

SLBDC
SARNIA-LAMBTON
BUSINESS DEVELOPMENT CORPORATION



A Community Futures Development Corporation

Business Loan Application

Sarnia-Lambton Business Development Corporation ("SLBDC") is committed to protecting your privacy and the confidentiality of your personal information. Our privacy commitment is addressed in our privacy policies. The CFDC's privacy policies and procedures have been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA").

The information contained in this document is strictly confidential and may be exempt from disclosure under federal laws. If you are not the intended recipient or the person responsible for having this document in your possession, you are hereby notified that the wrongful use or distribution of the information is strictly prohibited. If you have received this document in error, please contact the SLBDC immediately and return the item to us.

When preparing a loan application for Sarnia-Lambton Business Development Corporation financing, please check that all necessary information is included.

LOAN APPLICATION CHECKLIST

| New Business | Existing Business | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Loan Application form |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal Financial Statement for each owner or guarantor |
| <input type="checkbox"/> | <input type="checkbox"/> | Business plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Income and expense projections for two years |
| <input type="checkbox"/> | <input type="checkbox"/> | Master Business Licence or Articles of Incorporation (Letters Patent) |
| <input type="checkbox"/> | <input type="checkbox"/> | Shareholder or Partnership Agreement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Photo identification; e.g., Driver's Licence or Passport |
| <input type="checkbox"/> | <input type="checkbox"/> | Resumes of owners and other key personnel |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of Lease Agreement or MPAC statement for own building |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer to Purchase Agreement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Loan application fee |
| | <input type="checkbox"/> | Statement of Accounts with CRA (RP, RT, and T2) |
| | <input type="checkbox"/> | List of major equipment and inventory owned (if applicable) |
| | <input type="checkbox"/> | Current internal financial statements |
| | <input type="checkbox"/> | Financial Statements for the previous two year ends and personal tax returns for Sole Proprietor or Partnerships |
| | <input type="checkbox"/> | Details of security and borrowing arrangements with other lenders |

Additional information may be requested.

Please note:

Business Financing Applications are due no later than the 5th of each month to be considered for approval by the Board of Directors at the monthly meeting.

Business Information

Business Details

Please select the appropriate boxes and fill out all applicable information.

- New Business Existing Business New Ownership/Acquisition
- Sole Proprietorship Partnership Incorporation

Legal Name: _____

Business Name: _____
"Operating As" _____

CRA Business Number: _____
Ontario Corporation
Number: _____

*Please attach proof of CRA Business Number, as well as Master Business Licence, Articles of Incorporation, and Partnership/Shareholder Agreement documents, if applicable.

Business Established (MM/YY): _____

Fiscal Year End (MM/YY): _____

Current Ownership Since (MM/YY): _____

If a new business, when
do you plan to start
operations? (MM/YY)

Business Address: _____

City and Province: _____ Postal Code: _____

Mailing Address: _____
(If different from above)

Telephone Number: _____ Alternative Number: _____

Fax Number: _____

Website URL: _____

Social Media Accounts: _____

Business Sector

Which sector most accurately describes your business?

- | | | |
|---|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Service/Skilled Trades |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Farming/Forestry/Fishery | <input type="checkbox"/> Not-for-profit | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Retail | <input type="checkbox"/> Other |

If other, please specify: _____

Names of Owners

| | % of Ownership | Gender (Optional) | Francophone (Optional) | Aboriginal (Optional) |
|----------|----------------|-------------------|------------------------|-----------------------|
| 1. _____ | | | | |
| 2. _____ | | | | |
| 3. _____ | | | | |

Loan Details

Purpose of Loan:

Anticipated Costs

| Project Costs | \$ | Expected Financing | \$ |
|------------------------|----|---------------------------|----|
| Land and Building | | Investment from Owner | |
| Leasehold Improvements | | SLBDC Loan | |
| Equipment | | Other Financing (specify) | |
| Vehicles | | | |
| Working Capital | | | |
| Inventory | | | |
| Other (specify) | | | |
| | | | |
| Total Costs | | Total Financing | |

Loan Security (Collateral)

List the collateral you propose to offer towards the loan. If applicable, indicate fair market value of each asset. Examples of security include business assets (such as equipment and machinery), personal assets, and property.

| Description | Current Value | Amount Owed | Equity |
|---------------------|---------------|-------------|--------|
| Land and Buildings | | | |
| Equipment and Tools | | | |
| Vehicles | | | |
| Personal Assets | | | |
| Other (specify) | | | |
| | | | |
| | | | |

Economic Benefits

Please provide projections of jobs that will be created and maintained in Lambton County as a result of SLBDC financing.

Number of current employees including yourself? _____

Jobs reported should be full-time equivalents (FTE).

- 30-40 hours per week = 1 FTE
- 20-34 hours per week = 0.5 FTE
- Less than 20 hours per week or seasonal = 0.25 FTE

Estimated FTE as a result of the CFDC loan:

| | Year 1 | Year 2 | Year 3 |
|------------------|--------|--------|--------|
| FTE Created | | | |
| FTE Maintained | | | |
| Total Job Impact | | | |

Will there be additional jobs created throughout you value chain? How many and what type?

Regulations

Identify government regulations and licenses required for your business to legally operate?

Have you met these requirements? Yes No

If not compliant yet, when will you meet all requirements? _____

Professional Service Providers

Please provide the details of the individuals providing professionals services for your business.

| | Name | Phone Number |
|---------------------|-------|--------------|
| Accountant: | _____ | _____ |
| Lawyer: | _____ | _____ |
| Insurance Provider: | _____ | _____ |
| Other (Specify) | _____ | _____ |
| Other (Specify) | _____ | _____ |

How did you hear about SLBDC financing?

- Advertisement Bank Networking
 Referral – Personal Referral – Professional (e.g., Accountant, Lawyer)

Please specify: _____

- Signage Social Media Website
 Other Please specify: _____

Applicant Verification

The Applicant will notify the SLBDC 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 SLBDC’s consideration of this application.

Application Fees

All applications are subject to an application fee of 1/2 of 1%, minimum \$150. This will be required to be submitted by cheque with this application. Additional fees will be outlined in the Offer of Finance agreement.

Environment Declaration

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;
- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior owners of their assets;
- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to the SLBDC, and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

Environment

Is the Applicant, and if applicable, the Guarantor(s) engaged in operations and processes that require:

- | | | |
|---|---------------------------------|--------------------------------|
| a) Disposal and/or treatment (either onsite or offsite) of industrial wastes or by-products that could contaminate the soil or groundwater (e.g. hydrocarbon/water mixtures and emulsions, solid, liquid or gaseous chemical products, organic solvents or wastes, organic wood-preserving chemicals, infectious waste, radioactive waste, PCBs, etc.)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Discharge of wastewater that contains such wastes or by-products into water bodies or into a sewerage system? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, to either one of the above, please provide details on the nature of activities and the address of the site(s) on which they are undertaken:

Collection, Use, and Disclosure of Personal and Business Information

- a) The Applicant acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (“FDO”) are permitted access to the files of the SLBDC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FDO, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of the SLBDC's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from the SLBDC. A representative of the FDO, or a consultant obtained on their behalf, may contact you or your business to gather pertinent information to provide an evaluation of the impact of the SLBDC's services and to request your cooperation to ensure a successful outcome. The Applicant is assured that all information will remain confidential.
- c) The Applicant acknowledges that this application and other personal information may be retained by the SLBDC whether or not any transaction is ultimately completed.
- d) The Applicant acknowledges receipt of the SLBDC’s Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained and disclosed by the SLBDC 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 SLBDC and knows to refer to the SLBDC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- e) The Applicant further understands and consents to the SLBDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the SLBDC, which may or may not include personal information such as the name of the Applicant and name of the business.
- f) In accordance with new legislation, I give SLBDC permission to periodically email me information regarding programs and events.

Initial: _____

I, or we, have read and understand the Disclosure and Release Statement, Environmental Declaration, and the Collection, Use, and Disclosure of Personal and Business Information.

| | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Disclosure and Release Statement

THE APPLICANT UNDERSTANDS AND AGREES THAT:

- a) The applicant is responsible for payment of all charges relative to the preparation, execution and registration of documents that may be required by the SLBDC or its’ solicitors;
- b) 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;
- c) The statements made herein are for the express purpose of obtaining financing from the SLBDC and are, to the best of the Applicant's knowledge and belief, true and correct. The Applicant does understand that additional information in support of this application must be supplied to the SLBDC, 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 SLBDC may become due and payable if any information provided by the Applicant to the SLBDC proves to be inaccurate or incomplete;
- d) In applying for this financing and, in the event that the SLBDC 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 the Federal Economic Development Agency for Southern Ontario ("FDO").

DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY

- a) The Applicant acknowledges that he or she approached the SLBDC 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 SLBDC 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 SLBDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges the SLBDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the CFDC in providing information to the Applicant, and to indemnify the SLBDC 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, the Applicant's participation in any and all of the SLBDC's services, or non-compliance with Federal and Provincial laws and regulations.
- d) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.
- e) **The Applicant acknowledges that he or she is responsible for payment of all legal fees, property appraisals, and other costs or expenses incurred in connection with this application and, in the event that the SLBDC approves funding, the completion of the transaction.**

Dated at _____ on _____
Location Day, Month, Year

| | |
|---------|------------------------------------|
| Witness | Signature of Applicant/Shareholder |
| Witness | Signature of Applicant/Shareholder |
| Witness | Signature of Guarantor |
| Witness | Signature of Guarantor |

For SLBDC Use Only

| Status | Status Date |
|-------------|-------------|
| Application | |
| Pending | |
| Committed | |
| Closed Deal | |
| Declined | |
| Withdrawn | |