



## Checklist of Required Documentation

Please use this Checklist in your 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 Forecast** (in an Excel Spreadsheet)
  - Project Costs
  - Cash Flow - Year 1
  - Cash Flow - Year 2
  - Income Statement
  - 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



## 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:  
(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  
(i.e. Mortgage & MPAC Statements, Property Tax Bill and Insurance)