

BUSINESS LOAN APPLICATION

Financing Your Business

1. Complete your Business Loan Application – *Business & Financial Profile*, ensuring that the information is complete and accurate. Make a copy for your records and return the original to the OXFORD SMALL BUSINESS SUPPORT CENTRE INC. office. Your application will be retained for our records.
2. In the case of a Partnership or Corporation, each partner or shareholder who is a signing officer, must complete a separate *Personal Financial Profile*.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

3. Your completed Business Loan Application – *Business & Financial Profile* will be reviewed by the General Manager. If your proposal is determined to be eligible, it will be submitted to our loan review committee to determine whether your loan will be recommended for approval. Approved applications must receive final authorization from our Board of Directors. Following the Board meeting you will be notified of the decision regarding your application.

If there is any part of the application or the process that you do not understand, or if you need more information contact the OXFORD SMALL BUSINESS SUPPORT CENTRE INC. staff. They would be pleased to provide you with any assistance you may require.

Office Hours: Monday – Friday 8:30 a.m. to 4:30 p.m.
Telephone: (519) 425-0401 **Fax:** (519)425-0803

If your loan is approved, you will be required to:

Pay an administration/application fee, prior to the processing of the approved loan. Legal and other fees required to register or renew any loan securities are also your responsibility. All fees will be clearly outlined in an Offer to Finance that will be provided to the borrower.

Obtain or provide confirmation of any licenses, permits, lease(s) or insurance, which apply to your business.

Sign a Loan Agreement and a Promissory Note. Each co-applicant will be responsible for full repayment of the loan. In the case of a partnership or corporation, all partners or shareholders who are signing officers, must sign the Loan Agreement and Promissory Note. Security Agreements will have to be signed for any asset(s) pledged as collateral.

Annually, provide year-end financial statements and employment statistics and interim financial reports when requested.

Repay the outstanding amount of the loan if the business is sold or transferred during the term of the loan.

All loan payments will be made by through our electronic banking system. There will be an NSF charge for each return payment.

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Business Profile				
Company Name			Company Telephone Number	
Nature of Business			Company Business Number (BN)	
Company Address				
City		Province		Postal Code
Year Business Established:	How long under present ownership?	Number of Employees:	Amount of Loan required?	
Please Check: <input type="checkbox"/> Proprietorship		Do you wish this loan to be life insured?		
<input type="checkbox"/> Limited Partnership		Yes No		
<input type="checkbox"/> General Partnership		What will be your primary source of repaying the loan?		
<input type="checkbox"/> Corporation				
PURPOSE: (detail project costs)		SOURCE OF FUNDING:		
	\$			\$
	\$	Owners Investment /Cash contribution		\$
		OSBSC		
		Other Loans (detail)		
TOTAL*	\$		TOTAL* \$	
< ----- (*totals must agree) ----- >				
Other information (if applicable):				
Principals / Owners				
NAME	ADDRESS	TEL. NO	Title/ Position	% Ownership
Financial Statements				
Please attach copies of the business's annual and YTD financial statements (if applicable)				
Please also provide the following: (provide detailed listing – if applicable)				
Accounts Payable Listing (aged) <input type="checkbox"/> Accounts Receivable Listing (aged) <input type="checkbox"/> Equipment & Vehicle Listing <input type="checkbox"/>				

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Credit Relationships						
Please provide details of your business credit relationships below.						
Name of Creditor	Purpose of Loan/Credit	Security	Original Amount/Limit	Amount Owing	Repayment Terms	Maturity Date, if any
Sundry Obligations						
Please provide details if you answer YES to any of the following questions.						
Is the business providing support for obligations not listed on its financial statements (i.e. co-signer, endorser, guarantor)? If yes, please indicate total contingent liability.						
Is the business a party to any claim or lawsuit?						
Has your business ever sought legal protection from its creditors, i.e. bankruptcy, receiver, receiver-manager?						
Does the business owe any taxes for years prior to the current year? (i.e. Sale, Income Realty or Business Taxes or Provincial Corporation Taxes). Please indicate amount and to whom owed.						
References						
(trade creditor, personal, etc.)						
NAME	ADDRESS			BUSINESS PHONE		
Banker						
Lawyer						
Accountant						
Other						
Insurance Coverage						
Type of Coverage	Insurance Company			Amount of Coverage		

The undersigned declare(s) that the statements made herein are for the purpose of obtaining business financing and are to the best of my/our knowledge true and correct. The applicant(s) consent(s) to OXFORD SMALL BUSINESS SUPPORT CENTRE INC. making any inquiries necessary to reach a decision on this application, and consent(s) to the disclosure at any time of any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations. I/we understand that any false information given in this application and any accompanying materials may result in the rejection of this application, or cause any indebtedness to the Centre to become forthwith due and payable.

Signature of Applicant	Date
Signature of Applicant	Date

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Personal Resume Summary (for each owner)

Please provide **complete** details (i.e. Indicate length of employment/studies/memberships and institutions) on your past education and employment experiences. Also include details and descriptions of any skills training you may have received as well as memberships in relevant associations.

NOTE: IF YOU ALREADY HAVE A CURRENT RESUME, IT CAN SUBSTITUTE FOR THIS PAGE

Date

Work History

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date

Education and Training

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Expiry Date

Professional Associations/Memberships

_____	_____
_____	_____

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OXFORD SMALL BUSINESS SUPPORT CENTRE INC.

Terms and Conditions of Application for Assistance Program

The Oxford Small Business Support Centre Inc. (“OSBSC”) respects your right to privacy and recognizes that you have, and will from time to time, provide us with personal information such as name, address, Social Insurance Number, financial and employment information.

The Applicant Understands and Agrees:

- (a) *That the statements made herein are for the express purpose of applying for an assistance program from the Corporation and are to the best of the Applicant’s knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, 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 Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete;*
- (b) That the terms and conditions of any assistance program which may be authorized will be sent forth in a Letter of Offer (in the case of financing), or in a Self-Employment Benefit Agreement (in the case of SEB program) for agreement and acceptance by the Applicant;
- (c) That in applying for an assistance program and, in the event that the Corporation 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 the program and reporting to the federal department which administers such program.
- (d) **Disclosure, Release and Waiver of Liability**
 - (i) The Applicant acknowledges that he or she approached the Corporation to obtain information about business and has, or is preparing a business plan.
 - (ii) 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 Corporation is for the Applicant’s understanding only. It is the Applicants responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant’s proposed business.
 - (iii) The Applicant further agrees to hold the Corporation and its representatives harmless and hereby releases and discharges the Corporation from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the Corporation in providing information to the Applicant, and to indemnify the Corporation and its representatives from such actions, damages, claims or demands which might be suffered by the Applicant’s business or guarantor in connection with any such information.

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(e) Collection, Use and Disclosure of Personal and Business Information

- (i) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Federal Development Economic Agency for Southern Ontario (FedDev) and the Ministry of Training, Colleges and Universities(“MTCU”), are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FedDev or MTCU.
- (ii) The Applicant acknowledges receipt of the Corporation’s *Privacy Statement* and hereby consents to his or her personal business information being collected, used, retained, and disclosed by the Corporation for the limited purposes set out above.
- (iii) The Applicant authorizes the FedDev and/or the Oxford Small Business Support Centre Inc. to release any and all information it may have in its possession or control, including but not limited to the amount of the loan, project name and information that can be accessible for a public announcement, correspondence and online communication.

(f) DECLARATION

The Applicant hereby declares that:

- (i) This business is expected to influence the following number of jobs:

New Jobs _____ Existing Jobs _____

- (ii) This business is / is not able to obtain conventional financing:

If financing is available, give details: _____

DATED, at _____, this _____ day of _____ 201__

(Signature)

(Signature of Co-Applicant)