

## **TRICORP BUSINESS DEVELOPMENT APPLICATION CHECKLIST**

- A signed application form must be completed in full, especially the net worth section. All incomplete applications will be returned to the applicant.
- Application fee of \$300 must accompany each application. \*IMPORTANT – see note below
- Individual(s): A copy of status card (front & back), Nisga'a Citizen Card, Metis card, birth certificate & Driver's License. Do not send through fax, as these tend not to be legible. Send clear and legible copies through mail or bring in and we will copy documents for you.
- Band-owned business must provide a Band Council Resolution and/or Board of Director's motion authorizing the application for the business loan.
- A copy of business registration and if a Corporation or Limited Company, a copy of articles of incorporation as well as proof applicant can borrow/access programs on behalf of corporation.
- The loan must be fully secured. Provide a detailed listing of assets that will be used as security (collateral) for your loan. The age, condition and depreciation of the assets are considered in the net value. The listing should include: item description, make, model, serial number, original costs, current market value and preferably a photograph.
- Business plan should include 3-Year projected cash flow, income statement & balance sheet. (attached is a business plan worksheet).
- If acquiring a business or expanding, you will need:
  - Listing of the business assets, equipment and/or inventory.
  - 3 years of Historical Financial statements
  - Copy of Notice of Assessments from the last three years of the business.
- Evidence of cash equity (*copy of Bank statement with Applicant's name, 1 pg.*) must be provided prior to processing the loan. TRICORP lends up to 90% of the total cost of the project to a maximum of \$300,000. The client must commit the other 10%.
- Copy of the Notice of Assessments (Canada Revenue Agency) & Income Tax Returns from the last three years of applicant.
- Price quotes from vendors & supplies for equipment and stock to be purchased.
- Copy of appraisal or survey showing the value of the equipment to be purchased.
- Proof of commitments from other financial sources. (if applying for Aboriginal Business Equity Program) Signed copies of leases for equipment or premises rented.
- Any other material that will support your project: contracts, letters of support, photographs, Band Council Resolution, etc.

**\* Application fee is non-refundable. The fees cover the cost of doing the due diligence on a file such as credit checks, lien searches and ensuring the file is ready for the loan process.**