



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 Base Category Program Guide or the BC PNP Entrepreneur Immigration Regional Pilot Program Guide, the applicable 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.

January 29, 2020:

1. Minor edits for grammatical consistency and accuracy throughout
2. Edits throughout for alignment with the BCPNP Online application system and the BC PNP Entrepreneur Immigration – Base Category and Regional Pilot Program Guides
3. Edits throughout to reflect the introduction of minimum language requirements and removal of the key staff option for the Entrepreneur Immigration - Base Category, effective January 29, 2020.
4. Page 5: updates to the Arrival Report section
5. Page 6: Updates to the Building Your Business Overview section, including removal of resources already listed in program guides
6. Page 10: Updates across the Final Report Overview section
7. Page 11: Updates across the submitting Your Final Report section
8. Page 12: Updates to the Conditions of Nomination and Nomination sections
9. Page 13-14: Updates to the Final Report Supporting Documentation section
10. Page 17: Updates to the Final Documentation Checklist

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 have been transferred to a bank account in B.C. to make the minimum eligible personal investment in the business.

Please refer to the [applicable program guide](#) for information.

Arrival Report Supporting Documentation

You must include all applicable supporting documentation identified below:

| Applicant Personal Information | |
|--------------------------------|---|
| | Your work permit |
| | Proof of funds documentation |
| | Dependant's work permit or study permit (if applicable) |

Submitting Your Arrival Report

You must submit your arrival report through your BCPNP Online dashboard. Paper or email reports will not be accepted and will be returned unprocessed.

- upload the requested documents as PDF or JPG files in the appropriate field of the attachments tab
- reduce individual file size to less than 3 MB

If you experience technical difficulties, please contact our office at en.imm@gov.bc.ca (include a screenshot of the error message).

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 and in the program guides 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 comply with all laws and regulations as a business owner in B.C. and Canada.

Starting Up and Registering a Business

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.

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.

Federal Labour Standards

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

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.

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.

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

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.

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.

Other Newcomer Resources

<https://www.amssa.org/resources/immigrants/>

The Affiliation of Multicultural Societies and Service Agencies of B.C. (AMSSA) has compiled a list helpful resources available for newcomers to Canada.

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 topics, and is available in several languages.

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. You must submit a complete final report form with supporting documents in order to be considered eligible for nomination.

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

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.

It is your responsibility to demonstrate that you have met the performance expectations described in your signed performance agreement during the mandatory timeframes. For more information, please refer to the applicable 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](#).

Preparation of Your Final Report

Please ensure you retain invoices, receipts and records that you will need to submit along with your final report. You must submit all applicable supporting documentation identified in the [final report documentation checklist](#) (Appendix A).

You must complete each section of the final report.

Submitting Your Final Report

If you applied through the EI – Base category, 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.

If you applied through the EI – Regional Pilot, you must submit a final report no earlier than 365 days (1 year) after your performance agreement commencement date, and no later than 610 days from that date.

You can only submit one final report.

You must submit your final report through your BCPNP Online dashboard. Paper or email reports will not be accepted and will be returned unprocessed.

If you experience technical difficulties, please contact our office at en.imm@gov.bc.ca (include a screenshot of the error message).

Please ensure you:

- upload the requested documents as PDF or JPG files in the appropriate field of the attachments tab (which is organized similarly to the [final report documentation checklist](#))
- reduce individual file size to less than 3 MB

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](#).

If you are unable to demonstrate that performance expectations are met during the mandatory timeframes 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 at the nomination stage and your file will be closed.

Conditions of Nomination

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 the BC PNP is satisfied that you met the terms of your performance agreement, you will be required to sign a Conditions of Nomination declaration that outline your ongoing obligations as a nominee. Once you have signed the Conditions of Nomination declaration, you will be approved as a provincial nominee. Please see the applicable [Entrepreneur Immigration Program Guide](#) for more information on conditions of nomination.

Nomination

If you are approved as a provincial nominee under subsection 4(1)(a) of the [Provincial Immigration Programs Act](#), the BC PNP will issue you a confirmation of nomination as a provincial nominee.

You may then submit your application for permanent residence to IRCC under the Provincial Nominee Class. The confirmation of nomination is valid for 180 days (approximately six months). You must apply for permanent residence prior to the expiry date on your confirmation of nomination.

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 registration 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.

Part 4: Final Report Supporting Documentation

Please see [Appendix A: Final Report Documentation Checklist](#) for a complete list of all information you will be required to submit as part of your final report. Only the final report documentation checklist items marked with a "*" are explained below.

Please **only** provide documentation listed in the checklist, unless requested by the BC PNP.

General Terms for the Applicant

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.

Valid language test results are only required at the final report stage for applicants who submitted their registrations to the EI – Base Category on or after January 29, 2020, and who have not already submitted their results.

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 for the business you have established in B.C. that have undergone review engagement and prepared by a Chartered Professional Accountant (CPA). 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 investment category as per your performance agreement, such as 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 as per your performance agreement.

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 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

T4 Summary and copies of 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 |
| | Your current work permit |
| 2. General Terms for the Applicant | |
| | Title deed if owned or rental agreement of personal residence in B.C. |
| | Evidence of active management* |
| | Biographical page and signature page (if separate) of Principal Applicant's passport* |
| | Personal Notice of Assessment from Canada Revenue Agency for the most recent tax year |
| | Travel History Report from Canada Border Services Agency from your arrival date to present |
| | Residential utility statements from the past 6 months |
| | Valid language test results* |
| 3. Business Information | |
| | Incorporation documents |
| | Business licences |
| | Trade licences and other business-specific licences (<i>if applicable</i>) |
| | Title deed or lease agreement for business premises |
| | Shareholders' agreement (<i>if applicable</i>) |
| | Shareholder registry (<i>if applicable</i>) |
| | Signed purchase agreement and share transfers (<i>if applicable</i>) |
| | Signed franchise agreement (<i>if applicable</i>) |
| | Financial statements that have undergone review engagement by a CPA* |
| | 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* |
| | Receipts for items over \$1,000 that are directly related to operations |
| | CBSA statements for import of equipment and inventory (<i>if applicable</i>) |
| 5. Job Creation | |
| | Resumes for all employees |
| | 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. Reference Documentation | |
| | Photos of business premise (exterior and interior), major equipment and machineries |
| | Marketing material |
| | Any other supporting documents relevant to your business performance evaluation |

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