

REQUEST FOR FINANCIAL ASSISTANCE



456 Arnaud Avenue, Suite 205
Sept-Îles (Québec) G4R 1Z3



Tel.: 1-418-962-7233
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www.sadccote-nord.org
info@sadccote-nord.org

Please complete ALL the boxes on this form.

Please note that a **\$250** fee will be charged to study the file.

Who referred you to the SADC Côte-Nord?

INFORMATION ON THE BUSINESS

Name of business

Headquarters Owner Lessee

Branch (if applicable) Owner Lessee

Address

Address

City Postal code

City Postal code

Telephone Fax

Telephone Fax

Email

Email

Québec Enterprise Number

Type of business

Company (Québec inc.) General partnership (SENC)

Year of founding

End of fiscal year

Sole proprietorship (regist.) Non-profit organization (NPO)

Cooperative Other (specify):

General description of business (mission)

Description of the project related to this financial request

MARKET ANALYSIS

Products and services

Target market and territories

Communication

Prices and profit margins

MARKET ANALYSIS

Competitors

Competitor's products and services

Strengths and opportunities

Weaknesses and threats

Organizational structure (You may enclose an organizational chart)

Number of employees	BEFORE the project		AFTER the project	
	Maintained	Created	Maintained	Created
Permanent - full time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent - part time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temporary - full time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temporary - part time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROJET DESCRIPTION

PROJECT LOCATION

Headquarters Branch Other (specify):

Address City Postal code

PROJECT COSTS AND FUNDING

Estimated project costs	Working capital	<input type="text"/>	\$
	Start-up costs	<input type="text"/>	\$
	Professional fees (notary, etc.)	<input type="text"/>	\$
	Buildings and structure	<input type="text"/>	\$
	Leasehold improvements	<input type="text"/>	\$
	Equipment (furniture, machinery, etc.)	<input type="text"/>	\$
	Rolling stock	<input type="text"/>	\$
	Inventory	<input type="text"/>	\$
	Other:	<input type="text"/>	\$
	TOTAL	<input type="text"/>	\$
Project funding	Downpayment Between 10% et 20% required	<input type="text"/>	\$
	SADC	<input type="text"/>	\$
	RCM	<input type="text"/>	\$
	Filaction	<input type="text"/>	\$
	Femmessor	<input type="text"/>	\$
	Filaction	<input type="text"/>	\$
	Financial institution	<input type="text"/>	\$
	Other 1:	<input type="text"/>	\$
	Other 2:	<input type="text"/>	\$
TOTAL (must be equal to the total entered under estimated project costs)	<input type="text"/>	\$	
Reinvestment capacity (\$)	<input type="text"/>	\$	

INFORMATION ON PROMOTER 1

Last name	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	Legal status	Canadian citizen <input type="radio"/> Permanent resident <input type="radio"/> Other:_____ <input type="radio"/>
Place of domicile	<input type="text"/>	Postal code	<input type="text"/>
City	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

PROMOTER'S EXPERIENCE

Role in organization and relevant experience with respect to the project

Education

Training

Current job	<input type="text"/>	Previous job	<input type="text"/>
Name of employer	<input type="text"/>	Name of employer	<input type="text"/>
Address of employer	<input type="text"/>	Address of employer	<input type="text"/>
Since	<input type="text"/>	Annual salary	<input type="text"/>
Period	<input type="text"/>	Annual salary	<input type="text"/>

Are you or have you ever been involved in any pending and/or current legal action (civil and/or criminal); current claim; un-executed judgement; bankruptcy proceedings (prior and/or current); criminal cases (any type of offence—if a pardon has been granted, the offence need not be declared)? Yes No

If yes, please explain:

DECLARATION OF APPLICANT 1

INTERVENERS

		Phone number
Partners and co-owners (if applicable) :		
Financial institution :		
Accountant :		
Other(s) :		

Declaration of applicant

I recognize that the SADC Côte-Nord will use this document to study one or more loan applications in which I hold an interest and I hereby certify that the information provided in this document is true, correct and complete. I recognize that the SADC will rely on this information to study this or any other application. If the information provided is false, incorrect or incomplete, the SADC Côte-Nord may decide to reject any and all applications or, in the event where a loan has already been granted, cease all disbursements of funds and require that the amount of the loan product already disbursed be paid back in full. In addition, I waive the right to undertake any legal action against the SADC Côte-Nord and/or its representatives regarding any damages incurred relating to the advice that was given to me in good faith by the SADC Côte-Nord and its representatives.

I AUTHORIZE the SADC Côte-Nord to :

Please initial next to each statement below.

- Make inquiries with respect to the undersigned, in particular to collect personal information, which it deems necessary in order to verify the information provided in this declaration and to make a decision regarding this or any other application, and to administer any loan that may be granted;
- Request information with respect to this application from the accounting professional assigned to the enterprise in question;
- Share this information with other financial institutions or funding partners that hold an interest in this request;
- Advertise its eventual involvement in this project online, in the media and using the different communication tools of the organization.

I am not held by law to consent to such inquiries or to the collection of information; however, refusal to do so may prevent the SADC Côte-Nord from studying the application. Pursuant to the provisions of the Privacy Act, notwithstanding certain exceptions, I have a right of access to all the personal information collected by the SADC in my respect, as well as a right to protect this information.

Signed on this ____ day of _____ 20____ Signature _____

INFORMATION ON PROMOTER 2

Last name	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	Legal status	Canadian citizen <input type="radio"/> Permanent resident <input type="radio"/> Other:_____ <input type="radio"/>
Place of domicile	<input type="text"/>	Postal code	<input type="text"/>
City	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

PROMOTER'S EXPERIENCE

Role in organization and relevant experience with respect to the project

Education

Training

Current job

Name of employer

Address of employer

Since

Annual salary

Previous job

Name of employer

Address of employer

Period

Annual salary

Are you or have you ever been involved in any pending and/or current legal action (civil and/or criminal); current claim; un-executed judgement; bankruptcy proceedings (prior and/or current); criminal cases (any type of offence—if a pardon has been granted, the offence need not be declared)? Yes No

If yes, please explain:

DECLARATION OF APPLICANT 2

INTERVENERS

		Phone number
Partners and co-owners (if applicable) :		
Financial institution :		
Accountant :		
Other(s) :		

Declaration of applicant

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INFORMATION ON PROMOTER 3

Last name	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	Legal status	Canadian citizen <input type="radio"/> Permanent resident <input type="radio"/> Other:_____ <input type="radio"/>
Place of domicile	<input type="text"/>	Postal code	<input type="text"/>
City	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

PROMOTER'S EXPERIENCE

Role in organization and relevant experience with respect to the project

Education

Training

Current job

Name of employer

Address of employer

Since

Annual salary

Previous job

Name of employer

Address of employer

Period

Annual salary

Are you or have you ever been involved in any pending and/or current legal action (civil and/or criminal); current claim; un-executed judgement; bankruptcy proceedings (prior and/or current); criminal cases (any type of offence—if a pardon has been granted, the offence need not be declared)? Yes No

If yes, please explain:

DECLARATION OF APPLICANT 3

INTERVENERS

		Phone number
Partners and co-owners (if applicable) :		
Financial institution :		
Accountant :		
Other(s) :		

Declaration of applicant

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INFORMATION ON PROMOTER 4

Last name	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	Legal status	Canadian citizen <input type="radio"/> Permanent resident <input type="radio"/> Other:_____ <input type="radio"/>
Place of domicile	<input type="text"/>	Postal code	<input type="text"/>
City	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

PROMOTER'S EXPERIENCE

Role in organization and relevant experience with respect to the project

Education

Training

Current job	<input type="text"/>	Previous job	<input type="text"/>
Name of employer	<input type="text"/>	Name of employer	<input type="text"/>
Address of employer	<input type="text"/>	Address of employer	<input type="text"/>
Since	<input type="text"/>	Annual salary	<input type="text"/>
Period	<input type="text"/>	Annual salary	<input type="text"/>

Are you or have you ever been involved in any pending and/or current legal action (civil and/or criminal); current claim; un-executed judgement; bankruptcy proceedings (prior and/or current); criminal cases (any type of offence—if a pardon has been granted, the offence need not be declared)? Yes No

If yes, please explain:

DECLARATION OF APPLICANT 4

INTERVENERS

		Phone number
Partners and co-owners (if applicable) :		
Financial institution :		
Accountant :		
Other(s) :		

Declaration of applicant

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Signed on this ____ day of _____ 20____ Signature _____

REQUIRED DOCUMENTS TO SUBMIT WITH APPLICATION

To be considered, the application must include ALL of the following documentation:

- A business plan
- Detailed breakdown of costs of project or activity (include quotes)
- The financial statements for the last 3 years, if applicable (financial statements and profit and loss statements)
- A budget forecast for the next 3 years
- A copy of two pieces of identification of the promoter(s)
- Proof of downpayment (between 10% and 20%)

Note that it will take 4 to 6 weeks to process the application once all documents have been received.

FILE PROCESSING FEE

The **\$250** file processing fee is mandatory.

Payable by **cheque**, to the order of the SADC Côte-Nord.

PAID :

Administration only

OR

By bank wire (ask for the procedure to your file's manager)
