

# FINANCIAL ASSISTANCE REQUEST

## 1. BORROWER

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Name and first name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SIN: \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail: \_\_\_\_\_ Are you currently acting as guarantor? Yes  No

## 2. BUSINESS

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Sole owner     Company     Corporation     Cooperative     Non-profit organization

Name of business: \_\_\_\_\_

Description of business's activities: \_\_\_\_\_

Address of headquarters: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Shareholders/associates/managers:

Name: \_\_\_\_\_ / \_\_\_\_% Name: \_\_\_\_\_ / \_\_\_\_%

## 3. FINANCING REQUEST

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Requested financing: \_\_\_\_\_ \$  Regular loan     Youth Strategy  
 Capital stock     Eco-loan

PROJECT COST		FINANCING	
Working capital:	\$	Capital outlay:	\$
Inventory:		Banking institutions:	
Property:			
Building:		SADC:	
Premise improvements:		Other:	
Equipment:			
Other:			
Total:	\$	Total:	\$

The project should create \_\_\_\_\_ full-time jobs, \_\_\_\_\_ part-time jobs

The project should maintain \_\_\_\_\_ full-time jobs, \_\_\_\_\_ part-time jobs

4. OTHER PARTIES

	Tel.:
Partners (co-borrowers) (if applicable): _____	
Bank: _____, folio : _____	
Accountant: _____	
Other parties, lenders or investors contacted: _____	
_____	

5. DECLARATION

The business agrees to immediately inform the SADC Baie-des-Chaleurs if at any time during the period under which the present request is being taken into consideration, there are contacts, negotiations or offers on the part of and/or with current or future third parties, lenders or investors.

There is at present no current or pending legal action or procedure before any court, commission or government agency and, in addition, there are no legal proceedings against the business for non execution, except:

\_\_\_\_\_

\_\_\_\_\_

Past bankruptcy:  Yes  No Date: \_\_\_\_\_

If applicable, the terms of any authorized financial assistance shall be outlined in a letter of offer to be submitted to the business.

These declarations are made for the purpose of obtaining financial assistance from the SADC Baie-des-Chaleurs and are, to the best of our knowledge, accurate and true in all respects. The business agrees that any additional information required by the SADC Baie-des-Chaleurs shall be submitted before the request for financial assistance can be taken into consideration.

\_\_\_\_\_  
Signature of 1<sup>st</sup> sponsor

\_\_\_\_\_  
Signature of 2<sup>nd</sup> sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business

6. APPLICANT'S AUTHORIZATION

(Please make sure to obtain signatures of all managers)

I, the undersigned (borrower) \_\_\_\_\_, declaring myself to be duly authorized to act on behalf of (name and corporate name of business) \_\_\_\_\_, hereby request the assistance of the SADC.

I declare to be acting on my personal behalf and on that of the business as regards the signing of the present document.

I hereby authorize the SADC to carry out with any individual, commercial concern, organization or institution, all forms of enquiry that it may deem necessary.

I hereby authorize the SADC to obtain or exchange personal information from or with any personal information officer for the purpose of establishing or verifying my financial situation. This authorization is valid for the period preceding the obtaining of credit as well as for the entire period during which the file is active with the SADC.

I am aware that the request I am submitting to the SADC may not necessarily be approved. Any steps I may take or decisions I may make prior to obtaining the SADC's decision are my full and entire responsibility.

I renounce any legal action against the SADC as regards damages related to any advice that the SADC and/or its representatives may have given me in good faith and recognize that the present request constitutes in no way an obligation on the part of the SADC.

I authorize Canada Economic Development to verify the use that will be made of the SADC's financial assistance.

Signed in \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_

The SADC, represented by \_\_\_\_\_, undertakes to respect the confidentiality of the information obtained in mounting and presenting this project.

Signed in \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_

File analysis fees

There are applicable fees related to the analysis of your file, which are 125\$ for a request under 50 000\$ or 250\$ for a request of a larger sum.

For a request of a loan in the Youth Strategy, the analysis fees are 1% of the requested sum, these fees cannot exceed 250\$.

**Section to be filled out by SADC**

- Business's background
- Project description (concept and details)
- Market study
- Current jobs and descriptions
- Names of shareholders/associates/managers (%)
- Curriculum vitae
- Personal balance sheet
- Real financial statements (last 3 years)
- Up-to-date interim financial statements
- Financial forecasts (2 years) and hypotheses
- Copy of contracts in hand
- Client accounts and supplier accounts (itemized)
- Bank confirmation
- Purchase offer or deed
- Evaluation of costs and supporting documents
- Incorporation or registration charter
- Marketing plan
- List of equipment
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to:**

- Annie Boudreau                      aboudreau@sadcbc.ca
- Diane Bujold                              dbujold@sadcbc.ca
- Matthew O'Reilly                        moreilly@sadcbc.ca

**At the following address:**

SADC Baie-des-Chaleurs  
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