse or common-law partner and dependent children are included in the BC PNP application fee.

If you are proposing a [Key Staff](#) member, you must pay an additional \$1,000 non-refundable processing fee.

### Application Assessment

Your application will be assessed by the BC PNP. After a review of your application, a decision will be made on whether you will proceed to the interview stage:

- you may be contacted to attend an in-person interview at our office in Vancouver
- we may offer you an opportunity to respond to any concerns regarding your application
- we may refuse your application if you have not met the minimum eligibility criteria outlined in the program requirements section of this Guide

The BC PNP may refuse your application if the information in your application is materially different from what you submitted in your registration.

### Interview

If requested, you will be required to attend an in-person interview at the BC PNP offices in Vancouver. In the interview, you will be expected to describe your business/work experience and demonstrate a thorough understanding of your business plan.

A decision on your application will be based on the information you provide up to and during your interview. The BC PNP will not consider any additional or new information after your interview.

Interviews are conducted in English only. If you are unable to communicate in English, you must obtain the services of a certified translator. This is to ensure you will be able to clearly communicate to BC PNP program staff. Certified translators may include members of the [Society of Translators and Interpreters of BC \(STIBC\)](#) or individuals who are certified court interpreters.

If you require a Temporary Resident Visa (TRV) to attend the in-person interview, the BC PNP will provide you with a letter of support for your TRV application.

At its discretion, the BC PNP may issue a maximum of two TRV support letters per applicant. An applicant's inability to attend an in-person interview will result in the refusal at the work permit stage and closure of your application.

### Performance Agreement

If your application is approved, you will be required to sign a performance agreement with the Province of British Columbia. This document outlines the performance expectations you must meet for nomination.

This includes:

- type of business and location
- investment amounts and timelines
- the number and type of positions to be created for Canadians or permanent residents
- active management requirement
- residency requirements
- timeframes within which you must meet these requirements

Performance agreements are unique to each applicant and are based on the information provided in the application, business plan, and during the interview.

**Important:** Failure to meet the performance expectations within the timeframes may result in the refusal at the nomination stage and closure of your application.

### Work Permit

If your application is approved, the BC PNP will issue you a *Letter of Confirmation* (work permit support letter) so you can apply to IRCC for a two-year work permit. This will enable you and your dependants to move to B.C. so you can start implementing your business plan.

A 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. It does not confer status on Canada. The length of the temporary work permit may vary at the discretion of IRCC, but is usually two years.

For more information, please refer to the [Building Your Business in B.C. Guide](#) available on our website.

## Nomination

### Arrival

After you sign your [performance agreement](#), you must arrive in B.C. with your valid work permit within 12 months from the date of your Letter of Confirmation.

If you do not arrive in B.C. within the 12-month period from the date of your Letter of Confirmation, your file will be closed.

Within two months of arriving in B.C. with your valid work permit, you must submit an Arrival Report to the BC PNP. The Arrival Report provides basic information about your updated contact information, your work permit, and whether you transferred the requisite funds into a financial institution in B.C.

### Building your Business in B.C.

Once you arrive in B.C. with your valid work permit, you will have up to 20 months to implement your business plan, actively manage your business, and satisfy the performance expectations of your signed performance agreement.

You may refer to the list in the Building Your Business in B.C. Guide on the [Documents](#) page of our website for resources to assist you in starting your business and your transition to Canada.

### Final Report

You must submit a final report to the BC PNP between 18 to 20 months after you arrive in B.C. with your valid work permit. You may submit your final report and supporting documents by USB drive or in hard copy by courier. Email submission is not accepted.

The “final report” is the form and supporting documents that you must submit in order to be considered eligible for nomination. The documentation outlines all of the performance expectations and terms and conditions you must complete.

In your final report, it is your responsibility to demonstrate to that you have met the performance expectations described in your signed performance agreement.

The BC PNP will review and evaluate your final report, and may at its discretion, request additional information and/or conduct a site visit at your B.C. business in order to assess eligibility for nomination.

You can only submit one final report.

For more information, please refer to the Final Report Guide on the [Documents](#) page of our website.

## Nomination

If you are nominated, the BC PNP will issue you a confirmation of nomination as a provincial nominee.

The nomination will allow you and your eligible dependant family members to apply for permanent residence to IRCC under the Economic Class for Provincial Nominees.

Please note that the age(s) of your dependent children, if any, are locked in for the purpose of federal immigration requirements at the time of application to the BC PNP. For more information on federal requirements regarding the age of dependent children, please see [IRCC's website](#).

If you fail to meet the performance expectations of the performance agreement during the mandatory timeframes, your application may be refused at the nomination stage and your file will be closed.

## After Nomination and Applying for Permanent Residence

After you have been approved as a provincial nominee, you may then apply for permanent residence to [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) under the Provincial Nominee Class.

IRCC will assess that you meet the [security and admissibility](#) to be issued permanent residence to Canada, including medical and security checks.

IRCC may review additional information related to your application and ensure **you continue to meet the conditions of your performance agreement such as continuing to actively manage your business.**

**IMPORTANT:** Even if the BC PNP nominates you for permanent residence under the Provincial Nominee Class, the Province has no decision-making authority or discretion as to whether or not IRCC will grant you permanent residence status in Canada. IRCC has the final decision-making authority on whether to issue you a permanent resident visa.

If IRCC approves your application, you will be issued a [permanent resident visa to live and work in Canada](#).

For more information on applying for permanent residence please visit [IRCC's website](#).

For more information about processing times for applying for permanent residency, please visit [IRCC's website](#).

## Work Permit Extension

If your work permit is due to expire within three months and you continue to meet the conditions of your nomination, you must [contact the BC PNP](#) to request a support letter to extend your work permit.

The BC PNP may request evidence to confirm you continue to meet the conditions of your nomination. The BC PNP will then issue you a support letter to extend your work permit so you can apply to IRCC for a work permit.

For more information about processing times for applying for a work permit, please visit [IRCC's website](#).

## Refusal to Accept an Application

The BC PNP may refuse to accept an application if:

- an invitation for an application does not apply to that person
- the person has retained a representative who does not meet the prescribed requirements, as described in section 4 of the *Provincial Immigration Programs Regulation*
- the applicant has had a previous approval cancelled by the BC PNP
- the applicant has, in the 2 years immediately before the date of the application, been found by the BC PNP to have made a misrepresentation in a previous application
- the applicant has another active application

## Decision

The Director may approve or decline an application after taking into consideration the following:

- whether entry of the applicant will be of benefit to the economic development of British Columbia
- the applicant's ability and intention to permanently settle and become economically established in British Columbia
- whether the applicant has entered, or intends to enter into an immigration-linked investment scheme
- whether the information provided in relation to the application is accurate, complete and reliable
- whether the applicant will provide active and ongoing management of the eligible business from within British Columbia

## Request for Review

If the BC PNP refuses an application (i.e. declined under section 4(1)(b) of the Act), that person has a right to request a review of the decision. All requests for a review of a decision must be made within 30 calendar days of the date of the decision notice if the applicant is a resident in Canada, or 60 calendar days of the date of the decision notice if the applicant is not a resident in Canada.

For the purposes of a request for review, residence in Canada is determined by the applicant's residential address indicated on the request for review form.

A person whose approval has been withdrawn under section 6 of the Act is not entitled to have that decision reviewed by the BC PNP under the internal review process set out in section 7 of the Act.

The request for review must:

- be in writing and must be submitted through [BCPNP Online](#)
- identify the grounds for the request
- provide any information the BC PNP requests
- pay the \$200 review request fee

The purpose of a review is to determine whether the original decision was based on a fair process, and was within the range of decisions that could be reasonably supported by the evidence before the decision maker on the basis of the program criteria at the time of the decision.

A review is not a chance to submit new evidence or re-argue the evidence submitted in your application. Being unsatisfied with the final decision or a component of the decision is not sufficient grounds to vary or reverse a decision.

Important information for those who choose to submit a request for review:

- Only the applicant named on the decision notice may request a review.
- An applicant may only submit a request to review a decision issued by the BC PNP (i.e. not decisions issued by IRCC). The review process is limited to the following types of BC PNP decisions:
  - Entrepreneur Immigration registration disqualifications
  - Entrepreneur Immigration - stage 1 - application refusals
  - Entrepreneur Immigration - stage 2 - nomination refusals
- The residential address provided in the online request for review form must be the applicant's current residential address. Forms that list the authorized representative's address will be considered incomplete and will not be processed.
- The applicant is responsible for outlining how the decision was unreasonable or procedurally unfair. The review will be based on the information provided by the applicant.
- The review will be conducted on the basis of the program criteria and evidence available at the time the application was declined.
- You will receive an e-mail confirming your request has been received.

**Important:** Applicants who submitted their application to the BC PNP on or before July 1, 2015 (i.e. those with application numbers that begin with "BR-" or "BS-") must contact the BC PNP at [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca) for more information on how to submit a request for review.

## Review Decision

As soon after receiving a review request as it is practical to do so, the BC PNP must either:

- confirm the original decision, or
- re-evaluate the application based on the review request

Reviewed decisions are final decisions under the Act and Regulation. Subsequent requests for review, or requests for review submitted outside of the applicable 30 or 60 day periods, cannot be accepted.

## Withdrawing your Registration or Application

You may contact the BC PNP at [PNPinfo@gov.bc.ca](mailto:PNPinfo@gov.bc.ca) to withdraw your application. Please provide your full name, your date of birth, and your BC PNP application file number in your email.

Please note that application fees will only be refunded if you withdraw your application before the BC PNP begins to assess it.

## BC PNP Withdrawal of Your Nomination

The BC PNP may withdraw your nomination if you have:

- failed to comply with any approval conditions
- failed to inform the BC PNP of a material change
- obstructed or interfered with an inspection
- retained a paid representative who is not qualified under this Act
- provided false or misleading information

The decision to withdraw your nomination is not subject to review under section 7 of the Act.

Examples where an approval or nomination may be withdrawn include, but are not limited to:

- information provided in your application to the BC PNP was false or misleading
- conditions under which you were nominated are no longer being met. For example, you have not maintained the terms and conditions of your Performance Agreement, including but not limited to: business, business location, ownership percentage, job creation and maintenance, investment, as well as the ongoing and active management of the business.
- you are no longer residing in B.C.
- you are in Canada and are out of status
  - if your status has expired, and you cannot demonstrate you have applied for restoration of status within the 90-day eligibility period, you will be considered out of status
- you are working in Canada without authorization
- you are under a removal order in or outside of Canada

## Appendix 1: BC PNP Entrepreneur Immigration Application Guide

### For those who have received an Invitation to Apply

The British Columbia Provincial Nominee Program (BC PNP) Entrepreneur Immigration Application Guide will assist you as you prepare your application.

**Important: Refer to your INVITATION TO APPLY and your BCPNP Online dashboard for instructions**

#### Preparing your application

For the timely processing of your application, please ensure the following:

- If your documents are not in English, you must provide a certified translation with photocopies of the originals. Documents must be stamped and certified by a person officially authorized to notarize documents as accurate translations.
- All required attachments must be uploaded in the appropriate sections of the attachments tab and submitted in PDF format unless otherwise indicated. A maximum of 50 attachments can be uploaded to your application. Attachments cannot exceed 3MB each; please reduce your file size and merge files according to type of document.
- Maintain a personal copy of all documents.

#### Entrepreneur Immigration Application Forms

You must complete each section of the Entrepreneur Immigration Application form in BCPNP Online.

If a section does not apply to you, please write, "N/A" or "Not applicable".

**Important: If any information is found to be false or intentionally misleading, your application will be refused, and if applicable, your nomination for permanent residence will be withdrawn.**

**The BC PNP may refuse your application if the information in your application is different from what you submitted in your registration.**

## Business Plan

As an applicant to the BC PNP, and as the proposed owner-manager of the business, you should be actively engaged in the preparation of the business plan. If you are invited to attend an in-person interview in Vancouver, you are expected to be conversant in all aspects of your plan.

The BC PNP encourages applicants to provide business plans not exceeding 8-10 pages **plus** appendices.

### 1. Business Overview

- Describe the business model and identify specific goods and services that the business will offer
- Identify the key success factors of the proposed business
- Analyze commercial viability of the business
- Describe how you as an applicant are qualified to operate and manage the business and how it relates to your past business/management experience
- Explain how you came to consider this business opportunity
- Describe the proposed location and physical outlay, including the size of the premise and property to be leased or acquired

If you are purchasing an existing business, you must provide background information on the target business including but not limited to:

- Business name
- Location
- Current ownership structure
- Years in business
- Target business financial performance trends
- Purchase price and terms

### 2. Company and Ownership Structure

- Describe the proposed type of business structure (proprietary, partnership or corporation)
- What is your proposed percent ownership and how will the venture be financed

### 3. Management Structure

- Highlight your role in the day-to-day management of the business
- If a key staff is proposed, provide a rationale for the role and your current working relationship
- If business partner(s) is/are involved, explain how their prior training and past work experiences are relevant to the proposed business
- If partners, vendors or others are involved in the proposed business, indicate your prior relationship and provide a discussion of prior meetings

### 4. Operations

- Identify and provide information on your potential suppliers of products, raw materials or services
- Describe how your business adds value through the process and the capacity of your operation
- Identify your immediate customers of your goods/services

If you are purchasing an existing business, you must provide an expansion or improvement plan for the business:

- Provide a rationale for the proposed expansion and/or improvement of the target business

## 5. Staffing

- Provide job descriptions, qualifications and remunerations for the job(s) you are creating, and maintaining (if applicable), for Canadian citizens or permanent residents of Canada
- Provide a hiring schedule for each new position

## 6. Market Analysis And Risk Management

- Identify target segment and positioning of your products/services
- Provide strategy on price, distribution channel, promotional activities
- Identify and analyze major competitors in the segment market
- Provide SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
- Describe your strategy to manage risks identified in market and financial analysis along with other external risk factors arising from barriers to entry, currency exchange risk, and other business environmental factors

## 7. Governing Laws, Regulations And Licensing

- Identify relevant laws, regulations, licensing requirements and other barriers to entry for the proposed business and describe how you will address each of them

### Required Appendix #1: Investment Breakdown

- You must provide an investment breakdown itemizing major investments. The investment breakdown may include any or all of the following:
  - Purchase of an existing business (*if applicable*)
  - Expenses related to the expansion of an existing business (*if applicable*)
  - Purchase of allowable real estate (*if applicable*)
  - Leasehold improvements
  - Capital equipment, furniture, supplies, etc.
  - Start-up inventory
  - Marketing and advertisements
  - Insurance, professional fees
  - Operating expenses (including rent, wages, utilities and other ongoing costs)

Refer to the Program Requirements section of the [Entrepreneur Immigration Program Guide](#) for more information.

- Provide descriptions for the major investment items and a rationale for the proposed investment amounts.
- You must provide an estimated timeline for completing the above investments.
- If a partnership is proposed, provide details regarding the partner's investment (in-kind and financial).

## Required Appendix #2: Pro-forma Financial Statements

- You must provide 2-year pro-forma financial statements including balance sheets, and income statements.
- Provide assumption notes for your income statements including a rationale for your estimated revenue and profitability.

## Required Appendix #3: Resume(s)

- Your resume, and if applicable, resume(s) of your Key Staff and/or partner(s).

## Required Appendix #4: Purchase of an Existing Business *(if applicable)*

- If you are purchasing an existing business, you must provide copies of the following documents:
  - Most recent two years of financial statements for the existing business in B.C. including balance sheets and income statements
  - Copy of the business' most recent T4 summary
  - Proof of current ownership of the business in B.C. such as documentation showing the business' current owners and ownership structure, such as a share registry and incorporation documents
  - Business licence of the business in B.C.
  - Evidence that efforts have been made to establish a fair market value for the target business. Provide a description of due diligence performed and negotiations with the vendor to arrive at the final purchase price. If a business valuation has been completed by a professional, submit the report.
  - Purchase agreement or memorandum of understanding to purchase an existing business *(if applicable)*.

*This is not a BC PNP requirement nor does the BC PNP encourage applicants to enter into any agreement to purchase a business or make any investment prior to obtaining approval by the BC PNP and a valid work permit from IRCC. Signing an agreement and making a deposit is solely at your risk. If you do choose to sign a purchase agreement or MOU, ensure that it is contingent upon obtaining a valid work permit from IRCC.*

## Required Appendix #5: Other Documentation

- Provide cost analysis of your operation including products/services
- Provide analysis of break-even point, Return on Investment (ROI)

### **For franchise businesses *(if applicable)*:**

- Franchise agreement with the franchisor indicating their support of you as a potential franchisee
  - Letter from franchisor demonstrating the franchisor's acceptance of your expansion plan (for the purchase of an existing franchise location, if applicable)
- **For farm/agricultural businesses *(if applicable)*:**

- An application proposing an agricultural activity should be based on or cover the issues described in the document *Taking Stock: A Farm Business Planning Workbook For The Beginning Farmer* prepared by the Ministry of Agriculture and available at: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/business-planning/business-knowledge-strategic-adaptation/farm-business-advisory-services/starting-an-application>.
- All applications with proposing agricultural activities must include a “feasibility statement” showing how the proposed business makes economic sense, prepared by a consultant from the List of Eligible Consultants approved by the Ministry of Agriculture under its BC Farm Business Advisory Services Program. Visit the following webpage: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/business-planning/business-knowledge-strategic-adaptation/farm-business-advisory-services>.

## Net Worth Review

In order to be able to submit an application to the BC PNP, you must obtain a net worth report from a BC PNP-qualified supplier. You are responsible for all costs associated with this review.

You must engage a BC PNP-qualified supplier to review your personal net worth and accumulation of wealth.

You must submit to the qualified supplier a copy of the Immigration, Refugees and Citizenship Canada (IRCC) form [IMM Schedule 4A – Economic Classes – Business Nominees](#) and supporting documents detailed below.

Your chosen qualified supplier may have additional instructions and/or requirements.

The verification report is valid for one year from the date of issuance by the supplier.

### Important:

- All assets and liabilities must be identified, accompanied by supporting documentation.
- All assets must be your own personal holdings as well as your spouse's and dependent children's.
- All documents not in English or French must include copies of certified translations. The copy of the document in the original language and the translation must both be notarized.

**Failure to fully disclose and substantiate your personal net worth, including your spouse's and dependent children's, may result in the refusal of your application.**

### General Guidelines:

1. Schedule 4A sections A (Assets), B (Real Property), C (Publicly Traded Stocks and Other Investments), E (Pensions and Other Assets), F (Real Property Mortgages), and G (Other Personal Debts) are for the disclosure of personal assets and liabilities. Do not list any type of business assets in these sections.
2. Business assets are included in the Book Value, Section D (Business), of this form.
3. The accumulation of wealth narrative document required under Schedule 4A Section J must provide a complete history of the accumulation of net worth for you and your spouse/common-law partner. For example, provide descriptions of any property purchases and sales, previous business ownership and any other sources of income and capital gains. Refer to the [IRCC Guide for Provincial Nominees](#) for instructions.
4. You are responsible for maintaining a photocopy/original of all documentation for your records and for referencing purposes.
5. You may be required to submit country-specific documents.
6. Your qualified supplier may request additional documents as part of their review.

Notwithstanding the conclusions of the qualified supplier's net worth review, the BC PNP has sole responsibility for assessing and evaluating your application including information relating to your reported personal net worth and accumulation of wealth. The BC PNP may request additional information or clarification of details.

You must include a copy of your net worth report from your chosen BC PNP-qualified supplier.

Do not send any additional net worth documentation to the BC PNP unless requested to do so.

## Required documents to be submitted to qualified supplier

### 1. Personal Financial Information

- Personal Income Tax returns submitted for most recent two years
- Monthly bank statements covering the most recent two years of activity, for each bank account of the applicant and spouse/common-law partner, and ending on the same day for each account
- Term deposit certificates, share certificates, brokerage account statements, pension statements (current value must be clearly indicated), life insurance statements (surrender value must be clearly indicated), loan documents, credit card statements, as applicable

#### If you or your spouse have real estate holdings (for each current property)

- Title deed
- Purchase agreement, showing purchase price
- Third-party real estate property valuation, completed within the last two years (the valuation must be completed by an appraiser certified by the jurisdiction)
- Mortgage documentation showing initial and current balance, if applicable
- If any holding is an investment property, identify as such and include rental agreement showing monthly rental income earned and evidence of rental agreement deposits

#### If you or your spouse have received gift(s), inheritance(s), or settlement(s)

- Documents attesting to the transfer of sums or assets received together with proof of bank deposit. If asset or property, provide third-party valuation
- Gift: Identification of the donor, relationship to you or your spouse and proof of financial capacity to make a gift. Provide details regarding amount of the gift and the personal financial situation of the donor, such as employment, shareholding, business ownership, property ownership, etc.
- Inheritance: Act of death certified by the authorized authority, notarized will or court judgment and documents confirming the nature of the inheritance to the Principal Applicant/spouse
- Settlement: Insurance, divorce or other legal settlement documentation attesting to the amounts received.

### 2. Employment and Business Ownership Wealth

- Reference letters from present and former employers (for the past 10 years) on the official letterhead of the business. They must be signed by a person occupying a

position of authority and must include that person's name and title. These letters must also include:

- address and telephone numbers of the business
- number of years worked
- position and the responsibilities related to the position
- salary earned, including bonuses, dividends and commission received
- Income certificate showing annual salary and bonus/commission (if applicable) prepared by your current employer and signed by a person in authority, and including their name, title and contact information.
- Evidence of authority to sign banking documents for your organization.

**If you are a shareholder or owners of a private business** (for each business owned in the past 10 years; this applies to publicly traded companies if you and/or spouse hold or held more than 10% ownership):

- Incorporation certificates
- Business registration licence of each business
- Registration with the taxation authorities for each business
- Documentation indicating ownership structure for each business
- Share registry, indicating shareholding of each business and amount of investment (initial and any changes)
- Statements of changes to equity
- Indicate salaries and/or dividends paid to you and/or your spouse
- Financial statements for the most recent two years (completed by a Chartered Accountant and audited), including income statement, balance sheet, profit & loss statement and statements of changes to financial position. If ownership by you, spouse or combined ownership exceeds 50%, the financial statements must be audited.
- Corporate Income Tax returns from most recent two years
- Business items of your current business such as product brochures, photos, business cards, etc.

## Supporting Documents

**Copy of passport pages:** You must provide a clear copy of the **biographical page** and **bearer's signature page** (if they are separate) of you, your spouse/common-law partner's and your dependent children's passports. If you live in a country different from your citizenship, include a photocopy of your visa for the country where you currently live.

**Identity and civil status documents:** Birth certificates for you and each of your dependents (which names the parents), marriage certificates, and final divorce, annulment or separation certificates for you and your spouse (if applicable).

**Educational certificates:** You must provide a copy of your educational certificates as evidence of past studies.

**Evidence of business ownership and/or senior management experience:** You must provide evidence of your business owner-manager and/or senior management experience.

This may include:

1. Reference letters and/or income certificates from present and former employers (for the past 10 years), which includes businesses you have owned. The letters must be signed by a person occupying a position of authority and must include that person's name and title. These letters must also include:
  - a. Address and telephone numbers of the business
  - b. Number of years worked
  - c. Position and the responsibilities related to the position
  - d. Annual salary earned, including bonuses, dividends and commission received
2. Evidence of authority to sign banking documents for your organization.
3. Business registration licence of each business/company
4. Business items of your current business/employer such as product brochures, photos, business cards, etc.

In addition, if you are a shareholder or owners of a private business:

5. Documentation indicating ownership structure for each business
6. Share registry, indicating shareholding of each business and amount of investment

**Evidence of exploratory visit(s) to B.C. (if applicable):** Exploratory visits are encouraged for all Entrepreneur Immigration applicants to help acquire first-hand knowledge about living and doing business in B.C. Visits may include market analysis/research, in-person meetings with industries and government departments or agencies, industry tours, and other important considerations in establishing or buying an existing business.

If you conducted an exploratory visit to British Columbia, you must provide evidence of your visit(s).

**Evidence of previous Canadian experience (if applicable):** If you have any previous work/business or educational experience in Canada, please provide a copy of your work permit(s) or study permit(s) as evidence of your legal status while performing these activities in Canada.

If you worked at a company, please provide evidence such as a T4 and/or Notice of Assessment from the Canada Revenue Agency. If you have owned a business in Canada, please provide evidence of ownership.

**Evidence of English language ability (*if applicable*):** If you claimed English language ability on your Entrepreneur Immigration Registration, you may provide evidence of test scores.