



Required Documents for PACE Loan Application

1. Letter of Decline from bank
2. Business plan
3. 12-36 month cash flow forecast with detailed list of assumptions
4. For existing business – financial statements for at least previous three years (additional may be required)
5. Completed Statement of Personal Net Worth
6. Completed Application for Financing

Additional documents maybe required including but not limited to: Tax returns, MPAC Statement, Canada Revenue Agency Statement of Claims for HST, Source Deductions and Income Tax, Mortgage Statement and Municipal Tax Statement.



LOAN APPLICATION

The information you provide in this form and/or attach to it will be used for the purposes of evaluating your application for financial assistance.

BUSINESS INFORMATION

Business Name				
Name(s) of Owner(s)	% Ownership	Francophone	Indigenous	Gender
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Type of Business	<input type="checkbox"/> Incorporated <input type="checkbox"/> Partnership <input type="checkbox"/> Society <input type="checkbox"/> Co-operative <input type="checkbox"/> Proprietorship			
Business Address				
Telephone		Email Address		
Cellphone		Website		
Classification of Business	<input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Food <input type="checkbox"/> Construction <input type="checkbox"/> Tourism <input type="checkbox"/> Wholesale/Distribution <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other:			
Current Number of Employees		Date the Business was Established (M/Y)		

PROJECT INFORMATION

Type of Loan	<input type="checkbox"/> Start-Up <input type="checkbox"/> Expansion <input type="checkbox"/> Maintenance		
Purpose of Loan			

ESTIMATED PROJECT COSTS		EXPECTED FINANCING	
Land		PACE	
Building/Leases		Owner Investment	
Equipment (attach details)		Other Financing (specify)	
Working Capital		Grants (specify)	
Other:		Other:	

TOTAL		TOTAL	
As it relates to the loan please quantify the following:			
Number of Jobs created		Number of jobs maintained	
Has the owner or the business ever been part to any claim or lawsuit, currently owe any back taxes, or declared bankruptcy?			<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please provide details and amounts			

LOAN SECURITY OFFERED

List the collateral you propose to offer toward the loan. If applicable, indicate fair market value of the assets. Examples of security include business assets (machinery and equipment, etc.) and/ or personal assets and property (vehicles, houses, etc.).

Description	Present Value	Outstanding Debt

Are you (or your spouse providing support for obligations not listed in the section (ie, co-signor, guarantor, endorser, child support, alimony)?

No
 Yes

If yes, please provide details and amounts

Accountant's Name		Telephone	
Lawyer's Name		Telephone	
Insurer's Name		Telephone	

ADDITIONAL DOCUMENTATION

- Please also provide the below documentation:
- Copy of Business License, and if applicable, Articles of Incorporation or Partnership Agreements
 - If an existing business, the most recent 3 years' financial statements, including income statements, balance sheets, and Government remittances
 - Business Plan
 - Cash Flow Projections for the next three years
 - If receiving financing from another source, details of that financing
 - Letter of decline from bank or credit union, or other proof that you are unable to receive financing from a bank or credit union
 - If applicable, copy of lease for leased premises or Offer to Lease

ATTESTATIONS AND ACKNOWLEDGEMENTS

By signing below, the applicant is making the following statements:

- 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.
- That the business has fewer than 500 employees, annual sales revenue of less than \$20 million, and provides goods and services for the market economy
- That the applicant grants PACE full authority to contact their bank(s), accountant and any other creditors to discuss the applicant's relations and or financial information in the normal course of business.
- That there had been no material adverse change in the financial position or operations since the end of the last fiscal year of applicant for which a balance sheet and a profit and loss statement have been given.
- 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: _____

The Applicant acknowledges:

- 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
- Additional financial and/or personal information specific to the application may be requested by PACE and the applicant agrees to provide.
- Should approval via an Offer to Finance and subsequent draw down of the loan facilities transpire the Corporation may make a public announcement subject to the applicant's prior approval.

Collection and Use of Personal Information:

Your personal information is being collected for the purposes of evaluating your application for financial assistance.

PACE may from time to time give any other credit and other information on this form, to or receive from information from:

- a) Any credit or reporting agency
- b) Any person with whom I/we may have or propose to have financial dealings
- c) Any person if in connection with any dealings I/we have or propose to have with PACE may use that information to establish and maintain my/our relationship with PACE, and to offer any services as permitted by law.

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.

The Applicant 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.

The statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of my/our knowledge and belief true, correct, and complete.

Date:

Name of Applicant(s)

Signature of Applicant(s)





PERSONAL FINANCIAL STATEMENT

Your personal financial information is being collected for the purposes of evaluating your application for financial assistance.

PERSONAL INFORMATION

Applicant Name (including middle initial)			
Birthdate (DD/MM/YY)		Gender	
Social Insurance Number		Marital Status	
Spouse's name (if applicable)			
Social Insurance Number		Birthdate (DD/MM/YY)	
Home address (including postal code)			
Home Telephone		Cellphone	
Relevant Education Obtained			

EMPLOYMENT INFORMATION

Most Recent Employer			
Title		Telephone	
Length of Employment		Last Date Worked	
Responsibilities			
Previous employer (if less than two years)			
Title		Telephone	
Length of Employment		Last Date Worked	
Responsibilities			
Spouse's Employer			
Length of Employment		Gross Annual Income	

PERSONAL FINANCIAL INFORMATION

Statement of Net Worth at (DD/MM/YY)				
Assets		Liabilities		
Description	Value	Description	Amount	Monthly Payment
Real Estate		Mortgage/Rent		

Bank Account		Loans		
Investments (stocks, bonds, GICs)				
RRSPs				
TFSA		Credit Cards		
Automotive (Year/Make)				
Recreation Equipment (Boat, RV)		Other Liabilities		
Other Assets				
TOTAL		TOTAL		
Net Worth (Assets less Liabilities)				

COLLECTION AND USE OF PERSONAL INFORMATION

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- a) Any credit or reporting agency
- b) Any person with whom I/we may have or propose to have financial dealings
- c) Any person if in connection with any dealings I/we have or propose to have with PACE may use that information to establish and maintain my/our relationship with PACE, and to offer any services as permitted by law.

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The statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of my/our knowledge and belief true, correct, and complete.

Date:

Name of Applicant

Signature of Applicant

