

# Document Checklist – Business Immigration Stream

## New Brunswick Provincial Nominee Program (NBPNP)



✓	Section 1	Principal Applicant Profile for EOI – upload all documents in INB	Required
<input type="checkbox"/>	1.1	Photo	✓
<input type="checkbox"/>	1.2	Passport (including all pages)	✓
<input type="checkbox"/>	1.3	NB exploratory visit report	✓
<input type="checkbox"/>	1.4	Resume	✓
<input type="checkbox"/>	1.5	Business Plan (NBBIS-BP)	✓

✓	Section 2	Principal Applicant Profile for Application – upload all documents in INB (items 2.12 – 2.16 are required for senior managers)	Required	Provide to Third Party
<input type="checkbox"/>	2.1	Payment for application fee	✓	
<input type="checkbox"/>	2.2	Photo	✓	
<input type="checkbox"/>	2.3	Birth certificate	✓	
<input type="checkbox"/>	2.4	Passport (including all pages)	✓	
<input type="checkbox"/>	2.5	National identification	✓	
<input type="checkbox"/>	2.6	Family household registry	✓	
<input type="checkbox"/>	2.7	Marriage certificate(s) and/or Statutory Declaration of Common-Law Union (NB-008) if applicable	✓	
<input type="checkbox"/>	2.8	Divorce certificate(s) if applicable	✓	
<input type="checkbox"/>	2.9	Language test result	✓	
<input type="checkbox"/>	2.10	Education ECA report	✓	
<input type="checkbox"/>	2.11	Resume	✓	✓
<input type="checkbox"/>	2.12	Employment letters issued by employers for the last 5 years a. Require written on company's letterhead including company's address, contact information and web address, b. Require name in print, title, signature of your direct supervisor, date, valid contact information, c. Require your employment periods, job title, responsibilities, number of employees you supervised, number of working hours per week, salary, benefits, commission, bonus, ...	✓	✓
<input type="checkbox"/>	2.13	Employment contracts signed by yourself and employers for the last 5 years	✓	✓
<input type="checkbox"/>	2.14	Company's organization chart with indication of your position and number of employees	✓	
<input type="checkbox"/>	2.15	Payroll records for the most recent 12 months	✓	✓
<input type="checkbox"/>	2.16	Personal Income Tax (PIT) paid records for salary, commission and bonus for the last 5 years	✓	✓
<input type="checkbox"/>	2.17	Affidavit for translation	✓	
<input type="checkbox"/>	2.18	Consent and Declaration Form (NB-005)	✓	

<input checked="" type="checkbox"/>	<b>Section 3</b>	<b>Spouse or Common-Law Partner Profile for Application – upload all documents in INB</b>	<b>Required</b>	<b>Provide to Third Party</b>
<input checked="" type="checkbox"/>	3.1	Photo	✓	
<input type="checkbox"/>	3.2	Birth certificate	✓	
<input type="checkbox"/>	3.3	Passport	✓	
<input type="checkbox"/>	3.4	National identification	✓	
<input type="checkbox"/>	3.5	Family household registry	✓	
<input type="checkbox"/>	3.6	Marriage certificate(s) and/or NB-008 Statutory Declaration of Common-Law Union if applicable	✓	
<input type="checkbox"/>	3.7	Divorce certificate(s) if applicable	✓	
<input type="checkbox"/>	3.8	Language test result	optional	
<input type="checkbox"/>	3.9	Education ECA report	optional	
<input type="checkbox"/>	3.10	Resume	✓	✓
<input type="checkbox"/>	3.11	Employment letters issued by employers for the last 5 years a. Require written on company's letterhead including company's address, contact information and web address, b. Require name in print, title, signature of your direct supervisor, date, valid contact information, c. Require your employment periods, job title, responsibilities, number of employees you supervised, number of working hours per week, salary, benefits, commission, bonus, ...	✓	✓
<input type="checkbox"/>	3.12	Employment contracts signed by yourself and employers for the last 5 years	✓	✓
<input type="checkbox"/>	3.13	Payroll records for the most recent 12 months	✓	✓
<input type="checkbox"/>	3.14	Personal Income Tax (PIT) paid records for salary, commission and bonus for the last 5 years	✓	✓
<input type="checkbox"/>	3.15	Consent and Declaration Form (NB-005)	✓	

<input checked="" type="checkbox"/>	<b>Section 4</b>	<b>Personal Net Worth for Application – upload all documents in INB (items 4.3 – 4.9 are required for business owners)</b>	<b>Required</b>	<b>Provide to Third Party</b>
<input checked="" type="checkbox"/>	4.1	Personal Net Worth Statement (NBBIS-002)	✓	✓
<input type="checkbox"/>	4.2	Narrative Statement of Accumulated Funds (NBBIS-003) (including all family income)	✓	✓
<input type="checkbox"/>	4.3	Business registration(s)	✓	✓
<input type="checkbox"/>	4.4	Capital Verification Report(s)	✓	✓
<input type="checkbox"/>	4.5	Financial Statements for the most recent 3 years prepared by Chartered Accountants. a. Balance Sheets and Income Statements b. For all businesses you and/or your spouse (common-law partner) owned in the most recent 10 years c. Copy of the Chartered Accountants' valid license	✓	✓
<input type="checkbox"/>	4.6	Company's organization chart with indicating your position and number of employees	✓	
<input type="checkbox"/>	4.7	Business Taxation Business Income Tax paid records for the last 5 years	✓	✓
<input type="checkbox"/>	4.8	Payroll records for the most recent 12 months	✓	✓
<input type="checkbox"/>	4.9	Personal Income Tax (PIT) a. Personal Income Tax paid records for salary for the last 5 years b. Personal Income Tax paid records for dividend for the last 5 years	✓	✓

✓	Section 5	Documents for Third Party Personal Net Worth Verifiers Report must be completed in 90 days from the date ITA was issued	Required
✓	2.11	Resume (Principal Applicant)	✓
☐	2.12	Employment letters issued by employers for the last 5 years (see detail in Section 2)	✓
☐	2.13	Employment contracts signed by yourself and employers for the last 5 years	✓
☐	2.15	Payroll records for the most recent 12 months	✓
☐	2.16	Personal Income Tax (PIT) paid records for salary, commission and bonus for the last 5 years	✓
☐	3.10	Resume (Spouse or Common-Law Partner)	✓
☐	3.11	Employment letters issued by employers for the last 5 years (see detail in Section 3)	✓
☐	3.12	Employment contracts signed by yourself and employers for the last 5 years	✓
☐	3.13	Payroll records for the most recent 12 months	✓
☐	3.14	Personal Income Tax (PIT) paid records for salary, commission and bonus for the last 5 years	✓
☐	4.1	Personal Net Worth Statement (NBBIS-002)	✓
☐	4.2	Narrative Statement of Accumulated Funds (NBBIS-003) (including all family income)	✓
☐	4.3	Business registration(s)	✓
☐	4.4	Capital Verification Report(s)	✓
☐	4.5	Financial Statements for the most recent 3 years prepared by Chartered Accountants. d. Balance Sheets and Income Statements e. For all businesses you and/or your spouse (common-law partner) owned in the most recent 10 years f. Copy of the Chartered Accountants' valid license	✓
☐	4.6	Company's organization chart with indicating your position and number of employees	✓
☐	4.7	Business Taxation Business Income Tax paid records for the last 5 years	✓
☐	4.8	Payroll records for the most recent 12 months	✓
☐	4.9	Personal Income Tax (PIT) c. Personal Income Tax paid records for salary for the last 5 years d. Personal Income Tax paid records for dividend for the last 5 years	✓
☐	5.1	Bank Information – Current Accounts	✓
☐	5.2	Bank information – Fixed Term Deposits	✓
☐	5.3	Pension and Life Insurance	✓
☐	5.4	Publicly traded stocks and other investment assets	✓
☐	5.5	Other personal assets, income, gain	✓
☐	5.6	Real property assets (ownership certificates, purchase and sale agreements, appraisal reports)	✓
☐	5.7	Long-term liabilities (longer than one year)	✓
☐	5.8	Short-term liabilities (short than or equal to one year)	✓
☐	5.9	Inheritance, donation and gifts from family	✓

✓	Section 6	List of Children for application – upload all documents in INB	Required
<input type="checkbox"/>	6.1	Photo	✓
<input type="checkbox"/>	6.2	Birth certificate	✓
<input type="checkbox"/>	6.3	Passport	✓
<input type="checkbox"/>	6.4	National identification	✓
<input type="checkbox"/>	6.5	Adoption paper if applicable	✓
<input type="checkbox"/>	6.6	Proof of custody for children under age of 18 and proof that the children may be removed from the jurisdiction of the court if applicable	✓
<input type="checkbox"/>	6.7	Statutory Declaration Form Non-Accompanying Parent if applicable (NB-009)	✓
<input type="checkbox"/>	6.8	Valid study permit(s) if studying in Canada if applicable	✓
<input type="checkbox"/>	6.9	Consent and Declaration Form (NB-005) for age over 18	✓

✓	Section 7	Business Operation – upload all documents in INB	Required
<input type="checkbox"/>	7.1	Report of Arrival in Canada within 30 days after arrival (NBBIS-004)	✓
<input type="checkbox"/>	7.2	Report of Business Opening date and first sale transaction (NBBIS-005) within 30 days after opening	✓
<input type="checkbox"/>	7.3	Request for Nomination (NBBIS-006)	✓
<input type="checkbox"/>	7.4	Business registration (Provincial and Federal)	✓
<input type="checkbox"/>	7.5	Eligible equity investment records	✓
<input type="checkbox"/>	7.6	Payroll records (12 months) for a full-time job	✓
<input type="checkbox"/>	7.7	Financial Statements (Balance Sheet and Income Statement) at the end of the first-year operation	✓
<input type="checkbox"/>	7.8	Business Income Tax file and Tax Assessment issued by CRA at the end of the first-year operation	✓
<input type="checkbox"/>	7.9	Evidence for 75% of time reside in NB within 100 kms of business at the end of the first-year operation <ul style="list-style-type: none"> <li>a. copy of passport including all pages</li> <li>b. bills for utility, phone, ...</li> <li>c. bank statements, ...</li> </ul>	✓