



**Documents required when submitting a
Loan application** © 2009

- I Completed Loan Application Form.
- II Business plan including:
 - Table of content
 - Project summary
 - Opening Balance Sheet
 - Financial statements - actual and projections for at least 24 months (cash flow statement, balance sheet and income statement)
 - Start up or expansion costs (please provide details of how the loan will be used ex. start-up expenses, capital purchases, working capital etc.)
 - Source of financing (please itemize the different sources and provide letters of intent or confirmation if applicable)
 - Description of the investment amount of each promoter
 - Resume of each promoter (and any other relevant documents: letter of recommendation etc.)
 - Proof of address or anticipated address.
 - Proof of incorporation or registration.
- III Credit file (please contact one of the following credit agencies :
Trans Union of Canada au 1-877-713-3393 or
Equifax au 1-800-465-7166 or 514-493-2314) <https://www.econsumer.equifax.ca/ca>
- IV Supporting documents (for each of the promoters)
 - Proof of residence
 - Proof of immigration or refugee status (if you are not a Canadian citizen)
 - Proof of income (most recent income tax return, proof of welfare benefits, proof of employment insurance benefits etc.)
 - Sworn personal balance sheet
 - Proof of last degree obtained

Note: All documents must be submitted in X copies when the final submission of the application is made. Moreover, the documents should be stapled or bound. Each copy of the business loan must include the application form, supporting documents and a photocopy of the credit file. The originals of the supporting documents may be requested at any time.