

**P.E.I. LENDING AGENCY
APPLICATION FOR FINANCIAL ASSISTANCE
CORPORATIONS**

DATE: _____

(Full Legal Name of Corporation)

(Address)

(City)

(Province) (Postal Code)

(Telephone / Fax Number)

Name of Shareholders & Percent of Ownership :

_____ / _____ % _____ / _____ % _____ / _____ %

Nature of Business: _____

Amount Requested: _____ **Purpose:** _____

\$ _____

\$ _____

PLEASE ATTACH THE FOLLOWING (Mandatory):

- ▶ Business Plan (Form attached).
- ▶ Current Personal Statement of Net Worth for all shareholders and any proposed third party guarantors (Form attached).
- ▶ Accountant prepared Financial Statements including Balance Sheets and Income Statements (last 3 year ends).
- ▶ Projected Financial Statements including Balance Sheets, Income Statements and all revenue / expense assumptions.
- ▶ Aged Listing of Accounts Receivable and Accounts Payable.
- ▶ Written verification of all debt outstanding with major creditors. (Schedule "A" attached to be completed by your major creditors).
- ▶ Detailed list of land, buildings, and equipment owned (include the applicable provincial property tax assessment number(s)).
- ▶ Resume of Owners (New Applicants).
- ▶ Copy of Letters Patent or Articles of Incorporation.
- ▶ Application Fee - ½ % of amount requested, minimum \$250.00

ATTACH THE FOLLOWING AS APPLICABLE:

- ▶ Breakdown of working capital requirements (Cash Flow projections for remainder of current year and next year)
- ▶ Interim Income & Expense Statement for Current Year to Date and projected to year end.
- ▶ Details of current inventory
- ▶ Copy of Purchase and Sale Agreement
- ▶ Copy of Legal Description and Survey of real property being purchased
- ▶ Written Cost Estimates for new construction and / or renovations.
- ▶ Other information pertinent to the request

For Farm Accounts:

- ▶ Production records and crop acreage / yields for the past 3 years with projections one future year

CERTIFICATION & AUTHORIZATION

The Applicant(s) and major shareholders of the Applicant(s) declare(s) that all the information provided in this application is accurate and represents the applicant's true financial position. There are no Judgements or other actions outstanding against the applicant, except those recorded herein. The information provided in this application is for the express purpose of obtaining accommodation from the P.E.I. Lending Agency and any advances made by the P.E.I. Lending Agency to the applicant are granted on the strength of this application.

The P.E.I. Lending Agency is hereby authorized to obtain any information, which it may require relative to this application, from any sources to which it may apply and each such source is hereby authorized to provide the P.E.I. Lending Agency with such information.

Personal information on this form is collected under section 32(10)(g)(1) of Prince Edward Island's Freedom of Information and Protection of privacy Act and will be used for the purpose of assessing your application of credit. If you have any questions about this collection of personal information, you may contact an Account Manager, P.E.I. Lending Agency, P.O. Box 1420, Charlottetown, PEI C1A 7N1, (902) 368-6200.

Furthermore, the P.E.I. Lending Agency is authorized to disclose, in response to direct inquiries from any other lender or credit bureau, such information on the applicant's account(s) as it considers appropriate. The applicant agrees to indemnify the P.E.I. Lending Agency against, and save it harmless from, any and all claims in damages or otherwise arising from such disclosure on its part.

PER: _____

(Signature of proper signing officer)

PER: _____

(Signature of proper signing officer)

**P.E.I. LENDING AGENCY
APPLICATION FOR FINANCIAL ASSISTANCE
SOLE PROPRIETOR / PARTNERSHIP**

_____/_____%
(Full Legal Name of Sole Proprietor or Primary Partner and % of partnership)

DATE: _____

(Address of Sole Proprietor or Primary Partner)

(City)

(Province) (Postal Code)

(Telephone / Fax # of Sole Prop. or Primary Partner)

Name of other Partners:

_____/_____% _____/_____% _____/_____%

Nature of Business: _____

Amount Requested: _____ **Purpose:** _____

\$ _____

\$ _____

PLEASE ATTACH THE FOLLOWING (Mandatory):

- ▶ Business Plan (Form attached).
- ▶ Current Personal Statement of Net Worth for all shareholders and any proposed third party guarantors. (Form attached).
- ▶ Copy of sole proprietor / partners complete Income Tax Returns for the last three years.
- ▶ Projected Financial Statements including Balance Sheets, Income Statements and all revenue / expense assumptions.
- ▶ Aged Listing of Accounts Receivable and Accounts Payable.
- ▶ Written verification of all debt outstanding with major creditors. (Schedule "A" attached to be completed by your major creditors).
- ▶ Detailed list of land, buildings, and equipment owned (include the applicable provincial property tax assessment number(s)).
- ▶ Resume of Owners (New Applicants)
- ▶ If operating under a Trade Name, a copy of the Trade Name Registration
- ▶ Application Fee - ½ % of amount requested, minimum \$250.00

ATTACH THE FOLLOWING AS APPLICABLE:

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Sole Proprietor / Partner

Sole Proprietor / Partner

BUSINESS PLAN

For loan requests under \$75,000.00, please complete the following business plan.
For larger requests, use this format as a guide and have the business plan professionally prepared.
Please keep narrative brief and concise.

THE BORROWER:

Provide some historical background about the business and it's operations.

RESUME:

Provide some personal history of each applicant / shareholder. Include educational background, work experience, and training (particularly related to the project or industry now being considered).

PROJECT DESCRIPTION:

What are the requested funds to be used for? Please be specific and provide details of what is being financed. For real estate, indicate if it is a purchase, renovation or expansion, provide the location and the Provincial Assessment Number. For equipment, machinery etc., provide model numbers, age of the asset and it's condition.

FINANCING PLANS:

Indicate what financing is being requested from the P.E.I. Lending Agency, how much equity is being put into the project and identify the extent of involvement of any other funding partners. Are other programs being accessed (ACOA, HRDC) and if so, provide the details of their assistance. If applicable, comment on the reason for declines from any other lenders. Briefly outline security to be offered and repayment expectations.



Schedule "A"
Credit Verification Form

TO BE COMPLETED BY EACH OF YOUR APPLICABLE CREDITORS

Name and Address of Borrower	
Name and Address of Lending Institution:	
Name & Title of Contact Person:	
Phone #:	
Date of Loan	
Original Balance:	
Repayment (Amount & Frequency):	
Principal Balance Owing:	
Arrears Owing:	
Interest Rate:	
Security Held:	
NSF Activity Last 3 Months:	
Date:	
Signature of Officer:	