



Building Stronger Communities

NORTIP Development Corporation

An ACOA Partner, Serving Rural Atlantic Canada

This is a checklist of the information required to **initiate an application for funding** with CBDC NORTIP. The **application form will be provided** once this information has been satisfactorily provided.

REQUIRED INFORMATION

SOLE PROPRIETOR OR PARTNERSHIP:

- G Privacy Confirmation (attached)
- G Personal Statement of Financial Affairs (attached)
- G Partnership Agreement, if applicable
- G Business Plan (see attached guidelines)
- G Resume of all principals (should be included in business plan)
- G Individual Tax returns for the past three years, if the business is already operating, including balance sheet
- G If purchasing an existing business, copy of the previous financial history of the business, at least three years
- G Price quotes, and/or detailed list of what funds will be used for
- G Property appraisal (if applicable)
- G Details of existing long-term business debt
- G Licenses and/or authorizations, including Municipal/Provincial/Federal permits, franchise agreements, purchase sale agreements, etc.,
- G Birth Certificates of all principals and their spouses
- G Marriage Certificates of all principals (were applicable)
- G Letters of support relevant to the business idea

INCORPORATED COMPANY:

- G Privacy Confirmation (attached)
- G Personal Statement of Financial Affairs (attached)
- G Business Plan (see attached guidelines)
- G Shareholder Agreement
- G Resume of all principals (should be included in business plan)
- G Previous 3 years financial statements, if the business is already operating or the previous financial history of the business if purchasing an existing business
- G Price quotes, and/or detailed list of what funds will be used for
- G Property -equipment appraisal(s) (if applicable)
- G Details of existing long term business debt
- G Licenses and/or authorizations, including Municipal/Provincial/Federal permits, franchise agreements, purchase sale agreements, etc.,
- G Incorporation Certificate
- G Proof of Share Distribution
- G Birth Certificates of all principals and their spouses
- G Marriage Certificates of all principals (if applicable)
- G Letters of support relevant to the business idea

Please note that assistance can be offered by CBDC NORTIP in formulating a business plan and providing technical assistance, for a fee, that will meet both the client and organizational needs.

P. O. Box 140, Plum Point, NL A0K 4A0

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