



LAMBAC
A Community Futures Development Corporation
Une Société d'aide au développement des collectivités



If you are an existing business please attach the following to your loan application package:

- **Municipal Tax Certificate showing taxes are current**
- **Proof of Payment of government remittances**
- **Statement showing GST is current**
- **Statement showing PST is current**

If your loan is approved, you will be expected to supply / comply with some or all of the following, depending on your particular applications.

- **Birth Certificates must be presented for verification.**
- **Serial, registration, VIN numbers presented for verification.**
- **Property mortgage(s). Survey or title insurance must be provided.**
- **Report from CPIC (Canada Police Information Centre)**
- **Creditor Loan Life Insurance.**
- **The spouse / partner of the applicant will be expected to sign all documents and will require Independent Legal Advice.**

In addition, loans are disbursed through LAMBAC's lawyers. All legal costs are your responsibility. You may also require your own lawyer to act on your behalf.



APPLICATION FOR FINANCING

1. **THE APPLICANT** _____ **Telephone** _____
 (First Name) (Initial) (Last Name)

and **Spouse** (must complete a statement of Assets and Liabilities) _____
 (First Name) (Initial) (Last Name)

Principal place of business at:

 (Street address) (Town/city) (Province) (Postal Code)

 (Telephone Number) (Fax Number) (Email address)

2. CARRYING ON THE BUSINESS OF:

 (Registered Business name)

3. **HEREBY APPLIES TO LAMBAC** (the "Corporation") for financing of \$ _____ under the following project to be financed:

ESTIMATED PROJECT COSTS:

Land	\$ _____
Building/Leaseholds	\$ _____
Equipment	\$ _____
Working Capital	\$ _____
Other _____	\$ _____
TOTAL	\$ _____

EXPECTED FINANCING:

CFDC Loan	\$ _____
Investment by Owners	\$ _____
Other Financing	\$ _____
Grants	\$ _____
Other _____	\$ _____
TOTAL	\$ _____

4. AND MAKES THE FOLLOWING STATEMENTS:

(a) That the Applicant's business was established (Date): _____,

(b) As Corporation Partnership Proprietorship Other: _____

(c) That the Officers and shareholders of the Applicant's business are:

Full Name	Address	Position/Office	% Interest	Years With	Firm
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(d) That a partnership agreement was executed and is attached: _____
 (Date executed* or No)

***Note: each partner is required to complete a Statement of Personal Assets and Liabilities with this application.**

(e) That this project is expected to influence the following: NEW JOBS CREATED # _____ JOBS MAINTAINED # _____

(f) That conventional financing was unavailable for this business proposal: yes no

Where did you apply? _____

(g) That the Applicant will notify the Corporation immediately of any application pending and under consideration by another lender, or if negotiations are entered into, or an offer of financing is received, during the period of the Corporation's consideration of this application.

(h) That the Applicant carries a bank account(s) at:

(Name of bank)

(Address)

(Name of bank)

(Address)

and will instruct the bank(s) to give the Corporation full information concerning the Applicant's affairs.

(i) That there has been no material adverse change 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 a profit and loss statement have been furnished.

(j) That there is no litigation in course or threatened, nor any proceedings before any court, tribunal, governmental board of agency now in course or threatened, and that there is no unexecuted judgment rendered against the Applicant, except:

(Litigation/proceedings involving the Applicant and/or any close related individual or corporation should be reported.)

5. THE APPLICANT UNDERSTANDS AND AGREES:

(a) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors;

(b) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors;

(c) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant;

(d) That the statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete;

(e) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to Industry Canada.

6. DISCLOSURE, RELEASE AND WAIVER OF LIABILITY

(a) The Applicant acknowledges that he or she approached the Corporation to obtain information about business and has, or is preparing a business plan.

(b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the Corporation is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.

(c) The Applicant further agrees to hold the Corporation harmless and hereby releases and discharges the Corporation from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the Corporation in providing information to the Applicant, and to indemnify the Corporation from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information.

7. COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Industry Canada are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada and that, such information as is acquired by the Ministry will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation's *Privacy Statement* and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's *Privacy Policy* or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

DATED, at _____, this ____ day of _____, 20__

Name of Witness (– if Applicant not a Corporation)

(Signature)

Name of Applicant

(Signature)

Name of Witness

(Signature)

Name of Spouse

(Signature)

NAME OF APPLICANT (if the applicant is a Corporation)

(Signature)

I have authority to bind the Corporation



STATEMENT OF PERSONAL AND BUSINESS ASSETS AND LIABILITIES

FULL NAME _____ DOB _____ SIN (Optional) _____
 RELATIONSHIP TO APPLICANT (*Spouse/Shareholder/Guarantor*) _____
 MARRIED ____ SINGLE ____ SEPARATED ____ DIVORCED ____ # DEPENDENTS _____
 ADDRESS _____ OWN ____ RENT ____ SINCE _____
 POSTAL CODE _____ TELEPHONE RES. _____ BUS. _____ E-MAIL _____
 PREVIOUS ADDRESS (*if less than 3 yrs. at above address*) _____
 EMPLOYER _____ POSITION _____ SALARY _____ #YRS _____
 EMPLOYER'S ADDRESS _____ PHONE _____
 OTHER INCOME _____ SOURCE(S) _____

REAL ESTATE

Address and Legal Description	Year Purchased	Price Paid	Mortgages Outstanding	Estimated Current Value

STATEMENT OF NET WORTH

ASSETS	VALUE	LIABILITIES		
		Balance	Monthly Payment	
Real Estate 1.		Mortgages		
2.		Loans		
Bank Account		WSIB, GST, PST		
Investments		Gov't Remittances		
RRSP's		Car Loan		
Automotive Equipment: year/make		Credit Cards		
Recreation Equipment		Business Liabilities		
Business Assets		Other Liabilities		
Other Assets				
TOTALS	\$		\$	\$
Net Worth	\$			

BANK(S) OR CREDIT UNION(S) DEALT WITH

DISCLOSURE AND RELEASE STATEMENT

To: The LaCloche Manitoulin Business Assistance Corporation (the "Corporation")

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I understand and agree that in order to perform a credit investigation; I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.
5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's *Privacy Statement* and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to the *Privacy Policy*, available at www.lambac.org or contact the Corporations Chief Privacy Officer.

Yes or No

- I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such Litigation. There are unexecuted judgment(s) registered against me, such as:

_____.

- I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details:

_____.

- I certify that I am a Canadian Citizen or Landed Immigrant.

DATED AT _____ THIS _____ DAY OF _____, 200_____

Witness

Signature



STATEMENT OF PERSONAL AND BUSINESS ASSETS AND LIABILITIES

FULL NAME _____ DOB _____ SIN (Optional) _____
 RELATIONSHIP TO APPLICANT (*Spouse/Shareholder/Guarantor*) _____
 MARRIED ____ SINGLE ____ SEPARATED ____ DIVORCED ____ # DEPENDENTS _____
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 EMPLOYER _____ POSITION _____ SALARY _____ #YRS _____
 EMPLOYER'S ADDRESS _____ PHONE _____
 OTHER INCOME _____ SOURCE(S) _____

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- I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such Litigation. There are unexecuted judgment(s) registered against me, such as:

_____.

- I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details:

_____.

- I certify that I am a Canadian Citizen or Landed Immigrant.

DATED AT _____ THIS _____ DAY OF _____, 200_____

Witness

Signature

BUSINESS PLAN

As part of your LAMBAC application you are required to submit a business plan which includes a one year cashflow forecast. The business plan not only allows us to assess your business proposal, but it also helps you to research and plan your new business. It will improve your chance of success. Use it as an ongoing management tool.

If you need assistance in preparing your plan, please contact the LAMBAC office.

1. Business Profile:

Company Name: _____

Date Business Incorporated or Registered: _____

Form of Ownership: Sole Proprietorship _____

Partnership _____

Names of Partners: _____

Corporation _____

Signing Officers' Names _____

Will you be involved in the business on a full-time basis? Yes _____ No _____

If no, explain.

2. Competition and Suppliers:

Competitors

Location

How Long In Business

Suppliers

Location

Credit Terms

3. Customers:

Explain who your customers will be and why they will prefer your product or service to that of your competitors.

How will you inform your customers about your service or product?

What will your advertising budget be?

4. Pricing

a. What materials / supplies / inventory do you require and what is the cost?

b. How much will you pay your employees? _____

c. What overhead costs will you have? _____

d. How will you price your goods or service? How does this compare to your competitors?

e. What level of sales will you require to break even?

5. Sales / Revenue:

Give details of market survey done to arrive at projected sales listed in your cashflow forecast. Have you considered seasonal fluctuations?

6. Operating Requirements:

i) Have you checked with your municipality? Yes _____ No _____

ii) If applicable, have you checked with:

Ministry of Health Yes ___ No ___ Ministry of Environment Yes ___ No ___

iii) What government regulations (i.e. size and type of premises), licenses or licensing agreements, patents, trademarks, permits and insurance pertain to your business and have they been obtained?

Other Contact Numbers:

GST: 1-800-465-6160 Revenue Canada (Registration for Payroll): 1-800-959-5525
Workers' Compensation: 1-800-461-3350 Retail Sales Tax: 1-800-461-1564

7. Financing Needs:

i) What is the financing required for? (major purchase, equipment, operating costs, etc.)

ii) How much money is required? _____

iii) Sources of funding? _____

iv) How will you repay your loan? _____

v) What type of security are you offering? _____

Explanation of Terms - Cash Flow Forecast

Cash Receipts *Money you get from various sources*

Cash from Sales *Money received from selling your product / service. If you provide credit, then money to be collected depends on collection policy.*

Cash Equity Contribution *Money the owner invests in the business.*

Loan *Money borrowed from other / all sources.*

Cash Disbursements *Money you pay out*

Purchase of equipment / land / building - *Money you spend for purchases of equipment and / or land and / or building*

Rental Expenses *Money you pay for equipment / premise rental*

Labour Expenses *Money you pay your employees in form of wages and benefits*

Personal Drawings *Money you yourself to cover personal expenses outside of the business*

Materials *Money you pay for items to be used in the making of your product / services or inventory*

Licences and Insurance *Money you pay for required licences and insurance premiums*

Advertising *Money you pay for advertising your product / service*

Selling Expenses *Money you pay for the selling of your product / service*

Office Expenses *Money you pay for office help; office supplies, bank charges etc.*

Other *Money you pay for expenses not specifically identified*

Loan Repayment *Money you repay for money borrowed*

Net Cash

Monthly Surplus *Monthly cash receipts are greater than the month's cash disbursements*

Monthly Deficit *Monthly cash receipts are less than the month's cash disbursements*

Cumulative (to-date) *Total of each and every month's surplus and/or deficit*

Société d'aide aux entreprises de Lacloche Manitoulin Business Assistance Corporation
LAMBAC

Questionnaire for determination of whether an Environmental Assessment is required

Please return this completed questionnaire along with your application.

The responses to this questionnaire, along with your completed application form, will help to determine if an environmental assessment of your proposal is required in accordance with the Canadian Environmental Assessment Act. If an environmental assessment is required, you will be notified.

1. Will you be applying, or have you applied to, any other federal department or agency for funding, permits, or authorizations, or for the use, lease, or sale of land related to this project?

Department	Nature of Department's Involvement in Project	Phone Number	Contact Name

2. Has an environmental assessment of this project been done or is one in the process of being undertaken? Yes No

If an environmental assessment has been done, please include a copy of the environmental assessment report.

3. Explain any project activities that involve construction, operation, modification, decommissioning, or abandonment.

.....

.....

.....

4. Will the project occur in, on, or within 30 metres of a water body? Yes No

If yes, give details:
.....
.....

5. Is the project likely to result in any polluting substance getting into a water body during or after the project? (e.g. silting, chemicals, waste, etc.) Yes No

6. Does the project involve the handling, use, or disposal of hazardous materials? (e.g. chemically-treated wood, lead-based paint, PCBs, asbestos, oil or gas tanks, etc.)
Yes No

7. Will heavy equipment be used during the project, or once the project is completed?
Yes No

8. Does your project occur in an undeveloped area? Yes No

If yes, advise if there will be cutting or removal of trees or shrubs from an area greater than 1,000 square meters, or clearing or removal of all vegetation from an area greater than 500 square meters.

.....
.....

.....
Name

.....
Signature

.....
Date