

Request for Refund

NBPNP Refundable Deposit Program



To be completed by the Applicant.

PRINCIPAL APPLICANT PERSONAL INFORMATION

Principal Applicant Name (Last, First, Middle)

_____ PNP # _____
Date of birth (dd /mm /yyyy) _____ Date of landing (dd /mm /yyyy) _____

Current **residential address**, including postal code (Do not use a third party address)

(____) _____ (____) _____ _____
Telephone (daytime) Telephone (evening) Email

Attended Business Immigrant Mentorship Program (BIMP) From (mm/yy) _____ to (mm/yy) _____

REFUND AMOUNT BEING REQUESTED

Partial Refund (\$30,000) Full Refund (\$75,000)

Before submitting your request, please refer to the Deposit Agreement and verify eligibility criteria for partial or full deposit refund request. Please note that if you are applying for a partial refund, you must qualify and apply for the remaining balance of the conditionally refundable deposit as soon as you reach 1 year of business operations. Otherwise, PGD will be entitled to retain the \$45,000.00 remaining balance.

BUSINESS INFORMATION

_____ Corporate Reference Number
Name of Business

_____ Business Address

(____) _____ Business e-mail address _____
Business Phone Number Business Website

_____ Business Opening Date
Industry/Sector

_____ Total Investment in eligible expenses
Number of employees
(Not including Principal Applicant and Family Members)

*If the original Business Plan was changed, you must provide a copy of the approval for change of Business Plan.

INVESTMENT INFORMATION

Investment means eligible expenses to establish and actively manage a business in New Brunswick.

Eligible expenses are:

- Purchase of land and/or building for business purposes. Appropriate zoning must be in place.
- Expenses for business property or leasehold improvements.
- Moving costs for devices, equipment and goods required for business operation.
- Purchase of manufacturing equipment.
- Purchase of raw materials, components and/or supplies.
- Purchase of tools and devices required to conduct business activity.
- Purchase of furniture and equipment required to operate a business in the hospitality sector.
- Purchase of a vehicle that is primarily used for business purposes. The amount must be pro-rated to reflect actual business use and a log similar to that used for income tax purposes is required.
- Purchase of office equipment, computers and similar equipment.
- Expenses for professional services in connection with establishing the business.
- Expenses for marketing and promotions.
- Purchase of initial inventory.
- Intellectual property.

In the table below, list each of your expenses that make up your full investment. Please indicate the number on each receipt and attach them in the same order. You can add more pages if necessary.

#	Eligible Expenses	Amount including HST (CAD)	Amount excluding HST (CAD)	For Officer Verification
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
	Total			

Checklist of supporting documentation

Please gather your documents in the order of the checklist and check each item. Do not submit originals unless otherwise stated. If your documents are not in English or French, please add explanatory translated notes. Incomplete applications will be returned.

1. PROOF OF PERMANENT RESIDENCE STATUS	<input checked="" type="checkbox"/>	N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY
Copy of PR Card (both sides)			
2. PROOF OF RESIDENCY IN NEW BRUNSWICK		N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY
Copy of passport (every stamped page)			
Driver's license and/or recent utility bill, mortgage/residential lease			
3. PROOF OF BUSINESS ESTABLISHMENT	<input checked="" type="checkbox"/>	N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY
Business license (if applicable)			
Business name registration			
Certificate of incorporation			
CRA business registration			
Partnership agreement/ Franchise agreement (if applicable)			
Zoning certificate			
Photographs of business			
4. PROOF OF INVESTMENT MADE	<input checked="" type="checkbox"/>	N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY
Sale / purchase agreement (if applicable)			
Purchase of land and/or building for business purposes (if applicable)			
Statement of adjustments and disbursement (prepared by lawyer) (if applicable)			
Purchase of a vehicle that is primarily used for business purposes (If applicable) <ul style="list-style-type: none"> • You must fill out the vehicle log attached to this form 			
Evidence of expenses: Please label each item /expense claimed by type of investment (i.e, equipment, tools, furniture, inventory, etc. Please refer to the list of eligible expenses in page 2). Any document that is not in English or French must be accompanied by a translation. You must include the proof of payment for each item (i.e. receipts, cheque, invoices, bank draft) and bank statements highlighting the payment amounts.			
Mortgages/loans (if applicable)			
5. PROOF OF ACTIVE ROLE IN BUSINESS	<input checked="" type="checkbox"/>	N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY

Business bank accounts			
Business contracts			
Payroll documents (if applicable)			
Cheques signed by applicant			
Corporate income tax assessment-Mandatory for Full Refund			
Financial statements (for first year of business operations) - Mandatory for Full Refund			
6. PROOF OF SOURCE OF FUNDS	<input checked="" type="checkbox"/>	N/A	VERIFIED BY OFFICER-INTERNAL USE ONLY
Proof of transfer of funds from home country (transfer receipts)			
Proof of transfer of funds into Canadian financial institution (bank statements)			
Canadian financial institution statement showing proof of business investment (bank statements)			

SIGNATURE

I, the undersigned, acknowledge that the information presented in this form and the attached supporting documentation is a true and accurate representation of my business activities

Principal Applicant _____ Date _____

