



BRITISH COLUMBIA PROVINCIAL NOMINEE PROGRAM

ENTREPRENEUR IMMIGRATION

POST-ARRIVAL GUIDE

In the event of a discrepancy between the BC PNP Entrepreneur Immigration Post-Arrival Guide and the BC PNP Entrepreneur Immigration Program Guide, the BC PNP Entrepreneur Immigration Program Guide shall be considered correct.

For more information, please contact:

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Updates to This Edition

The following list outlines the updates made to the BC PNP Entrepreneur Immigration Post-Arrival Guide.

March 29, 2017:

1. In an effort to clarify information, content from the BC PNP Arrival Report Form, the BC PNP Building Your Business In B.C. Guide, and the BC PNP Entrepreneur Immigration Final Report Guide have been combined and consolidated into a single document, the BC PNP Entrepreneur Immigration Post-Arrival Guide.
2. Edits throughout for grammatical accuracy and consistency
3. Edits throughout to accuracy and alignment with the BC PNP Entrepreneur Immigration Program Guide and the BCPNP Online application system

Part 1: Arrival Report

Arrival Report Overview

After you sign your [performance agreement](#), you must arrive in British Columbia (B.C.) with your valid work permit within 365 days (12 months) from the date of your letter of confirmation.

If you do not arrive in B.C. within the 365-day period from the date of your letter of confirmation, your file will be closed.

Within 60 days 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 in B.C., your work permit, and whether you transferred the requisite funds into a financial institution in B.C.

You are required to include proof that \$200,000 CAD (or \$400,000 CAD if a key staff has been approved as part of your application) have been transferred to a bank account in B.C. to make the minimum eligible personal investment in the business.

Separate arrival reports are to be completed by both the principal applicant and the key staff (if applicable).

Please refer to the [Entrepreneur Immigration Program Guide](#) for program information.

Arrival Report Supporting Documentation

You must include all applicable supporting documentation identified below:

Personal Information	
	Photocopy of work permit
	Proof of funds documentation
	Photocopies of dependant's work permit or study permit

Submitting Your Arrival Report

If you applied to the BC PNP prior to July 1 2015 (your file number starts with "BR-" or "BS-") your arrival report form and all supporting documentation may be mailed, couriered, or hand-delivered to the BC Provincial Nominee Program (BC PNP) offices in Vancouver. E-mail reports are not accepted.

If you applied to the BC PNP after July 1 2015 (your file number starts with a "BCE-") **you must submit your arrival report through your BCPNP Online dashboard. Paper or email reports will not be accepted and will be returned unprocessed.**

Part 2: Building Your Business in B.C.

Building Your Business Overview

Once you arrive in B.C. with your valid work permit, you will have up to 610 days (approximately 20 months) to implement your business plan, actively manage your business, and satisfy the performance expectations of your signed performance agreement.

This section is a tool to help you develop and establish your business, and prepare you to submit your final report to the BC PNP.

As an entrepreneur in British Columbia, we highly recommend you review the resources listed below to assist you and to provide you with information on establishing your business so that you can meet the performance expectations of your signed performance agreement.

Remember: It is **your responsibility** to learn, understand and to comply with all laws and regulations as a business owner in B.C. and Canada.

Starting Up and Registering a Business

Trade and Invest BC

www.britishcolumbia.ca

Information for companies to invest in British Columbia, and for B.C. companies to export products. We highly recommend you refer to the [Doing Business in British Columbia guide](#).

BC Business Resources

www2.gov.bc.ca/gov/content/employment-business

Valuable resources for business owners and investors.

Starting a Small Business

www2.gov.bc.ca/gov/content/employment-business/business/small-business/resources

Information on starting a small business in British Columbia. The Starting a Small business guide is available in multiple languages.

Small Business BC

www.smallbusinessbc.ca/

Seminars, resources, registration services, and various guides and publications.

Canada Business Network

www.canadabusiness.ca

Assistance through an organized network of service centres across Canada. There is a centre in each province and territory.

Community Futures BC

www.communityfutures.ca

supporting local, community-based economic development by offering business support services, business planning advice, loans and self-employment assistance.

OneStop BC Business Registry

www.onestopbc.ca

A public sector partnership where you can do the most commonly required business registrations and transactions, including business naming, tax and WorkSafeBC registration, incorporating and licensing. The business registration service enables a business to register with multiple public sector agencies and local government in one step.

Corporations Canada

<http://strategis.gc.ca/eic/site/cd-dgc.nsf/eng/home>

Creating and operating a business corporation. Electronic filing available.

Canadian Intellectual Property Office (CIPO)

www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/home

Detailed information, databases and application forms for trademarks, patents, copyright, and industrial designs.

BizPal

www.bcbizpal.ca

BizPal is a B.C. government-operated service that provides simplified access to information about business permits and licences you may require when starting or operating your business.

Workers' Compensation Board (WorkSafeBC)

www.worksafebc.com

When work-related injuries or diseases occur, WorkSafeBC provides compensation and support to people in their recovery, rehabilitation, and safe return to work. Most business operations in B.C. are required to have accident compensation coverage.

Employers' Advisers Office

www2.gov.bc.ca/gov/content/employment-business/employers/employers-advisers-office

Government-operated and independent advice, assistance, representation and education to employers related to the workers' compensation system.

Taxation and Employment

Canada Revenue Agency

www.cra-arc.gc.ca/bsnsss/menu-eng.html

Information regarding federal business taxes, GST/HST, and payroll. Online services to register, file and pay taxes, view and change information, and calculate deductions.

eTaxBC

www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/report-pay/online

Online system to pay your provincial taxes and file your returns.

WorkBC Employer Resources

www.workbc.ca/Employers.aspx

Information and resources for employers on business growth, staff training, how to access funding, and how to secure talent with the job board's free job postings.

BC Employment Standards Branch

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards

The Employment Standards Branch administers the Employment Standards Act and Regulation, which set minimum standards for wages and working conditions in most workplaces. Both the Employment Standards Act and the [Canada Labour Code](#) set out a minimum standard for employment and workplace safety that employers and employees must follow.

BC Employment Standards Branch Factsheets

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets

Simple factsheets on a number of topics from the Employment Standards Act, available in multiple languages. Highly recommended.

Federal Labour Standards

www.labour.gc.ca/eng/home.shtml

Service Canada – HR Management for Employers

www.jobsetc.gc.ca/eng/home-accueil.jsp

Information and resources regarding government programs for employers, as well as the hiring, training, managing, and departure of employees.

Canadian Human Rights Commission

www.chrc-ccdp.gc.ca/eng/content/organizations-and-businesses Information and resources for organizations and businesses.

Importing / Exporting

Canadian Trade Commissioner Service

<http://tradecommissioner.gc.ca/index.aspx?lang=eng>

Contact a trade commissioner, connect with international contacts, get exporting assistance, read sector and country information, and find upcoming trade events.

Canada Border Services Agency – Facilitating Trade

www.cbsa-asfc.gc.ca/trade-commerce/facil-eng.html

CBSA's information on trade including customs tariffs, initiatives and regulations, trade facilitation programs, and international trade agreements and partnerships.

Global Affairs Canada

www.international.gc.ca/international/index.aspx?lang=eng

Find information and resources about exports and imports of controlled products and Canada's trade negotiations and agreements. Get notices to importers and exporters, access export and import control systems.

Import/Export Guide

www2.gov.bc.ca/gov/content/employment-business/business/small-business/resources

Information and resources available to help you navigate the world of international trade.

Export Development Corporation

www.edc.ca

Export Development Canada provides Canadian exporters with financing, insurance and bonding services, as well as foreign market expertise. Various insurance programs for exporters to minimize possible risk.

Importing a Motor Vehicle

www.tc.gc.ca/eng/motorvehiclesafety/safevehicles-importation-index-443.htm?campaign=Twitter-eng

Detailed information about how to import a motor vehicle into Canada.

Settlement and Immigrant Services

Pre-Arrival Services

<http://www.cic.gc.ca/english/newcomers/before-services.asp>

Get help before arriving in Canada with online and in-person services that you and your family can access as soon as you are selected to immigrate to Canada. These services are provided free of charge by settlement service providers while you are still overseas.

Settlement Services

<http://www.cic.gc.ca/english/newcomers/map/services.asp>

Immigration, Refugees, and Citizenship Canada's (IRCC) free, interactive map will help you search for immigrant services in your area.

Medical Services Plan (MSP) and PharmaCare

www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp

MSP insures medically-required services provided by physicians and supplementary health care practitioners, and diagnostic procedures. BC PharmaCare helps B.C. residents with the cost of eligible prescription drugs, and certain medical supplies and pharmacy services.

BC Health Guide

<http://www.bchealthguide.org/>

The BC HealthGuide Program provides reliable health information and online advice, and contains useful links to medically-approved resources that can be used to help you stay healthy and work with your doctor and other health professionals to manage your health concerns.

WelcomeBC

<https://www.welcomebc.ca/>

WelcomeBC.ca can help you find the information, tools and resources you and your family need to get settled and join your community, as well as links to useful resources for community leaders and service providers as they help new members of their communities. The [B.C. Newcomers' Guide](#) contains information on school registration, healthcare, banking, drivers licensing and other common issues, and is available in 11 languages. There are also local editions, specific to 26 towns and cities in B.C.

Part 3: Final Report

Final Report Overview

In order for your application for nomination to be approved under subsection 4(1) of the [Provincial Immigration Programs Act](#), you must meet the Entrepreneur Immigration program requirements.

The Province requires you to provide evidence to demonstrate you meet the performance expectations set out in your performance agreement. The final report is the form and supporting documents that you must submit in order to be considered eligible for nomination.

It is your responsibility to demonstrate that you have met the performance expectations described in your signed performance agreement. For more information, please refer to the Entrepreneur Immigration Program Guide.

During the business establishment period, ensure that you closely follow and adhere to the terms and conditions outlined in your signed performance agreement. You are responsible for ensuring that your business is complying with [BC Employment Standards Regulations](#).

Please refer to the [Entrepreneur Immigration Program Guide](#) for program information.

Preparation of Your Final Report

Please ensure you:

- retain invoices, receipts and records that you will need to submit along with your final report
- arrange the submitted documents in the order of the [final report documentation checklist](#)
- submit double-sided photocopies
- **do not** staple documents, or put them in a binder or folder
- **do not** submit original documents

If you require additional space to provide a complete answer, attach additional sheets as necessary with reference to the question along with additional information provided.

You must submit all applicable supporting documentation identified in the checklist in Appendix A. Check all of the applicable items listed to confirm that they are included with your final report. Checklist items in Appendix A that are marked with an asterisk " * " are explained in the sections below.

Submitting Your Final Report

You must submit a final report no earlier than 550 days (approximately 18 months) after your performance agreement commencement date (which is your work permit issuance date) but no later than 610 days (approximately 20 months) from that date. You can only submit one final report.

You must complete each section of the final report. If a section does not apply to you, please indicate "N/A" or "Not applicable".

If you applied to the BC PNP prior to July 1 2015 (your file number starts with "BR-" or "BS-") your final report form and all supporting documentation may be mailed, couriered, or hand-delivered to the BC Provincial Nominee Program (BC PNP) offices in Vancouver. E-mail reports are not accepted.

If you applied to the BC PNP after July 1 2015 (your file number starts with a "BCE-") **you must submit your final report through your BCPNP Online dashboard. Paper or email reports will not be accepted and will be returned unprocessed.**

Assessment of your final report

A program advisor will assess your final report and, if necessary, may interview you and request additional information or supporting documentation. The program advisor may also conduct a site visit, as authorized under section 11 of the [Provincial Immigration Programs Act](#).

The program advisor will inform you of the decision to approve or decline your application for nomination under section 4(1) of [the Provincial Immigration Programs Act](#).

If you are unable to demonstrate that performance expectations are met in your final report and accompanying documentation (including follow-up information, or evidence from an interview and/or site visit), your application will be refused and your file will be closed.

Nomination

If you are approved as a provincial nominee under subsection 4(1)(a) of the [Provincial Immigration Programs Act](#), you will be issued a nomination certificate from the Province. You may then submit your application for permanent residence to IRCC under the Provincial Nominee Class. You must continue to meet the conditions under which you were nominated.

Please note that the age(s) of your dependent children, if applicable, 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](#).

For more information on applying for permanent residence, please visit [IRCC's website](#). Be sure to follow the instructions carefully and include all requested documentation.

Final Report Supporting Documentation

Only the final report documentation checklist items marked with a "*" are explained below.

Provide only required documentation unless requested by the BC PNP.

General Terms for the Applicant (and key staff, if applicable)

Evidence of active management: You must submit evidence of your active management and participation in the operations of your business.

Copy of all the pages of your current passport: You must submit a recent photocopy of all the pages of your current passport. If your passport was issued after you arrived in B.C. with your valid work permit (within the last 20 months), please also provide a photocopy of all the pages of your previous passport.

Business information

Financial statements that have undergone review engagement: Submit the most recent fiscal year-end as well as up-to-date interim financial statements that have undergone review engagement and prepared by an accountant with a professional designation. Financial statements must include balance sheets and profit & loss statements.

Eligible personal investment

Evidence of your eligible personal investment made from your personal net worth: Provide evidence that your eligible personal investment was made from your personal net worth. This may include bank statements demonstrating the transfer of funds from your personal account to the business account.

Detailed breakdown of your investments with accompanying invoices and receipts: Include a subsection for each and every investment item you are claiming in your final report that corresponds with the investment items listed in your performance agreement such as the purchase price of the existing business, equipment purchases, leasehold improvements, furniture, wages, advertising, new inventory, etc.

Each subsection must include a covering summary page that lists the individual expenses and costs for each expense item. The amounts for each expense item must add up to the investment amount for each category claimed in your final report.

The summary page must be followed by receipts and invoices for the major expense items listed in the summary page as documentary evidence.

For example:

Investment item: New Equipment

Performance agreement investment requirement: \$30,000

Amount claimed in the final report: \$33,746

Summary page would list the new equipment purchased:

1. Hydraulic lift invoice	\$8,325
2. Welding equipment receipts	\$2,870
3. CNC drill press invoice	\$15,958
4. Towing trailer invoice	\$6,593
Total:	\$33,746

The subsequent four pages would include invoices and/or receipts for these items in the order they are listed on the summary page.

Please ensure you:

- include documentary evidence such as copies of paid bills, statements, purchase orders in your name (principal applicant) and/or company name related to major eligible investment expenditures
- **do not** include invoices or receipts for less than \$1,000 unless requested to do so by the BC PNP
- **do not** submit invoices and receipts out of order

Job creation and maintenance

Summary of all of your current employees: Provide a summary listing all of your current employees along with their job titles, hourly wage rates, average number of hours worked per week, the start date of the employee, the length of time worked by the employee, [NOC codes](#), and their status in Canada.

T4 Summary and copies employee pay stubs for the most recent 3 months: The pay stubs or pay statements must comply with BC Employment Standards regulations. For more information, please visit the [Employment Standards Branch website](#).

Most recent 6 months of CRA payroll remittances and your company's payroll records: You must provide a copy of payroll remittances from the Canada Revenue Agency for the most recent 6 months. For more information, please visit the [CRA website](#). You must submit a copy of your company's payroll records for the past 6 months.

Record of Employment document for each employee that has quit or that was terminated: For more information on filing ROEs, please visit the [CRA website](#).

The [Personal Information Protection Act](#) requires employers to obtain the consent of their employees when disclosing personal information. It is your responsibility as the employer to advise employees and obtain their consent.

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Appendix A: Final Report Documentation Checklist

1. Personal Information	
	Final report form
	Copy of your current work permit
2. General Terms for the Applicant (and key staff, if applicable)	
	Completed copy of IRCC form, Supplementary Information – Your travels
	Copy of title deed if owned or rental agreement of personal residence in B.C.
	Evidence of active management*
	Copy of all the pages of your current passport*
3. Business Information	
	Copy of incorporation documents
	Copy of business licences
	Copy of trade licences and other business-specific licences (<i>if applicable</i>)
	Copy of title deed or lease agreement for business premises
	Copy of shareholders' agreement (<i>if applicable</i>)
	Copy of shareholder registry (<i>if applicable</i>)
	Copy of signed purchase agreement and share transfers (<i>if applicable</i>)
	Copy of signed franchise agreement (<i>if applicable</i>)
	Financial statements that have undergone review engagement*
	Company general ledger, showing the investments claimed
4. Eligible Personal Investment	
	Evidence of your eligible personal investment made from your personal net worth*
	Detailed breakdown of your investments with accompanying invoices and receipts*
	CBSA statements for import of equipment and inventory (if applicable)
	Receipts for items over \$1000 that are directly related to operations
5. Job Creation	
	Summary of all of your current employees*
	Copy of resumes for all employees
	Copy of employment offer letters accepted by employees
	T4 Summary and copies of employee pay stubs for the most recent 3 months*
	Most recent 6 months of CRA payroll remittances and your company's payroll records*
	Record of Employment document for each employee that has quit or was terminated* (<i>if applicable</i>)
6. Key Staff (If applicable)	
	Copy of current work permit
	All items listed in section 2 above
7. Reference Documentation	
	Photos of business premise (exterior and interior), major equipment and machineries purchased
	Marketing material (<i>optional</i>)
	Any other supporting documents relevant to your business performance evaluation (<i>optional</i>)

Items marked with an asterisk "*" are detailed in [Part 3: Final Report](#)