

BUSINESSPEOPLE

IMMIGRANT ENTREPRENEUR PROGRAM

**List of documents to submit in support of an
Application for a Québec Selection Certificate**

December 1, 2015

***Immigration,
Diversité
et Inclusion***

Québec 

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INTRODUCTION

1. Purpose

The purpose of this document is to simplify the presentation of documents required for the examination of an Application for a Québec Selection Certificate submitted by a foreign national as an entrepreneur immigrant.

2. Context

The Act respecting Immigration to Québec states that the Minister shall issue a Selection Certificate to a foreign national who meets the selection conditions and criteria determined by regulation (s. 3.1). This Act also requires each person who applies for a Selection Certificate to demonstrate the truthfulness of his declarations to the Minister (s. 3.2.1). The applicant is responsible for determining which documents will enable the Minister to examine his application. This section of the Act also states that the applicant must submit to the Minister any document that the Minister deems to be pertinent.

The Regulation respecting the Selection of Foreign Nationals further stipulates that the applicant must produce the documents requested by the Minister to determine if he/she meets the requirements of the Regulation in the framework of examining his application (s. 9). The documents that the applicant must submit in support of his application (s. 8) are identified in the notice to appear at the interview.

3. Definition of entrepreneur

The Regulation respecting the Selection of Foreign Nationals defines an entrepreneur as a foreign national at least 18 years of age who has at least two years of experience in the operation of an enterprise acquired in the five years preceding the date of filing his/her application, and who is coming to Québec:

- i) to create or acquire an enterprise to manage himself/herself, or to participate as an associate in the management and daily operations of an enterprise, and control at least 25% of the equity, alone or with his/her accompanying spouse or de facto spouse, this percentage being worth at least CAN\$100,000, if the enterprise is:
 - an agricultural enterprise situated and operated in Québec;
 - an industrial or commercial enterprise situated and operated in Québec that will employ, on a permanent basis and for a minimum of 30 hours a week, at least one Québec resident other than himself/herself and accompanying family members.
- ii) after acquiring, alone or with his/her accompanying spouse or de facto spouse, at least 25% of the equity of an enterprise described in sub-paragraph i), this percentage being worth at least CAN\$100,000, to manage it himself/herself or to participate as an associate in the management and daily operations of the enterprise.

To qualify as an entrepreneur, an applicant must show:

- that he/she has net assets of at least CAN\$300,000, obtained legally with the accompanying spouse or de facto spouse, if applicable;

- that he/she meets the definition of experience in the operation of an enterprise which is defined as : the actual assuming on a full time basis of responsibilities and duties related to the planning, management and control of material, financial and human resources in a profitable and legal agricultural, commercial or industrial enterprise of which he/she controls at least 25% of the equity, alone or with his/her accompanying spouse or de facto spouse, excluding the exercise of such duties in the context of an apprenticeship, training or specialization process attested to by a diploma;
- that he/she has the ability to implement a business plan, or is presently acquiring or has acquired an enterprise in Québec;
- that he/she qualifies under the selection grid (eligibility criteria and passing score).

The applicant must also satisfy the following conditions for at least one year in the three years after he/she obtains permanent resident status:

- control, along with his/her accompanying spouse or de facto spouse, if applicable, at least 25% of the equity of an enterprise established in Québec, this percentage being worth at least CAN\$100,000;
- participate in the management and daily operations of the enterprise;
- employ on a permanent basis and for a minimum of 30 hours a week, at least one Québec resident other than himself/herself and accompanying family members.

4. Presentation of the list

This list below identifies the documents generally needed to meet regulatory requirements. The “Sent” box should be checked off for each required document enclosed with an Application for a Québec Selection Certificate, for both the principal applicant and, if applicable, the spouse or de facto spouse included in the application. This checked list must be attached to the documents.

The spouse or de facto spouse who is included in the application must submit the required documents in cases where the principal applicant has access to all or part of the spouse’s net assets to reach the threshold of CAN\$300,000.

For faster processing of a file, the documents required from the principal applicant and, if applicable, the spouse or de facto spouse included in the application should be arranged according to the order in which they appear on the list and identified by a tab bearing the corresponding number on the list.

5. Examination of the file and payment of fees

The Application for a Selection Certificate must be submitted to the address provided in Appendix 1 of this document. Details on the payment of fees are given in Appendix 2.

The application must be accompanied by the duly completed and signed form, all the required documents and payment of applicable fees (in Canadian currency only). **Otherwise, it will be returned to the applicant** without being processed.

6. Presentation of documents

Do not send original copies, unless indicated otherwise, since the documents submitted will not be returned. Photocopies of documents must be of excellent quality or they will not be accepted. For some documents, the original document or a notarized copy is required when the application is submitted. If the applicant is unable to present certain documents, he/she must include an explanation and provide a substitute document, where applicable. The explanation and substitute document should be inserted where the documents they are replacing would have appeared.

7. Narrative document

The narrative document of the principal applicant and, if applicable, the spouse or de facto spouse, **is compulsory and essential to the examination of the application.**

A narrative document must, under penalty of rejection of the application, cover each employment period **from the start of the applicant's working life** until the present day, and include, **for each of these periods**, in addition to **detailed information** on the type of work performed, **the amounts in local currency of:**

- all income (salary, bonuses, dividends, capital gains, etc.)
- all investments (shares, building and land acquisitions, investments in corporations, loans, etc.)

N.B.: The narrative document must be written in the applicant's mother tongue, be signed and be accompanied by a complete translation into French or English. The translations must be done by an accredited translator who is a member of a professional order, or is authorized to act professionally in this capacity, and bear his seal. If the principal applicant and the spouse or de facto spouse demonstrates, through a recognized standardized test, knowledge of **French** at the advanced intermediate level (level 7 of the Échelle québécoise des niveaux de compétence en français or its equivalent for the other recognized test results), he or she may submit only a copy of the narrative document in **French**.

The model to use is accessible at:

www.immigration-quebec.gouv.qc.ca/en/forms/search-title/dcs-businesspeople.html.

8. Translation

All documents written in a language other than French or English must be accompanied, when the application is submitted, with a certified translation of these documents into either of these two languages. The translations must be done by an accredited translator who is a member of a professional order, or is authorized to act professionally in this capacity, and bear his seal. Translations of additional documents, such as advertising brochures, organization charts, corporate brochures or newspaper articles, do not need to be certified.

9. Updating the application

Applicants in the entrepreneur subclass who wish to update their file to include new information that arises after their immigration application was submitted (e.g., creation of a new enterprise) must do so as soon as possible after the event or, if applicable, at least ten (10) business days prior to the interview date. The documents attesting to these new facts must reach the Service de sélection des gens d'affaires (SSGA) by mail and be accompanied by a list of the new documents. The same procedure applies for updating the personal assets of the applicant.

Applicants who, after filing their Application for a Selection Certificate send unsolicited documents that were or should have been available at the time of filing the application, concerning events that occurred prior to the filing of the application, will see the processing of their file interrupted and it will be placed at the end of the wait line for complete processing. This situation could result in the postponement of a selection interview already confirmed.

If the documents attesting to the new facts reach the SSGA after the ten-day period or if applicants present them on the day of the interview, the interview may be postponed. Furthermore, the SSGA reserves the right to postpone an interview even if documents attesting to the new facts are presented within ten (10) business days prior to the interview, in cases where there are many documents or they require an analysis that cannot be completed within ten business days.

Finally, if the examination of the file or the interview reveals assets or economic activities that the applicant never reported in his immigration application, the examination of his file or the interview could be suspended. The applicant would then receive a letter of intent to reject on grounds of misleading information.

10. Presenting documents at the interview

The originals of all documents are required at the interview. If the applicant can justify why an original document is not available, he/she must present a certified true copy from the institution that issued it or the duly authorized legal authority. In the justified absence of the original or a copy from the issuer or duly authorized legal authority, the applicant may submit any other certified document. The Ministère will determine its validity and admissibility.

11. Use of an immigration intermediary and power of attorney

All applications submitted are processed according to the same criteria. No priority or special treatment will be given if the services of an immigration intermediary be used. If an applicant uses the services of an intermediary, he/she must send a detailed power of attorney mandating a representative. The power of attorney used in dealings with the federal government cannot be used to apply for a Québec Selection Certificate.

12. Accuracy of information given

The applicant is responsible for the accuracy and veracity of the documents and information submitted with the Application for a Québec Selection Certificate and for any information or document provided on his/her behalf by a person who he/she mandates.

The Ministère may consult third parties to verify the veracity of the documents submitted. A false declaration could result in the rejection of an application and the refusal to examine any other Application for a Selection Certificate from this applicant for a period of five years.

DOCUMENTS TO BE SUBMITTED

Important: All documents in this list must be presented at the time of submitting the application.

ESSENTIAL DOCUMENTS	Sent
1. Completed Application for a Québec Selection Certificate bearing the original signature of the principal applicant	<input type="checkbox"/>
2. Appendix – Entrepreneur, completed and accompanied by all the documentary evidence to support the information requested (e.g. bank statements for the last six (6) months, letters from the bank indicating mortgages or other liabilities, property title deeds and valuations determined by a specialized firm, copy of real estate transaction statements, etc.).	<input type="checkbox"/>
3. Fees to process the Application for a Québec Selection Certificate.	<input type="checkbox"/>
4. Narrative document for the principal applicant and, if applicable, the spouse or de facto spouse included in the application (see Section 7 - Narrative document above).	<input type="checkbox"/> <input type="checkbox"/>
IDENTIFICATION OF FAMILY MEMBERS WHO ARE INCLUDED IN THE APPLICATION	
5. Evidence of family status: certificate of marriage, death of a spouse, divorce, adoption, legal custody or birth of a dependent child, the Appendix “Declaration by spouse or de facto spouse” bearing the original signatures of declarers, copy of the family booklet or, where applicable, household register.	<input type="checkbox"/>
6. Photocopies of passport pages bearing the photograph and identity (valid for at least 12 months) of the principal applicant and accompanying family members included in the application and, where applicable, the national identity card of the principal applicant and spouse if they do not have a passport. For candidates living in a country other than their country of origin, valid proof of residence status.	<input type="checkbox"/>
7. Recent photograph of each person listed on the Application for a Québec Selection Certificate, stapled in the box provided for this purpose on the form.	<input type="checkbox"/>
REPRESENTATIVE	
8. Detailed original power of attorney from a lawyer or consultant, if applicable.	<input type="checkbox"/>
SELECTION FACTORS	
9. Diploma of the principal applicant.	<input type="checkbox"/>
11. If your knowledge of French is at the advanced intermediate level: Attestation of results of a test or a recognized diploma among the following: <ul style="list-style-type: none"> • Test de connaissance du français pour le Québec (TCFQ) • Test de connaissance du français (TCF) • Test d'évaluation du français adapté pour le Québec (TEFAQ) • Test d'évaluation du français (TEF) • Diplôme d'études en langue française DELF) • Diplôme approfondi de langue française (DALF) <p>The contact information for centres that offer the tests is available at the following addresses:</p>	<input type="checkbox"/>

ESSENTIAL DOCUMENTS	Sent
TCFQ, TCF, DELF and DALF tests: www.ciep.fr/tcf_quebec/index.php and www.ciep.fr/delfdalf/annuaire_centres.php TEFAQ and TEF tests: www.fda.cciq.fr/tef/tefaq	
12. If your knowledge of English is at the advanced intermediate level: Attestation of results of the following recognized test: International English Language Testing System (IELTS) The contact information for centres that offer the test is available at the following address: www.ielts.org	<input type="checkbox"/>

SHORT-TERM NET ASSETS (SAVINGS, INVESTMENTS, STOCKS, ETC) AND PROPERTY		
	Sent	
	PA	Spouse
13. Documents supporting the declarations made in the “net worth” section of the Appendix Entrepreneur concerning short-term net assets and property, including: <ul style="list-style-type: none"> ▪ proof of banking transactions carried out in the six (6) months prior to the filing or, where applicable, latest update of the Appendix Entrepreneur; ▪ mortgage and personal loan agreements, if any, and current balance of these loans; ▪ proof of payment of the purchase price and taxes for real estate; ▪ purchase agreement and property title or, where applicable, current registration in the official land register, and in the case of commercial property, the purchase agreement indicating the right of commercial use; ▪ if the value of land or property is used to meet the CAN\$300,000 threshold: professional valuation report prepared by an individual or corporation accredited by competent authorities (Ministère de la Justice or other government authority). This report must be accompanied by the licence of an expert confirming that he or she is officially authorized to perform real estate valuations; ▪ certificate confirming the current surrender value of insurance; ▪ copy of statements of securities transactions or investor book, where applicable, accompanied by the history of changes in the portfolio; ▪ others. 	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS PROJECT	PA	
14. Business plan supported by projected financial statements or a feasibility study.	<input type="checkbox"/>	
<i>For applicants in the process of acquiring or having already acquired an enterprise in Québec</i>		
15. Proof of acquisition of an enterprise in Québec: <ul style="list-style-type: none"> ▪ Notarized purchase contract, Proof of banking transaction; ▪ Registrations of the enterprise with the Québec Enterprise Registrar: Declaration of Registration, Articles of Amendment, Articles of Amalgamation. 	<input type="checkbox"/>	

IMPORTANT: The following documents must be presented in the chronological order of the businesses and work experience, from the earliest to the most recent. In addition, the documents must be organized by business and work experience.

	Sent	
	PA	Spouse
For applicants who own a business:		
16. Business registration and documents issued by the local government confirming business registration or publication in the Gazette officielle.	<input type="checkbox"/>	<input type="checkbox"/>
17. Financial statements for the three most recent years of the business(es), prepared by a firm of chartered accountants, including the statement of profit and loss.	<input type="checkbox"/>	<input type="checkbox"/>
18. Notices of assessment with respect to corporate income tax returns for the three (3) most recent years along with the tax registration certificate or card for the company.	<input type="checkbox"/>	<input type="checkbox"/>
19. List of shareholders, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
20. Articles of incorporation, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
21. If applicable, the applicant's corporate and personal bank account that attests to the effective distribution of dividends, bonuses, commissions and salaries.	<input type="checkbox"/>	<input type="checkbox"/>
22. If applicable, business accounting receipts attesting to the withdrawal of distributed profits, bonuses, commissions and salaries.	<input type="checkbox"/>	<input type="checkbox"/>
For applicants who do not own a business:		
23. Letters of recommendation from employers describing the duties and responsibilities of the position and the salary and/or employment contracts. Letters of appointment.	<input type="checkbox"/>	<input type="checkbox"/>
24. Personal income tax returns accompanied by notices of assessment for the last three (3) years.	<input type="checkbox"/>	<input type="checkbox"/>
25. Pay slips indicating salaries and/or certified true copies of business accounting receipts for bonuses and commissions. Identify on copies of the applicant's banking history the amounts corresponding to declared modes of remuneration.	<input type="checkbox"/>	<input type="checkbox"/>
Additional documents required from applicants originating from the People's Republic of China		
Applicants who have or had management-related contractual arrangements (chengbao):		
26. Copy of the contractual arrangement, containing the various clauses related to the management of the business (<i>chengbao</i>).	<input type="checkbox"/>	<input type="checkbox"/>
27. Original of the document issued by a Notary Public Office certifying the authenticity of the corporate seal and the signature on the contract.	<input type="checkbox"/>	<input type="checkbox"/>
28. Copy of the business registration of the contracting business.	<input type="checkbox"/>	<input type="checkbox"/>
29. Financial statements for the three (3) most recent years of the business(es) to which the <i>chengbao</i> relates, prepared by a firm of chartered accountants, including the statement of profit and loss.	<input type="checkbox"/>	<input type="checkbox"/>

	Sent	
	PA	Spouse
<i>For applicants who are partners in a business:</i>		
30. Copy of the report on the initial investment prepared when the business was established or when you became a shareholder. This document must be submitted by partners of an enterprise constituted as a commercial partnership. A separate report must be submitted for each change in the capital of the enterprise.	<input type="checkbox"/>	<input type="checkbox"/>
31. Copy of documents (e.g., resolution of the Board of Directors) establishing a share transfer or a change in the list of shareholders, if this transfer or change took place without amending the initial investment report.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For applicants who are de facto owners of a collective business (Red Hat Firms, Guakao):</i>		
32. Agreement with the collective entity with respect to the ownership of the business and its funding; certification of the collective entity; any document evidencing the ownership of the collective business.	<input type="checkbox"/>	<input type="checkbox"/>
33. Licence of the collective business.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For applicants who are owners or partners in a privatized collective or state-owned business:</i>		
34. Original of the notarized document certifying the true copy of the “privatization” application form approved by the authorities.	<input type="checkbox"/>	<input type="checkbox"/>
35. Copies of the financial statements (including the balance sheet, income statement, cash flow, accounting notes and licence of the accounting firm) of the current and previous businesses or the managed business (<i>chengbao</i>) prepared by a firm of chartered accountants. The financial statements must cover the last three (3) years of operation.	<input type="checkbox"/>	<input type="checkbox"/>
36. A summary table giving a breakdown of annual tax payments (e.g. VAT, sales tax, corporate income tax, etc.) with supporting corporate income tax vouchers for the last three years of operation or a certificate issued by the Tax Office with respect to the same type of taxes.	<input type="checkbox"/>	<input type="checkbox"/>
37. Copy of a certificate issued by the Tax Office or any other evidence certifying an income or other tax exemption or reduction, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you are submitting a certification from the Tax Office:</i>		
38. Original of a certificate issued by a Notary Public Office attesting the authenticity of the seal of the Tax Office and of the signature appearing on the certificate.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Applicants whose business is a party to a Sino-foreign joint venture and applicants involved in a wholly-owned foreign investment (WOFI) corporation:</i>		
39. Copy of the Certification of Approval (COA) delivered by the Ministry of Foreign Trade and Economic Cooperation (MOFTEC).	<input type="checkbox"/>	<input type="checkbox"/>
40. Original of the document issued by a Notary Public Office certifying the conformity of the copy of the certificate of approval.	<input type="checkbox"/>	<input type="checkbox"/>
41. Copy of the articles of incorporation.	<input type="checkbox"/>	<input type="checkbox"/>

	Sent	
	PA	Spouse
<i>Additional documents required from applicants originating from Iran</i>		
42. Evidence that the employees have been declared for social insurance purposes, if you have employees.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional documents required from applicants originating from Egypt</i>		
43. Evidence that the employees have been declared for social insurance purposes, if you have employees.	<input type="checkbox"/>	<input type="checkbox"/>

	Sent	
	PA	Spouse
<i>For applicants who have received a gift or inheritance</i>		
44. <u>Donation</u> : Identification of the donor and proof of his/her financial capacity to make a donation (refer to preceding sections depending on the size of the donation and the particular situation of the donor: employee, shareholder, etc.); documents attesting to the transfer of sums or assets received (e.g., proof of bank deposit).	<input type="checkbox"/>	<input type="checkbox"/>
45. <u>Inheritance</u> : Act of death certified by the authorized authority, notarized will or court judgment, documents confirming the nature of the inheritance, documents attesting to the transfer of funds or assets to the inheritor.	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 1

WHERE TO FILE THE APPLICATION

All applications must be sent to the **Direction du courrier, de l'encaissement et de l'évaluation comparative** in Montreal at:

Direction du courrier, de l'encaissement et de l'évaluation comparative – Section Gens d'affaires
Ministère de l'Immigration, de la Diversité et de l'Inclusion
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8
CANADA

APPENDIX 2

PROCESSING FEES AND PAYMENT METHODS

The fees for examining an Application for a Québec Selection Certificate are calculated based on the applicant's immigration class and the number of family members included in the application. These fees are non-refundable.

Fees are payable when the application is submitted. The Ministère accepts a variety of payment methods. Information on this subject is available at the website:

www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/businesspeople/applying-business-immigrant/official-application/fees.html

Cheques must be payable to the Minister of Finance of Québec and bear the applicant's name in block letters on the reverse side.