



**Saskatchewan
Ministry of the
Economy**

Application Guide for the Farm Owner/Operator Category Saskatchewan Immigrant Nominee Program (SINP)

This Application Guide outlines the requirements for Applicants to the Farm Owner/Operator Category of the Saskatchewan Immigrant Nominee Program (SINP). It includes all the instructions necessary for preparing a complete application package. Please carefully review the application guide before submitting an application.

Effective as of May 23, 2013

For more information, please contact:

**Government of Saskatchewan
Immigration Services Division**
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Telephone: (Canada 001) 306-798-2209
Facsimile: (Canada 001) 306-798-0713
E-mail: saskentrepreneur@gov.sk.ca
Website: www.saskimmigrationcanada.ca/farmer

Table of Contents

I.	What is the SINP?	3
	How the SINP Farm Owner/Operator Category Works	3
II.	Eligibility Requirements.....	4
	Farm Owner/Operator Category	4
	Young Farmer Stream	5
	Verified Net Worth	5
	Accumulation of Net Worth	6
	Relevant Farm Operation Knowledge and Experience	6
	Farm Proposal Viability	7
III.	Application Process	8
	Make an Exploratory Visit to Saskatchewan	8
	Prepare the Application	8
	Document Translation.....	8
	Who to include in an Application	9
	Passports.....	10
	Submit the Application.....	10
	SINP Application Review and Assessment.....	11
	Intake.....	11
	Pre-Screening.....	11
	Application Processing Fee	11
	Assessment and Optional Interview	11
	Nomination.....	12
	After Nomination.....	12
	Applying for Permanent Residence.....	13
	Landing in Saskatchewan	13
	Return of the Good Faith Deposit	13
IV.	Immigration Representatives and Designated Individuals	15
	Designated Individuals.....	16
	Appendix A: Résumé Template.....	17
	Appendix B: Farm Establishment Plan	18
	Appendix C: Glossary	19

I. What is the SINP?

The **Saskatchewan Immigrant Nominee Program (SINP)** is a provincial immigration program made possible through an agreement with the federal government known as the [Canada-Saskatchewan Immigration Agreement, 2005](#).

The SINP can provide newcomers an alternate and quicker means of entry into Canada. It allows Saskatchewan to nominate applicants, who qualify under criteria established by the province, to the federal government for landed immigrant status. The SINP offers:

- The ability to select applicants whose skills and abilities best fit the province's needs;
- Application processing times that are faster than other federal immigration classes; and
- Assistance from Provincial Immigration Officers who are readily available to explain program requirements and processes.

The SINP **Farm Owner/Operator category** offers Applicants and their families the opportunity to purchase and operate a farm in Saskatchewan.

Nominations are granted at the sole discretion of the Province of Saskatchewan. If an Applicant is nominated by the SINP, he or she is eligible to apply for Permanent Residence with [Citizenship and Immigration Canada \(CIC\)](#) as a Provincial Nominee. CIC then reviews health, security and criminality and issues visas to the Nominee and the Nominee's dependent family members¹.

How the SINP Farm Owner/Operator Category Works

Step 1: The Applicant makes an exploratory visit to Saskatchewan.

- The visit must be no less than five business days.
- During the visit, the Applicant must meet with a SINP representative.

Step 2: An application that includes all documents outlined in the updated SINP document checklist is sent to the SINP office for processing.

- The application is received by the SINP office and is issued an SINP file number.
- Once the applicant has received a file number, the applicant then sends all forms and documents outlined in the updated Third Party Document Checklist that support the claimed net worth and accumulation of funds recorded on SINP form EF-002 and CIC form IMM008 Schedule 4A to a third party identified the SINP.
- If required, the third party will request additional documentation and/or an interview to verify information within the application.
- The third party assesses this information against the net worth and accumulation of funds criteria (listed below).
- The third party returns the documents to the Applicant and issues the Applicant a *Third Party Verification Report*.

¹ CIC is responsible for assessing each nominee's eligibility for Permanent Residence, including an assessment of health, criminality and security. The SINP is **not** responsible for CIC's decision to grant or deny Permanent Residence status.

Step 2²: Once the applicant has received a *Third Party Verification Report* this report is sent to the SINP office processing, along with any updated documents previously submitted to the SINP..

- If the application includes all required documents (including the *Third Party Verification Report*), the Applicant is asked to pay a \$2,500 Canadian Dollars (CAD) non-refundable fee.
- If the fee is paid prior to the deadline stipulated within the fee request letter, the application will be accepted for processing and the SINP will assess the application against the remaining two criteria (listed below).
- If required, the SINP may request additional documentation and/or an interview to verify information within the application³.
- An assessment of the application will be completed and a decision will be made either to approve the application for nomination or deem the application ineligible or refused based on the applicant's ability to meet program criteria. .
- If approved, the SINP immigration branch will invite the Applicant to sign and date a *Business Performance Agreement* specific to the Applicant's circumstances and make a \$75,000 CAD Good Faith Deposit.
- If the *Business Performance Agreement* and *Good Faith Deposit* have been received prior to the deadline stipulated within the request letter, the SINP will nominate the Applicant and:
 - Send the Applicant's nomination to CIC;
 - Send a nomination letter to the Applicant explaining how to forward his or her application to the appropriate CIC visa office; and
 - If requested, the SINP may issue a Temporary Work Permit support letter provided that the applicant is able to demonstrate that they are business ready and will make a significant positive impact on Saskatchewan's economy.
-

Step 4: After being notified of his or her nomination, the Applicant applies to CIC as a provincial nominee.

- CIC considers the application with the nomination information provided by the SINP.
- If the Applicant meets the criteria for CIC's health, security and criminal reviews, CIC will issue Permanent Resident Visas to the Applicant and his or her family members.

II. Eligibility Requirements

Farm Owner/Operator Category

Applicants are required to meet SINP Farm Owner/Operator (Farm hereafter) category's four criteria to be considered for nomination, including:

1. A minimum net worth of \$500,000 CAD verified by a Ministry approved professional third party prior to SINP application;

² The SINP may make a decision at any point within this step. The SINP is not obligated to request additional documentation and/or an interview to make a decision in this step.

³ Requests for additional information and/or interviews are made at the discretion of the SINP. Such requests occur only when simple clarification will address outstanding issues with an application.

2. Accumulation of claimed net worth through legal means, verified by a Ministry approved professional third party prior to SINP application;
3. Relevant Farm operation knowledge and experience; and
4. A viable, considered proposal for a commercial Saskatchewan farming opportunity.

Young Farmer Stream

Applicants under 40 years of age are eligible to meet the SINP Farm category's amended criteria to be considered for nomination under the Young Farmer Stream, including:

1. A minimum net worth of \$300,000 CAD verified by a Ministry approved professional third party prior to SINP application;
2. Accumulation of claimed net worth through legal means, verified by a Ministry approved professional third party prior to SINP application;
3. Relevant Farm operation knowledge and experience; and
4. A viable, considered proposal for a commercial Saskatchewan farming opportunity;
5. The applicant or the applicant's accompanying spouse / common law partner must have marketable employment skills, based on education and experience, which will enable the applicant to supplement his or her farming income.

An Applicant may be ineligible for provincial nomination and/or immigration to Canada, if:

- The Applicant does not meet one or more of the eligibility criteria listed above;
- The Applicant or any dependent family member (accompanying or not) has a serious medical condition;
- The Applicant or any dependent family member over the age of 18 (accompanying or not) has a criminal record;
- The Applicant has unresolved custody or child support disputes affecting any member of his or her family;
- The Applicant has intentionally committed misrepresentation during the application process; and/or
- The Applicant has intentionally committed fraud during the application process.

Verified Net Worth

Net worth refers to the value of an Applicant's total assets, less the value of his or her total liabilities. For Applicants to meet this criterion of the Farm category:

- Applicants must have a net worth that retains a value of at least \$500,000 CAD; and
- The third party must substantiate that the claimed net worth exists and is legally owned by the Applicant.

The third party will assess an Applicant's net worth based on the information supplied on federal form *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees* and the supporting documentation provided by the Applicant.

The third party will also consider the value of assets and liabilities owned by the Applicant's spouse⁴.

Accumulation of Net Worth

Accumulation of net worth refers to the means by which an Applicant obtained his or her entire claimed net worth⁵. For Applicants to meet this criterion of the Farm category:

- The Applicant must demonstrate, through documentation, that his or her claimed net worth was accumulated legally.
- The third party must substantiate that Applicant's claimed net worth has been obtained by legal means.

The third party will assess the accumulation of the Applicant's net worth based on the information supplied on the *SINP-EF-002 Accumulation of Funds* form and the supporting documentation provided by the Applicant.

The third party must also verify that the claimed net worth of the Applicant's spouse has been accumulated by legal means⁶.

Relevant Farm Operation Knowledge and Experience

Farm operation knowledge and experience refers to an Applicant's active ownership⁷ of a farming operation⁸. Relevant farm operation knowledge and experience refers to an Applicant's prior experience with owning and/or operating a farm using agricultural practices similar to those utilized in Saskatchewan-based farming. Such farming experience must reflect at least one of the variations of farming identified by the [Ministry of Agriculture](#), including:

Crops

Cereals

- Wheat
- Barley
- Oats
- Rye
- Triticale

Oilseeds

- Canola
- Flax
- Mustard

Forage

- Annual
- Native
- Perennial

Horticulture

- Fruit
- Greenhouses
- Vegetables
- Potatoes

Livestock

Cattle

⁴ The claimed assets and liabilities owned by the Applicant's spouse **must** be reported.

⁵ "Claimed Net Worth" refers to the amount of net worth indicated by the Applicant in the *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees* **not** the amount verified by the third party.

⁶ The claimed assets and liabilities owned by the Applicant's spouse **must** be accompanied with documentation demonstrating that this net worth was accumulated legally.

⁷ "Active Ownership" means that the Applicant was responsible for the day-to-day management responsibilities of the business they owned or invested in.

⁸ The Applicant will still meet criteria if he or she has owned a farm that has been bankrupt and/or has been closed

- Sunflower
- Camelina
- Pulse Crops
 - Lentil
 - Pea
 - Chickpea
 - Bean
 - Faba Bean
- Specialty Crops
 - Herbs/Spices
 - Apiculture
 - Canaryseed
 - Wild Rice
 - Hemp
 - Other Crops
- Cow/Calf
- Backgrounding
- Finishing
- Dairy
- Monogastric
 - Pork
- Other Livestock
 - Bison
 - Sheep/Goats
 - Elk/Deer
 - Poultry
- Forage
 - Pastures/Grazing
 - Hay/Silage

For Applicants to meet this criterion of the Farm category:

- The Applicant must demonstrate, through documentation (e.g. education and training, work experience, financial documents), that he or she has experience as a knowledgeable farm owner or operator;
- The Applicant must demonstrate how his or her farm knowledge and experience relate to owning and actively operating a farm in Saskatchewan through the submitted *Résumé* (see [Appendix A](#)) and *Farm Establishment Plan* (see [Appendix B](#)); and
- The Applicant's other work experience (if applicable) including job title, place of employment, responsibilities and business skills must be described clearly in the *Résumé*.

The SINP will assess the Applicant's claimed farm knowledge and experience based on the *Résumé*, *Farm Establishment Plan*, and the supporting documentation provided by the Applicant.

Farm Proposal Viability

Farm proposal viability refers to the feasibility of establishing the proposed farming operation in Saskatchewan⁹. For Applicants to meet this criterion of the Farm category:

- The Applicant's proposal must be deemed to illustrate intent to reside in Saskatchewan, as per the requirements of the [Farm Land Security Board's](#) farm ownership exemption qualifications¹⁰.

The SINP will assess an Applicant's Farm proposal's viability based on the information provided his or her *Farm Establishment Plan* as well as the supporting documentation provided by the Applicant. This information must be verified by SINP officials to merit eligibility.

⁹ The SINP does not evaluate the proposal for profitability or sustainability.

¹⁰ Non-Canadian residents may own land only if approved for exemption from the [Saskatchewan Farm Security Act, 1988](#) by the Farm Land Security Board.

III. Application Process

Before formally applying to the SINP, the Applicant should thoroughly review this *Application Guide* to ensure that he or she:

- Meets the eligibility criteria;
- Is able to access and prepare the required forms and documents for the application; and;
- Is prepared to comply with the requirements and steps involved in the application process, including the \$2,500 CAD processing fee, the \$75,000 CAD deposit, and fulfilling the requirements of the program.

Make an Exploratory Visit to Saskatchewan

Before applying to the SINP, the Applicant must make an exploratory visit to Saskatchewan. During the exploratory visit, the Applicant is required to:

- Stay in Saskatchewan for no less than five business days;
- Conduct comprehensive research through meetings with service professionals; and
- Meet with an SINP representative to discuss his or her proposed farm operation.

Prepare the Application

The Applicant is required to submit **all** documents listed in the SINP Farm Category [Application Document Checklist](#). The Applicant must use this checklist as he or she prepares the application¹¹.

If the Applicant is a resident or citizen of a country within the [Country Specific Checklist](#), he or she must also include the documents required for this country in the application¹².

Document Translation

All documentation must be provided in either English or French. When documents are in a language other than English or French, the Applicant must submit a photocopy of the original document as well as a photocopy of its translation.

To be eligible for application, translations must be conducted by any person other than the Principal Applicant's spouse, a member of the Principal Applicant's family, or a paid third party

¹¹ Applications that are not in the order of the *Application Document Checklist* will be returned to the applicant **without** SINP assessment.

¹² Only applications that include all documents listed on the general or country specific checklist will be accepted for processing.

that has prepared the Principal Applicant's application to the SINP¹³. A [Translator Affidavit](#) that describes the ability of the translator must also be included in the application.

Who to include in an Application

The Principal Applicant is the individual who is applying to the SINP to own and operate a farm in Saskatchewan.

Family members of the Principal Applicant may be included as part of his or her application for nomination. The following family members are eligible for consideration:

- Spouse
 - The individual married to the Principal Applicant¹⁴.

If married in Canada, the application must include a marriage certificate issued by the province or territory where the marriage took place.

If married outside of Canada, The marriage must be valid under the law of the country where it took place and under Canadian law¹⁵.

- Common-Law Partner (either of the opposite sex or same sex)
 - The individual the Principal Applicant has been living with in a conjugal relationship for at least one year in a continuous 12-month period that was not interrupted¹⁶.

The application must include proof that the Principal Applicant and his or her common-law partner have combined their affairs and established a household together.

- Dependent Children
 - A dependent son or daughter of the Principal Applicant

A child is considered dependent if he or she:

- Is under the age of 22 and does not have a spouse or common-law partner;
- Is over the age of 22 and has been continuously enrolled as a full-time student and depended substantially on the financial support of a parent since before the age of 22; or
- Is over the age of 22 and depended substantially on the financial support of a parent since before the age of 22 because of a physical or mental condition.

¹³ Some Canadian immigration visa offices may require that documents be translated by a certified translator. While the SINP does not make the same requirement, it is the responsibility of the Applicant to ensure that translations meet all federal requirements.

¹⁴ The marriage must be legally valid.

¹⁵ A marriage performed in an embassy or consulate must comply with the law of the country where it took place, not the country of nationality of the embassy or consulate.

¹⁶ Common Law Partners are still eligible if short absences occurred for business travel or family reasons only.

- Overage Dependent Children¹⁷
 - A dependent son or daughter of the Principal Applicant that does not meet the above criteria for Dependent Children.

A child is considered an overage dependent if he or she:

- Is between the ages of 22 and 29;
- Is not married;
- Has a minimum of a Grade 12 Certificate (or secondary education equivalent);
- Has no dependents; and
- Has not been enrolled as a full-time student OR will complete education before CIC's issuance of a Permanent Resident Visa.

An employee of the Principal Applicant's current farming operation may also be included in coordination with the principal Applicant's application for nomination.

- An accompanying employee must submit a skilled worker application that includes all the required documents and information within the [SINP Skilled Workers Category Checklist](#) to the SINP¹⁸.
 - This skilled worker application can be included as part of the Farm category application for simultaneous processing.
 - The Principal Applicant of the Farm category application must provide a letter of offer to the accompanying employee, for application processing.

Passports

Passports for the Principal Applicant and all accompanying family members must be submitted as **photocopies**. These photocopies must include passport pages showing the passport number, date of issue and expiry date, photo, name, date, place of birth, and all pages showing exit and entry stamps¹⁹.

If the Applicant or a dependent family member lives in a country that is different than his or her nationality, a photocopy of his or her valid travel document for the current country of residence must be included.

The expiry date of the each passport should be at least two (2) years from the date that the application is received by the SINP.

Submit the Application

Applications may be submitted by courier or in person to:

**Government of Saskatchewan
Immigration Services Division**

¹⁷ Daughters or sons that no longer meet the definition of Dependent Children may be issued a separate nomination as an Overage Dependent under certain circumstances. The SINP will assess eligibility on a case-by-case basis.

¹⁸ The "Principle Applicant" in the SINP Skilled Workers Category Checklist refers to the farm employee.

¹⁹ Passport submissions that are incomplete copies or originals may result in the application being classified as "Incomplete", in which case, the application will be returned to the Applicant without being assessed by the SINP.

Farm Unit
Saskatchewan Immigrant Nominee Program
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan CANADA S4P 2C8

Applicants are encouraged to provide an up-to-date personal email address that can be used to communicate with SINP Officers. If an Applicant does not provide an email address, please be advised that processing times will increase due to the time needed for mail services.

SINP Application Review and Assessment

Intake

The Applicant receives a *Letter of Receipt* and file number once the SINP has received his or her application.

Pre-Screening

The application is screened for completeness to ensure that only those applications that are complete in accordance with the *Application Document Checklist* and *Country Specific Checklist* (where applicable) are accepted for assessment by the SINP.

- If an application is considered complete, the Applicant is sent an *Acceptance of Application and Request for Processing Fee* letter. This letter will provide instruction on how to make the \$2,500 CAD application processing fee by wire transfer.
- If an application is considered to be incomplete, the Applicant is sent a *Return of Incomplete Application* letter. This letter will indicate what documents are needed to meet pre-screening requirements. The application is also returned to the Applicant.

Application Processing Fee

Once the SINP receives confirmation that the application fee has been paid, the application is accepted for assessment.

At this time the SINP issues the Applicant a letter of invitation to make an exploratory visit Saskatchewan. The SINP advises Applicants to apply to CIC immediately for a visitor visa to Canada as soon as possible to facilitate a possible interview, at the request of the SINP.

Assessment and Optional Interview

The SINP evaluates the application using the eligibility criteria and the *Third Party Verification Report*.

The SINP may issue a request for additional information, if further documentation is required to assess the application. The Applicant must respond to this request within forty-five (45) days. If the required documentation is not received in the time stipulated, the application may be closed and returned to the Applicant without SINP assessment.

The SINP may issue a request for an interview with the Applicant, if further information or clarification is required to assess the application. Interview arrangements will be made at the discretion of the reviewing Officer and the Entrepreneur Immigration Director.

The SINP will provide as much notice of the required interview as possible, and will provide two available interview dates. The Applicant must respond to the interview request within the time stipulated in the request. If an in-person interview is not possible and the Applicant has provided information detailing the reasons they are not able to attend the interview in-person, alternative arrangements can be made at the discretion of the SINP Entrepreneur Immigration Manager, on a case-by-case basis.

Following the review process, the SINP will notify the Applicant of the outcome of the assessment.

- If an application is approved for nomination, the Applicant is sent a *Nomination Approval and Request for Deposit* letter and a *Business Performance Agreement*. This letter will provide instruction on how to make the refundable \$75,000 CAD *Good Faith Deposit* by wire transfer and details with regard to the requirements of the *Business Performance Agreement*.
- If the application is refused, the Applicant is sent a *Letter of Refusal*.

Nomination

Once the Applicant returns the *Business Performance Agreement*²⁰, signed and dated, to the SINP, and the SINP confirmation that the *Good Faith Deposit* has been received²¹, the Applicant is nominated.

The SINP sends the Applicant a nomination package including a *Confirmation of Nomination* letter and information on how to proceed with an Application for Permanent Resident Status with CIC. If requested by the Applicant, the SINP will also issue a *Temporary Work Permit Support* letter, which will provide the Applicant the opportunity to land in Saskatchewan earlier to begin preparations for his or her farm establishment²².

The SINP sends a *Nomination Certificate* to the appropriate CIC Visa Post. Certificates are valid for six months.

²⁰ The *Business Performance Agreement* is a **legally binding** contract.

²¹ The full deposit **must** be received within three months of the issuance of the *Nomination Approval and Request for Deposit* letter, or the application will be closed and no nomination will be issued.

²² The SINP does **not** issue Temporary Work Permit Support Letters for all Applicants.

After Nomination

Applying for Permanent Residence

After receiving a notification of nomination by the SINP, the Applicant is responsible for submitting an Application for Permanent Residence to CIC²³:

The *Confirmation of Nomination* letter includes detailed instructions on how to apply to the appropriate Visa Post. The Applicant must submit his or her Application for Permanent Residence to CIC at the Visa Post specified in the *Confirmation of Nomination* letter.

CIC conducts security, criminality and health checks and screens applications for misrepresentation. CIC will send instructions on medical examinations and may require additional documentation. In some cases, the Applicant may be required to attend an interview.

If the Applicant meets all federal requirements, CIC issues Permanent Residence Visas for the Applicant and his or her accompanying family members.

Landing in Saskatchewan

Once an Applicant has arrived in Saskatchewan, he or she is required to attend a *Landing Interview* with an SINP Landing Officer. The Applicant can request this interview by emailing saskentrepreneur@gov.sk.ca.

Following the interview, the SINP continues to be available to the Applicant and provides information and guidance related to the establishment their farm through referrals to business service providers and on-site visits.

The Applicant is encouraged to use the settlement services available in Saskatchewan. Applicants can access government funded settlement services through various [Regional Newcomer Gateways](#). These organizations are welcoming centers for newcomers to Saskatchewan that provide language assessment services, career and employment services (for the Applicant's accompanying family members), and guidance and advice from a Settlement Coordinator. These Regional Newcomer Gateways can also connect the Applicant to community and ethno-cultural groups.

Return of the Good Faith Deposit

An Applicant may apply for their *Good Faith Deposit* to be returned:

- Within two years of the nominee Applicant landing in Saskatchewan;
- When all terms of the *Business Performance Agreement* have been met; and
- When the Applicant can demonstrate that he or she has actively invested in the relevant Saskatchewan-based farm for a minimum period of six (6) months.

The Applicant must submit an [Application for Deposit Refund Request](#) as well as all required documentation to verify that the terms of the *Business Performance Agreement* have been met.

²³ The Applicant must apply for Permanent Resident Status before his or her *Nomination Certificate* expires or the application will be closed.

The SINP assesses the *Application for Deposit Refund Request* using the criteria set within the *Business Performance Agreement*.

- If the SINP determines that all conditions for deposit return have been met, it will return to the Applicant the \$75,000 Good Faith Deposit and any interest accumulated on the deposit²⁴.
- If the SINP determines that the conditions for return have not been met, the Applicant will be advised of the outstanding criteria that she or he must meet before the deposit will be returned.
- If the SINP determines that the Applicant, through fault of their own, does not complete the process to become a Permanent Resident, land in Saskatchewan, or meet the conditions of the *Business Performance Agreement*, the SINP will retain the *Good Faith Deposit* and any interest accumulated on the deposit.
- If the SINP determines that the Applicant purposefully misrepresented him or herself and/or committed fraud to obtain permanent residence, the SINP will retain the *Good Faith Deposit* and any interest accumulated on the deposit.

In the event that the Applicant has not applied for the return of the *Good Faith Deposit* before the deadline set forth in their *Business Performance Agreement*, the SINP sends the Applicant a *Procedural Fairness* letter, 60 days prior to the expiration of the agreement. This letter alerts the Applicant to the deadline and states the *Good Faith Deposit* will be retained by the SINP if the Applicant fails to fulfill the terms of their *Business Performance Agreement*²⁵.

This deposit is also refundable should the Applicant be approved for Nomination and they are unable to accept the Nomination for Humanitarian reasons. Humanitarian reasons include, but are not limited to, circumstances in which:

- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to circumstances related to personal divorce, a death in the immediate family or other mitigating circumstances;
- The Applicant and/or accompanying family members would endure hardship if they were to travel and/or leave their home country due to personal or family related medical circumstances; or,
- The Applicant and/or accompanying family members would endure financial hardship if they were to travel and/or leave their home country due to circumstances related to contractual agreements regarding the sale or divestment of current financial holdings.

²⁴ The Applicant is responsible for providing his or her financial institution's updated contact information to facilitate this transaction.

²⁵ If the Applicant requires an extension to their *Business Performance Agreement*, the Applicant must submit an [Application to Change Performance Agreement](#) to the SINP no later than 30 days prior to the deadline set forth in the agreement.

IV. Immigration Representatives and Designated Individuals

A representative is someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to CIC once the SINP has approved the Applicant as a Provincial Nominee and continuing to work on behalf of the Applicant until the end of the SINP Farm process, when the *Good Faith Deposit* is released or retained.

Representatives can be either paid or unpaid²⁶. An unpaid representative is a person or organization that does not charge a fee for their representation. This could be a friend or family member. A paid representative must be either a lawyer or a consultant who is registered with the Immigration Consultants of Canada Regulatory Council (ICCRC).

An Applicant does **NOT** need to hire a lawyer, an immigration consultant, or a representative to access this immigration program. An immigration representative may be of assistance in completing an application or advising an Applicant on the application process if he or she feels such guidance is required. The hiring of a representative will **NOT** lead to any special prioritization or different handling of an application to the SINP.

The SINP [Code of Conduct for Representatives](#) is a contract between a representative (whether paid or unpaid) and the Government of Saskatchewan. It specifies the minimum standards that can be expected of anyone who is acting as a representative under the SINP. All Applicants must complete and sign Section C of the *Code of Conduct* to declare whether or not they are appointing a representative to act on their behalf with the SINP and whether or not they obtained assistance from anyone in completing the application form. If an Applicant has appointed a representative, they must also complete and sign Section B of the form.

It is against the law to give false or misleading information to the Government of Saskatchewan or any of its officials. If an Applicant has a representative and does not disclose the name of their representative to the SINP, their application may be refused. A representative who advises an Applicant to provide false or misleading information is also breaking the law. The SINP reserves the right to not recognize or communicate with a representative who has violated any terms of the *Code of Conduct*.

An Applicant may appoint only one paid or unpaid representative to conduct business on his or her behalf at any time. If an Applicant wishes to cancel the appointment of this representative, he or she must communicate this in writing to the SINP by letter, fax, or email. If an Applicant wishes to appoint another representative, the Applicant and his or her new representative must submit a new *Code of Conduct for Representatives and Applicant Declaration Form*.

The SINP will not serve as a mediator in disputes between an Applicant and his or her representative. All matters of dispute are to be addressed by the professional association to which the representative belongs (i.e. ICCRC or a Canadian law society).

The SINP encourages all Applicants to visit the [SINP website](#) or [CIC website](#) to learn more about how to choose a licensed, reputable and trustworthy representative and how to protect themselves from scams and immigration fraud.

²⁶ Representatives who are not members of a professional association are not regulated. This means that the representative may not have sufficient knowledge or training and that an Applicant cannot seek help from the professional bodies if the representative provides misleading or wrongful advice or behaves in an unprofessional manner.

Designated Individuals

In addition to an Applicant's paid or unpaid representative, he or she may choose to let someone else have access to information about the application. For example, if an Applicant hires a lawyer to assist with the application, he or she may also want a family member to have access to information about the application.

If an Applicant wishes to have personal information released to someone who is not his or her representative, he or she must Complete [*IMM-5475: Authority to Release Personal Information to a Designated Individual*](#), and submit it with the application to the SINP.

Designated individuals will not receive any written communication from the SINP, but they can contact the SINP to receive information about the application by emailing saskentrepreneur@gov.sk.ca.

Appendix A: Résumé Template

The business and employment history should cover the Applicant's experience for the last ten years (if applicable).

Principal Applicant Information

(Applicant's Name)
(Mailing Address)
(Telephone)
(E-mail)
(DOB)
(Accompanying Family members names)

Education / Training

(Educational Institution)
(Month, year – month, year)
(Degree/certificate/diploma attained)

Farm and Employment History

Current Company/Farm Name: Shares / Ownership %:
A brief synopsis of the farm/business (i.e., products or services and the number of employees)

(Applicant's Current Title)
(Month, year – month, year)
Number of employees that report directly to the Applicant
Duties and responsibilities:

(Applicant's Previous Title)
(Month, year – month, year)
Number of employees that report directly to the Applicant
Duties and responsibilities:

Previous Company/Farm Name: Shares / Ownership %:
Brief information about the business, such as products or services and the number of employees.

(Applicant's Title #1)
(Month, year – month, year)
Number of employees that report directly to the Applicant
Duties and responsibilities:

(Applicant's Title #2)
(Month, year – month, year)
Number of employees that report directly to the Applicant
Duties and responsibilities:

Appendix B: Farm Establishment Plan

The Farm Establishment Plan (FEP) must be a coherent and considered plan for successful settlement and business development in Saskatchewan. In developing this FEP the Applicant must conduct extensive research and consider relevant economic and market factors. The Applicant must also take into account his or her management strengths and weaknesses.

The FEP must include all of the following information:

- Proposed industry/sector (NAICS Code);
- Proposed investment amount;
- Number of jobs to be created for Saskatchewan Residents;
- Management contribution the nominee will make with respect to the proposed business (e.g., sales, distribution, production, research and development, etc.);
- Forecasted start up funds and expenses;
- Business ownership information – partnership, proprietorship, corporation, franchise, acquisition;
- Proposed location for the business (i.e., city/town);
- Preparation and training for farm operation in Saskatchewan (including course titles and institution names, if applicable);
- A list of planned past and/or future visits to Saskatchewan, if applicable (please provide: Dates, purposes, agendas, inviting organizations, etc.);
- Plans for establishing residence in Saskatchewan; and
- The name, organizations, mailing addresses, phone numbers, and emails of contracted professional business service providers whom the Applicant has contacted and/or the Applicant has established an active working relationship or paid contractual agreement with.

The SINP does not require a formal business plan, and recognizes that the FEP is a business proposal and it is therefore likely and expected that market conditions and opportunities may change over the course of the immigration application process. The profitability of the business plan will not be evaluated; rather the SINP will assess the intent demonstrated through the FEP.

Please also include:

- The name, organization name, mailing address, email, and phone number of person who compiled the business plan²⁷; and
- A summary of people contracted or consulted in preparation of Business Establishment Plan.

A lengthy FEP does not necessarily illustrate strong intent. Quality research and significant business relationships are far more valuable in illustrating intent.

The SINP expects that an Applicant has complete knowledge of his or her FEP. In the event that the Applicant is unaware of his or her FEP's contents, the Applicant will be assessed accordingly on the intent grid.

²⁷ There is no penalty for a third party developing a FEP; however, it should be noted that it is expected that the Applicant has been involved in its design and contributing to the content therein. Furthermore, the Applicant will be held accountable to any proposals, meetings, partnerships, etc listed within the FEP.

Appendix C: Glossary

The following definitions will help in understanding this application guide:

Accumulation of Net Worth: The means by which an Applicant obtained his or her entire claimed net worth.

Active Ownership: Responsible for day-to-day operation responsibilities of a farm.

Affidavit: A sworn statement in writing. It is a written promise that this is the Principal Applicant's statement.

Business Performance Agreement: After an application is approved for nomination, the Applicant must sign a contract with the Province of Saskatchewan which details the terms and conditions under which the Applicant's deposit will be held and subsequently released or retained. This document will specify the Applicant's intended level of investment and specific type of Farm (as defined by the NAICS – North American Industry Classification System code).

Claimed Net Worth: The amount of net worth indicated by the Applicant in the *Schedule 4A: Economic Classes – Provincial Nominees – Business Nominees*, **not** the amount verified by the third party.

Farm Establishment Plan (FEP): A plan summarizing the Applicant's intention for establishing a commercial Saskatchewan farming operation based on research, consultations or formal coursework relevant to Saskatchewan agricultural conditions. A FEP should include enough information to outline the most important details of the Applicant's Farm idea: the type of farm, how it will be run, and broad expectations of outcomes.

Good Faith Deposit: A specified amount of money that must be placed in trust with a trust company appointed by the Government of Saskatchewan. The Applicant's deposit will be held in trust until the Applicant has met the terms and conditions of the *Business Performance Agreement*.

Immigration Representative: Someone who has the Applicant's permission to conduct business on his or her behalf, including assistance with his or her application to CIC once the SINP has approved the Applicant as a Provincial Nominee and continuing to work on behalf of the Applicant until the end of the SINP Farm category process, when the *Good Faith Deposit* is released or retained.

Net Worth: The value of an Applicant's total assets, less the value of his or her total liabilities.

Nominate: The term used by the Province of Saskatchewan to describe the selection of Applicants for the Saskatchewan Immigrant Nominee Program to recommend for permanent residence to CIC. Permanent resident status is dependent on health, security, and criminality screening by CIC.

Paid Representative: An individual who is a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC) or a Canadian Provincial Law Society who

acts on behalf of the Applicant applying for immigration under the SINP. Only members of this action are authorized to charge fees for immigration advice and/or services under the SINP.

Permanent Resident: An individual who lives legally in Canada as a landed immigrant but is not yet eligible to apply for Canadian citizenship or does not yet have Canadian citizenship.

Relevant Farm Knowledge and Experience: An Applicant's prior experience with owning and/or operating a farm using agricultural practices similar to those utilized in Saskatchewan-based farming. This knowledge and experience must be substantiated through the Applicant's *Résumé*, *Farm Establishment Plan*, and pertinent supporting documents.

Supporting Documents: Documents and forms that can be used to support an Applicant's claims regarding the Applicant's ability to meet SINP criteria. These are documents required for all immigration applications (e.g. documents that prove identity, work experience, language ability, finances, etc.).

Unpaid Representative: A person who provides assistance, information, counseling, or advice to the Applicant about the application without charging a fee or receiving any kind of payment. The term "unpaid representative" does not necessarily include a friend or family member with whom the Applicant discusses his or her plans in an informal way, but it is intended to include anyone, who provides assistance, advice, or information about the SINP, about Saskatchewan, or about immigration to Canada in a repeated or sustained manner.

If it is unclear whether a person is a representative, the Applicant should treat them as an unpaid representative and ask them to complete the *Code of Conduct for Representatives and Applicant Declaration Form*. This provides an opportunity for your representative to declare that he or she has conscientiously sought to provide accurate information and advice, and has not participated in obtaining or providing any kind of fraudulent or counterfeit document with respect to your application.