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## General information

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In support of your permanent selection application in the investor, entrepreneur and self-employed worker subclass, the principal applicant must provide a narrative document that describes the acquisition history of all his or her funds and gifts.

If the principal applicant has recourse, in whole or in part, to the net worth of his or her accompanying spouse to meet the net worth threshold of the subclass under which the application is made, the spouse must also complete a narrative document.

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## Language of the document

Your narrative document must be written in your mother tongue and be accompanied by a complete translation into French or English. The translation must be done by an accredited translator. To find out about the requirements for translations and the definition of an accredited translator, consult the Ministère's website at [www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html](http://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html). Translations done by any other person who is not accredited will be refused.

If you can demonstrate through a standardized test recognized by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (Ministère) that your level of French is equivalent to or higher than 7 on the oral and written tests of the Échelle québécoise des niveaux de compétence en français, you may write your narrative document in French only.

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## Writing instructions

You must explain the source of all your income and investments as well as of the loans obtained and gifts made and obtained.

Using the model shown on page 3, provide a detailed description of your work history and your total gross income and all investments that you made in a given work period. Give the amounts in the currency of your country. A work period begins when a new company hires you or you become a shareholder in it (including a nominee shareholder or through a third-party nominee).

If you received or are receiving incomes from more than one company during a given period, you must complete a separate table for each company.

Indicate your family name and your first name as well as your date and country of birth at the beginning of the document.

The table starting on page 3 and ending on page 6 must be reproduced for each work period.

Proceed chronologically from the earliest period to the most recent. Events in a given period must be entered in the chronological order in which they occurred. Complete a single table for each work period. Divide your employment income by year and indicate if it consists of salary, bonuses or dividends. Present it in table form (see the model provided).

In the **Investments** section of the narrative document, clearly indicate the source of the funds that allowed you to acquire each of your assets.

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## Important

- Your narrative document must be complete, up-to-date and clearly indicate how you and your spouse, if applicable, acquired your assets.
- The information that you provide in the narrative document must be presented in a clear and concise manner.
- After completing your narrative document, you must sign it by hand and date it.
- The declaration at the end of the guide (p. 6) must be reproduced **in full** at the end of your narrative document. **The wording must not be changed.**

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## Accuracy of information provided

You are responsible for the accuracy and truthfulness of the documents and information submitted in support of your application and for any information or document provided on your behalf by a person authorized by you.

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## Verification and investigation

Be advised that the Ministère may:

- verify the accuracy of your information with third parties; you are committing an offence and are liable to a fine if you give the Ministère, an investigator or inspector any information that you know or should have known to be false or misleading in relation to your application for a selection certificate.
- reject any application that contains false or misleading information or documents.
- refuse to examine an application for a selection certificate from a person who, within the past five (5) years, has provided false or misleading information or documents in relation to an application under the Act respecting immigration to Québec.
- cancel a selection certificate if the application contains false or misleading information or documents, the certificate was issued in error or the conditions required for its issuance cease to exist.

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## Definitions

### Spouse

A married person who is at least 16 years of age who:

- was not, at the time of marriage, another person's spouse;
- is not the de facto spouse of another person while living separately from the spouse for at least one year.

### De facto spouse

A person who is at least 16 years of age who is in one of the following situations:

- the person has been cohabiting for at least one year with a person of the opposite sex or the same sex who is at least 16 years of age;
- the person has had a conjugal relationship for at least one year with such a person but, since the person is being persecuted or the subject of any form of penal control, cannot live with that person.

### Company

Organization with which your name is associated or from which you receive income as an employee, owner or shareholder.

## Model of the narrative document

Family name at birth	Given name
Date of birth (year/month/day)	Country of birth

Period _____ to _____ (month-year) (month-year)	Total income for the period	Total investments for the period
Employer, company	Detailed description of the company's field of business	Duties or positions held

1. **Job title and duration** (if you changed job position during the period)
2. **Income** as employee, shareholder or both (If you held several positions during the year, divide your income according to each position that you held.)
  - Salary, bonuses, premiums, commissions, allowances, compensation, dividends, etc., broken down by year
  - Total employment income per period
  - If applicable, explanation of how bonuses, premiums, commissions, compensation, etc., were calculated
  - Explanation of how you received this income (cash, bank transfer, cheque, etc.)

Reproduce the following table, adding other columns as needed.

Years	Salary	Bonuses	Premiums	Commissions	Allowances	Compensation	Dividends	Total
Total								

### 3. Other income

Using spaces or subheads, separate each of your other sources of income during the period. This income may be diverse in nature and come from different types of activity. Itemize it as clearly as possible.

- For a property sale, give the following details:
  - Address of the property sold and type of property (land or building)
  - Amount of the sale
  - Date of the sale
  - Realized capital gain

- For a transfer of shares of a private company (not listed on the stock exchange), give the following details:
  - Name of the company
  - Name of the buyer
  - Percentage (%) of shares sold
  - Amount of the transaction
  - Date of the transaction
- For a sale of shares in an exchange-listed company, give the following details:
  - Name, number and unit price of the shares sold
  - Stock symbol
  - Total amount from the sale of shares (per transaction)
  - Date of the transaction(s)
  - Total amount from the sale of shares per year (by financial product)
  - Name of broker
- For a dividend payment by a stock exchange-listed company in which you own shares, give the following details:
  - Name of the company
  - Date of the transaction
  - Amount of dividend paid per share
  - Number of company shares owned
  - Total amount received in dividends (per year)
  - Name of the securities broker, where applicable
- In the event of the dissolution of a company in which you were a shareholder, give the following details:
  - Name of the company
  - Date of the dissolution
  - Percentage (%) of equity capital held at the time of liquidation
  - Amount received from the liquidation
- For a gift, give the following details:
  - Name of the donor
  - Date of the gift
  - Details of the gift (cash, company shares, property, etc.)
  - Kinship tie, if any
  - Reason for the gift
  - How the donor obtained the assets that you received and the donor's financial capacity to make this gift.

If you received several gifts from the same person at different times, each gift must be reported in the corresponding work period of the narrative document.

- For an inheritance, give the following details:
  - Name of the deceased
  - Kinship tie, if any
  - Date of death
  - Details of the inheritance (cash, company shares, properties, etc.)
  - Date of receipt of the inheritance
  - How the deceased obtained the assets received in the inheritance

#### 4. Investments

Using spaces or subheads, separate each of your investments made during the period. These investments may be diverse in nature. Itemize them as clearly as possible.

- For a property purchase, give the following details:
  - Real purchase price of the property and type of property (land or building)
  - Date of the transaction
  - Amount of the initial outlay, where applicable
  - Origin of funds allowing this investment
  - Amount of the mortgage, if any, and name of the financial institution that provided the loan
  - Amount repaid on the mortgage
  - Date of repayment of the mortgage, if applicable

- For an investment in a private company (not listed on a stock exchange), give the following details:
  - Name of the company
  - Nature and real amount of the investment, broken down by type (in share capital, in the repurchase of shares from other shareholders, in loans to the company, in the treasury, in the purchase of equipment, etc.)
  - Percentage (%) of equity capital acquired
  - Origin of funds allowing this investment
  - Names of other shareholders and their interest in the company
  - Name of the shareholder who sold you his or her shares, where applicable
  - Registered capital of the company following the transaction, if it changed

You must also reproduce the table below for any change in share ownership of the company.

Names of shareholders	Amount invested	Share (%)
Total		100%

- For an investment in stock (for shares acquired through stock options, see the next section) or bonds, give the following details:
  - Name, quantity and acquisition cost of the securities
  - Stock symbol(s)
  - Amount paid to purchase securities (per transaction)
  - Origin of funds allowing this investment
  - Date of the transaction(s)
  - Name of the broker
  - Total amount invested in shares and bonds (per product per year)
- For an investment in shares acquired through stock options, give the following details:
  - Name of the employer who offered you the stock options
  - Stock symbol(s)
  - Number of stock options offered and exercise price (by period of granting of stock options)
  - Exercise period (yyyy-mm-dd to yyyy-mm-dd) for each stock option offered
  - Number of stock options exercised and exercise price (per transaction) and date of the transaction(s)
  - Method of payment for shares acquired through stock options – cash or cashless
  - Total amount invested per year in shares acquired through stock options
  - Origin of funds allowing this or these investment(s)
  - Name of the broker

If you were offered a stock option from a past or present employer and you did not exercise your option, indicate, in the corresponding work period of the narrative document, the name of the employer who offered the stock options, the stock symbols and the number of stock options offered and the exercise price (by period of granting of the stock options).

- For an investment in a term deposit, guaranteed investment certificate or mutual fund, give the following details:
  - Name of the financial institution or broker
  - Amount invested per transaction
  - Origin of funds allowing this investment
  - Date of the transaction
  - Total amount invested per year (by product)
- For an investment in insurance, guaranty bonds and pension funds, give the following details:
  - Name of the product
  - Brief description of the product
  - Name of the financial institution
  - Amount invested by transaction
  - Origin of funds allowing this investment
  - Total amount invested per year (by product)

## 5. Loans

- For a bank loan, give the following details:
  - Name of the financial institution
  - Amount borrowed
  - Date of the loan
  - Reason for this loan
  - Amount repaid, where applicable
  - Applicable interest rate and amount of interest paid
  - Date of repayment of loan, where applicable

If you used a mortgage to acquire a property, state this in the Investments section.

- For a personal loan (individual to individual), give the following details:
  - Amount borrowed
  - Date of the loan
  - Name of the lender and kinship tie, if any
  - Financial capacity of this person to lend you the amount indicated
  - Reason for this loan
  - Amount repaid, where applicable
  - Applicable interest rate and amount of interest paid
  - Date of repayment of loan, where applicable
- If certain of your assets were pledged to third parties, give the following details:
  - Name of the financial institution
  - Third party beneficiary of the bond
  - Amount of the bond
  - Start and end date of the bond
  - Reason for the bond

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## Declaration and signature (Reproduce in full at the end of the narrative document)

I **hereby declare** that I have explained the source of all of my income and investments as well as loans and gifts that I have made and obtained.

I **also declare** that the information contained in this narrative document is complete and accurate and that I have explained:

- All my past and present economic activities, whether or not they were lucrative;
- All my past and present nominal involvements on behalf of other persons or entities;
- All past and present use I have made of nominee(s) or nominal entities.

I **understand** that the Ministère de l'Immigration, de la Diversité et de l'Inclusion may verify the accuracy of my information with third parties and that I am committing an offence and am liable to a fine if I give the Ministère, an investigator or inspector any information that I know or should have known to be false or misleading in relation to my application for a selection certificate.

I **also understand** that the Ministère may reject any application that contains false or misleading information or documents.

_____	_____
Family name of the signatory	First name of the signatory
_____	_____
Signature	Date (year/month/day)