



SAUGEEN ECONOMIC DEVELOPMENT CORPORATION

CHECKLIST OF REQUIRED DOCUMENTATION

PLEASE USE THIS CHECKLIST IN THE PREPARATION OF YOUR LOAN APPLICATION.
SEDC STAFF WILL WORK WITH YOU TO DETERMINE IF ANY ADDITIONAL DOCUMENTS ARE REQUIRED.

Main Documents:

- ☐ **Business Plan** (in a Word Document or PDF file)
 - ☐ Executive Summary
 - ☐ Business Profile
 - ☐ Products and Services
 - ☐ Industry Overview/Market Analysis
 - ☐ Marketing Strategy and Competition
 - ☐ Management and Operations
 - ☐ Implementation
 - ☐ Financial Plan
 - ☐ Appendices and Checklist

- ☐ **Cash Flow Precast** (in an Excel Spreadsheet)
 - ☐ Project Costs
 - ☐ Cash Flow - Year 1
 - ☐ Cash Flow - Year 2
 - ☐ Business Assets and Liabilities

- ☐ **Personal Financial Statement** for each business principal and spouse (if applicable) and signed with witness
 - ☐ Contact and Credit Consent - Attached
 - ☐ Personal Net Worth (Assets & Liabilities) - Attached

**SAUGEEN
ECONOMIC
DEVELOPMENT
CORPORATION**

515 Mill St, PO Box 177
Neustadt, ON N90G 1M0
519-799-5750
1-877-335-7332

info@sfdc.ca
www.sfdc.ca



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CHECKLIST OF REQUIRED DOCUMENTATION CONTINUED

Additional Documents:

☐ **Personal Documents** for each business principal and spouse (if applicable)

- ☐ Current T1 General Income Tax Summary Returns
- ☐ Residential Property Related Documents (if required)
(i.e. Mortgage & MPAC Statements, Property Tax Bill and Insurance)
- ☐ Resume
- ☐ Identification: Copies of Birth Certificate or Passport, and Driver's Licence

☐ **Business Documents**

- ☐ Business Registration/Master Business Licence
- ☐ Certificate of Incorporation and Articles of Incorporation
- ☐ Business Number (BN) 9 digit CRA assigned
- ☐ 2 years of Historical Financial Year-end Statements (Profit & Loss and Balance Sheet)
- ☐ Interim (up-to-date) Financial Statement for Current Fiscal Year
- ☐ Aged Accounts Payable and Accounts Receivable
- ☐ Business Liability Insurance Plus
- ☐ Partnership Agreements
- ☐ Commercial Property Related Documents (if required)
(i.e. Mortgage & MPAC Statements, Property Tax Bill and Insurance)

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