

BUSINESSPEOPLE

IMMIGRANT SELF-EMPLOYED WORKER 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 a self-employed worker 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 self-employed worker

The Regulation respecting the Selection of Foreign Nationals defines a self-employed worker as a foreign national at least 18 years of age who comes to Québec to create employment for himself/herself by practicing a profession defined in the National Occupational Classification.

To qualify as a self-employed worker, an applicant must show:

- that he/she has access to net assets of at least CAN\$100,000, obtained legally with the accompanying spouse or the facto spouse;
- that he/she has at least two years of experience as a self-employed worker in the profession that he/she intends to practise in Québec;
- that he/she qualifies under the selection grid (eligibility criteria and passing score).

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 (PR) and spouse or de facto spouse included in the application. This checked list must be attached to the documents.

The spouse or de facto spouse 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\$100,000.

For faster processing of a file, the documents required from the principal applicant and, if applicable, the accompanying spouse or de facto spouse 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 an applicant is unable to present certain documents, he/she must provide an explanation as well as substitute documents, 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 demonstrate, 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 self-employed worker 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 reserve the right to postpone an interview even if documents attesting to the new facts are presented 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 (10) 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 applicable. 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 (5) 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 – Self-employed workers, 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 Québec Application for Selection Certificate form, 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"/>
10. Diplomas, education certificates and proof of work experience of the spouse.	<input type="checkbox"/>
12. If you or your accompanying spouse or de facto spouse are proficient in French 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) 	<input type="checkbox"/>

ESSENTIAL DOCUMENTS	Sent
<ul style="list-style-type: none"> Diplôme approfondi de langue française (DALF) <p>The contact information for centres that offer the tests is available at the following addresses: 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.cdip.fr/tef/tefaq</p>	
<p>13. If your knowledge of English is at the advanced intermediate level: Attestation of test 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</p>	<input type="checkbox"/>

SHORT-TERM NET ASSETS (SAVINGS, INVESTMENTS, STOCKS, ETC) AND PROPERTY		
	Sent	
	PA	Spouse
<p>14. Documents supporting the declarations made in the “net worth” section of the Appendix Self-employed worker concerning short-term net assets and property, including:</p> <ul style="list-style-type: none"> proof of banking transactions carried out in the six (6) months prior to the filing or latest update, where applicable, of the Appendix self-employed worker; 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 value of the right of commercial use; if the value of land or property is used to meet the CAN\$100,000 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"/>

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:		
<p>15. Business registration and documents issued by the local government confirming business registration, or</p>	<input type="checkbox"/>	<input type="checkbox"/>

	Sent	
	PA	Spouse
publication in the Gazette officielle.		
16 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"/>
17. 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"/>
18 List of shareholders, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
19 Articles of incorporation, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
20 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"/>
21 If applicable, business accounting receipts attesting to the withdrawal of distributed profits, bonuses, commissions and salaries.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For applicants who do not work for a registered enterprise:</i>		
22 Competency cards, licences or other document in force in his/her country of origin. Financial statements are not required.	<input type="checkbox"/>	<input type="checkbox"/>
23 Personal income tax returns accompanied by notices of assessment for the last three (3) years.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional documents required from applicants originating from Iran</i>		
24 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>		
25. Evidence that the employees have been declared for social insurance purposes, if you have employees.	<input type="checkbox"/>	<input type="checkbox"/>
<i>For applicants who received a gift or inheritance</i>		
26. <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"/>
27. <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.