

INFORMATION REQUIREMENT GUIDELINES

The Sponsoring Agency or the Borrower in making a request to Treasury Board, in addition to the standard requirements in the Treasury Board submission format, should use the following guidelines in preparing their Treasury Board submissions:

- (i) a written request from the Borrower stating the amount of guarantee, purpose, terms and proposed Lender.
- *(ii) a brief outline of the history of the applicant and if the applicant is a corporation, its corporate structure and future plans.
- (iii) a detailed Balance Sheet of the applicant and, if the applicant is a corporation or partnership, detailed Balance Sheets of the owners.
- (iv) detailed list of Accounts Receivable and Accounts Payable as at the date of application.
- (v) financial statements for the three (3) preceding fiscal years.
- *(vi) interim financial statements, if required.
- (vii) if a new company - pro-forma Balance Sheet and Income Statement.
- (viii) projection of income and expenses including cash flow projections covering the period of the guarantee.
- (ix) a copy of the Certificate of Incorporation, including an up-to-date list of officers and shareholders indicating the number of shares held.
- (x) copy of Deeds to real property being offered as security.
- *(xi) written cost estimates of proposed construction and capital purchases, if applicable, together with copies of plans and specifications.
- (xii) most recent financial statement of business affiliated with, partially or wholly owned by the applicant and/or its major shareholders.
- *(xiii) other information that may be required for a detailed analysis of the loan or loan guarantee request including any analysis carried out by the Sponsoring Agency.

Some items noted above are applicable to both internal and external organizations, while others will only apply to external organizations. The guidelines denoted by an asterisk (*) as a minimum should be addressed in submissions for loans or guarantees to internal organizations.