



An ACOA Partner
Serving Rural Atlantic Canada

APPLICATION CHECKLIST -REQUIRED INFORMATION

	Incorporated	Unincorporated	CSO Initials	Date Verified
Privacy Confirmation (attached)				
Personal Statement of Financial Affairs (attached)				
Shareholder Agreement				
Partnership Agreement, if applicable				
Business Plan (see attached guidelines)				
Resume of all principals (include in business plan)				
Three year financial statements (tax return) for you or previous owners.				
Price quotes, and/or detailed list of funding uses				
Property, Equipment, Vehicles, & Machinery appraisal				
Details of existing long-term business debt				
Incorporation Certificate				
Proof of Share Distribution				
Licenses and/or authorizations, including Municipal/ Provincial/Federal/International permits, franchise agreements, purchase sale agreements, distribution agreements, copyrights, trademarks, patents, etc.,				
Birth Certificates of all principals and their spouses				
Copy of government issued photo id (drivers license) of all principals and their spouses				

Please indicate in spaces under incorporated or unincorporated if item is complete and included with loan application information. Please return completed form with application package.

The **application form will be provided** once this information has been satisfactorily provided. Please note that assistance can be offered by CBDC NORTIP in formulating a business plan and providing technical assistance.

Nortip Development Corporation
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