

Micro-Loan Program Application



Section 1. – Instructions

- **Application must be submitted and approved before any commitment has been made.**
- Complete and submit the original application and supporting documents and retain a copy for your records.
- Applicants will be required to submit financial statements and/or tax returns with Canada Revenue Agency Notice of Assessment.
- If a section does not apply to your program of choice, simply indicate "Not Applicable."
- All applicants must complete the personal financial section.
- Applicants are encouraged to consult with a Finance PEI Officer prior to completing the form.

Section 2. – Business Information

Business Name (the "Applicant"):

Legal Name (if different): Repeat Client: Yes No

Mailing Address:

City: Province: Postal Code:

Civic Address:

City: Province: Postal Code:

Telephone: Facsimile:

Email: Website:

Business Number: In Business Since (D/M/Y): Fiscal Year End: Current Ownership since:

Ownership: Principal owners of business are:

Name: Title: % Ownership:

Name: Title: % Ownership:

Name: Title: % Ownership:

Name: Title: % Ownership:

Business Profile (please check all that apply): Manufacturer Wholesaler Retailer Other

Type of Business: Incorporated To Be Incorporated Sole Proprietorship Partnership Cooperative Federally Incorporated
 Other

Section 3. – Financial Information

Financial Institution- Banking:

Name: Address:

Telephone: Account #: Balance:

Financial Institution- Lending – list all that apply:

Name: Address: Contact:

Telephone: Loan Account #: Balance:

Name: Address: Contact:

Telephone: Loan Account #: Balance:

Name:	Address:	Contact:
Telephone:	Loan Account #:	Balance:

Other Business Credit obligations (i.e. leases, finance companies, family loans, etc.) – list all that apply:

Name:	Address:	Telephone:
Type of Borrowing:	Payment:	Amount:
Name:	Address:	Telephone:
Type of Borrowing:	Payment:	Amount:
Name:	Address:	Telephone:
Type of Borrowing:	Payment:	Amount:

Section 4. – Miscellaneous

Is the business an endorser, guarantor or signer for obligations? Yes No If yes, please indicate the total loan or liability outstanding: \$ _____ in favour of: _____

Is the business a party to any claim or lawsuit? Yes No If yes, please provide details:

Does the business owe any back taxes (HST, income, business and/or property)? Yes No If yes, please provide details:

Has the business ever been in receivership or declared bankruptcy? Yes No If yes, please provide details:

Section 5. – Loan Requirements

Amount: \$	
Purpose of Loan:	

Section 6. – Owner's Personal and Financial Information

Last Name:	First Name:	
Middle Name:	Prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
Mailing Address:		
City:	Province:	Postal Code:
Civic Address:		
City:	Province:	Postal Code:
Telephone:	Email:	
Date of Birth: (D/M/Y/)	Social Insurance Number:	
What is your current marital status? <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Common-Law <input type="checkbox"/> Widowed		
Spouse Last Name:	Spouse First Name:	Spouse Middle Name:
Spouse Date of Birth (D/M/Y/):	Spouse Social Insurance Number:	Other Dependents:

Personal Net Worth Calculation				
ASSETS	BALANCES	LIABILITIES	BALANCES	PAYMENT
Cash and Deposits:	\$	Bank Loans:	\$	\$
Retirement Accounts:	\$	Bank Loans:	\$	\$
Marketable Securities:	\$	Credit Line – Balance (Limit):	\$ ()	\$
Marketable Securities:	\$	Other Loans:	\$	\$
Automobiles:	\$	Credit Cards:	\$	\$
*Real Estate (See Below):	\$	Mortgages:	\$	\$
Other Assets (Specify):	\$	Other Obligations (Include Leases, Guarantees, etc...):	\$	\$
TOTAL ASSETS:	\$	TOTAL LIABILITIES	\$	\$
TOTAL NET WORTH (ASSETS – LIABILITIES =) \$				
*Real Estate				
Date Purchased (D/M/Y):	Purchase Price: \$		Registered Owner(s):	
Date Purchased (D/M/Y):	Purchase Price: \$		Registered Owner(s):	
Date Purchased (D/M/Y):	Purchase Price: \$		Registered Owner(s):	
Housing: Do you <input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> board ? What is the monthly rate: \$				
Mortgage Holder Name:				
Address:			Maturity:	
Total net annual income from business (salary/dividend):				
Source: _____ \$				
<ul style="list-style-type: none"> Please attach a statement outlining your business income and expenses for your last operating year. You will be required to provide your statement of your business or professional activities form from your last income tax return as well as your income and expenses to date for the current tax year. 				
Annual income from other sources (spouse, pension, etc ...):				
Source: _____ \$				
Have you ever had an asset repossessed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:				
Are you involved in any legal claims or lawsuits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:				
Have you ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:				
Do you owe any back taxes (HST, income, business and/or property)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:				
Section 7. – Declaration by Applicant to Finance PEI				
<ol style="list-style-type: none"> The information provided in this application is, to the best of my knowledge, complete, true and correct. The applicant consents to having Finance PEI make any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application. The applicant will provide all information required by Finance PEI to complete the assessment of this application. The applicant will instruct its lender/financial institutions to provide Finance PEI with full information concerning my/our operations and financial position upon request. The applicant authorizes Finance PEI to discuss fully my/our affairs with other lenders/financial institutions if necessary. Where relevant, the applicant agrees to allow the erection of a sign(s) or plaques(s) to announce the completion of this project/activity and to support other public information activities related to this project/activity. Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the delivery of the loan program. It will be used for assessing program eligibility and the evaluation and marketing of Finance PEI and other Innovation and Advanced Learning Ministry business support services and programs. If you have any questions about this collection of personal information, you may contact a Finance PEI officer at 902-368-6300. 				
Name of Authorized Official (please print):			Title of Authorized Official:	
Signature of Authorized Official:			Date (D/M/Y):	

Micro-Loan Business Plan



The Borrower: Provide some historical background about the business and its 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) or attach resume.

Marketing: Describe method of marketing. Identify major markets. Provide overview of market history and expectation for future. Comment on your business as a competitor in the market and who your major customers are.

Employment & Economic Benefits: Specifically mention the following:

- Number of jobs maintained by business
- Dollar sales, especially sales to out of province markets

Objectives: Briefly define the future expectations and objectives of the business and management.

Other Comments: