

Application Checklist

- Application Form and fee (\$50 < \$150,000; \$200 > \$150,000)
- Personal Statement of affairs
- Personal Resume
- 3 References (Please provide Name, Address and Phone number)
- Business Plan (See attached overview)
- 3 Year Income Statement & Cash flow projections
- Opening Balance Sheet
- Historical Year End Financial Statements (Balance sheet, interim Statements, aged listing of A/R and A/P)
- Tax returns and Notices of Assessment (GST, Income Tax, Receiver General) Personal and Corporate
- Confirmation of Cash Equity
- List of Contributed Equity (estimated Market Values)
- Security (See attached overview)
- Life Insurance (an assignment will be required prior to disbursement)

Before incurring any costs, please review specific requirements to ensure needs are met at a minimal cost.

Applications are reviewed and assessed based on the following criteria: financial viability, equity input, credit history, environmental impact, employment generation, management capability, available security and effect on competition.

Should you require assistance preparing the financial projections, please discuss your needs with your loans officer or Business Support Officer.