

# Application for Financial Assistance



<b>Section 1. – Instructions</b>		
<ul style="list-style-type: none"> <li>• Application must be submitted and approved before any commitment will be made.</li> <li>• Complete and submit the original application and supporting documents and retain a copy for your records.</li> <li>• All sections must be completed. If not applicable, please indicate "Not Applicable or N/A".</li> <li>• All the associates in a partnership are to sign this form.</li> <li>• Applicants are encouraged to consult with a Finance PEI Account Manager prior to completing the form.</li> </ul>		
<b>Section 2. – Business Information</b>		
Legal Name (the "Applicant"):		
Business Trade Name (if different):		
Mailing Address:		
City:	Province:	Postal Code:
Civic Address <input type="checkbox"/> Same as Mailing Address:		
City:	Province:	Postal Code:
Contact Person Name:	Contact Person Title:	
Telephone:	Facsimile:	
Email:	Website:	
Business Number:	In Business Since (D/M/Y):	Fiscal Year End:
Total Annual Sales:	Total Annual Exports Outside of PEI:	
Total Number of Employees Full-Time in PEI:	Total Number of Employees Part-Time in PEI:	
Nature of Business:		
Business Sector: <input type="checkbox"/> Agriculture <input type="checkbox"/> Farmland Financing <input type="checkbox"/> Fisheries and Aquaculture	<input type="checkbox"/> Manufacturing and Processing <input type="checkbox"/> Small Business <input type="checkbox"/> Tourism <input type="checkbox"/> Aerospace	<input type="checkbox"/> Bioscience <input type="checkbox"/> Information Technology <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Other _____
Business Registration: Registered in _____		
<input type="checkbox"/> Incorporated <input type="checkbox"/> To Be Incorporated <input type="checkbox"/> Other _____	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative <input type="checkbox"/> Federally Incorporated

Name of Shareholders or Partners and Percent of Ownership				
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)

Name of Other Related Entities to this Business its Shareholders or Partners		
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone

**Section 3. – Financing**

Existing Financing - The Applicant carries (an) account(s) with the following institution(s):

Name of Lender & Location	Type of Loan (Capital/Working Capital)	Amount Outstanding	Limit (If working capital)	Account Manager/Contact Details

Requested Financing

Type of Loan (Capital/Working Capital)	Amount	Purpose

## Section 4. – Supporting Documentation

Please include the following:

- Business plan or "Business Plan Form"
- Current "Statement of Personal Financial Affairs Form" for all shareholders and any proposed third party guarantors
- Accountant prepared financial statements including balance sheets and income statements for last three years
- Aged listing of accounts receivable and accounts payable
- Written verification of all debt outstanding with major creditors ("Credit Verification Form" to be completed by your major creditors)
- Detailed list and estimated value, of land, buildings, and equipment owned (include the applicable provincial ID number(s))
- Resume of owners (new Applicant)
- Copy of letters of patent or articles of incorporation
- If a sole proprietor/partnership complete income tax returns for the last three years for each individual partner
- If operating under a trade name, a copy of the trade name registration

Include the following if applicable:

- Breakdown of working capital requirements to include cashflow projections for remainder of current year and next year
- Interim financial statements for current year to date, current aged accounts receivable, accounts payable 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 three years with projections one future year

## Section 5. – Representation & Warranties

The Applicant understands and agrees that the terms and conditions of any financing which may be authorized will be set forth in a letter offering financing, for agreement and acceptance by the Applicant.

The warranties, covenants and representations under this application survive and will remain true and in force. The Applicant shall ensure that the representations set forth herein remain true at all times and shall immediately notify Finance PEI if any of them are no longer accurate.

The Applicant is not in default under any material contracts to which it is a party or which affect the Applicant's business or assets, except: \_\_\_\_\_

The Applicant, the guarantor(s) if applicable or their directors and officers, if incorporated have not been convicted of an offence for which a pardon has not been granted nor have any criminal record of any kind, except: \_\_\_\_\_

There is no litigation, legal action, suit or claim pending, in course or threatened not any proceedings before any court, tribunal, governmental board or agency now in course or threatened, and there is no unexecuted judgement rendered against the Applicant, any closely related individual or corporation, except: \_\_\_\_\_

The Applicant's business is operating in conformity with all environmental legislation and neither the Applicant nor the prior owners of the Applicant's assets have used them in violation of environmental laws and no proceedings have been commenced or notice(s) received concerning any alleged violation of environmental laws and no waiver has been given to the prior owners of the Applicant's assets concerning any compliance and/or violation of environmental laws, except: \_\_\_\_\_

There has been no material worsening in the financial position or operations of the Applicant since \_\_\_\_\_ being the end of the last fiscal year of the Applicant for which a balance sheet and an income statement have been furnished.

Name and address of Applicant's accredited accountant: \_\_\_\_\_

Bankruptcy/ Insolvency: The Applicant and the guarantor(s) if applicable (and their directors and officers, if incorporated) are not an undischarged or discharged bankrupt under bankruptcy proceedings and have not been the subject of other insolvency proceedings or proposals, except: \_\_\_\_\_

Taxes: The Applicant (and its directors and officers, if incorporated) is not in arrears in the payment of any income, business or property taxes, GST, sales tax, payroll deduction, etc., except: \_\_\_\_\_

None of the Applicant, the partners of the Applicant firm or the shareholders, directors or officers of the Applicant, if incorporated, is:

- a) an "interested person", meaning: (i) a director or officer of Finance PEI, (ii) the spouse of a child, brother, sister or parent of a director of the Finance PEI, (iii) the spouse of a child, brother, sister or parent of a director of Finance PEI, or (iv) the father, mother, sister or brother of the spouse of a director of the Finance PEI, except: \_\_\_\_\_
- b) now, nor has been a borrower or guarantor or a director, officer or shareholder of a corporate borrower or guarantor in relation to a loan from Finance PEI except: \_\_\_\_\_

## Section 6. – 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.

The information provided in this application is for the express purpose of obtaining accommodation from Finance PEI and any advances made by Finance PEI to the Applicant are granted on the strength of this application.

Finance PEI 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 Finance PEI 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 a Finance PEI Account Manager at (902) 368-6200.**

Furthermore, Finance PEI 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 Finance PEI against, and save it harmless from, any and all claims in damages or otherwise arising from such disclosure on its part.

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

## Section 7. – Contact Information

Finance PEI  
**Commercial and Resource Lending**  
98 Fitzroy Street, 2<sup>nd</sup> Floor  
Charlottetown, Prince Edward Island  
Canada C1A 1R7

**Tel:** 902-368-6200      **Fax:** 902-368-6201  
**Email:** [financepei@gov.pe.ca](mailto:financepei@gov.pe.ca)      **Website:** [financepei.ca](http://financepei.ca)

**OR**

Finance PEI  
**Developmental Lending**  
94 Euston Street, 2<sup>nd</sup> Floor  
PO Box 1176  
Charlottetown, Prince Edward Island  
Canada C1A 7M8

**Tel:** 902-368-6300      **Fax:** 902-368-6255  
**Email:** [financepei@gov.pe.ca](mailto:financepei@gov.pe.ca)      **Website:** [financepei.ca](http://financepei.ca)