

Corporation

Step 1: Explore your [borrowing options](#)

Step 2: Prepare your business documents

- ☐ Articles of Incorporation
- ☐ Trade Name registration, if applicable
- ☐ One piece of original, valid and current government issued photo identification or two original, valid and current documents from independent and reliable sources, for up to 3 Authorized Signatories
- ☐ Name, address and occupation of all individuals having an interest of 25% or more in your business
- ☐ Business Year-End Financial Statements signed by the owner(s), for the last 2 years
- ☐ Latest Corporate Income Tax Notice of Assessment
- ☐ Personal Notice of Assessment and Income Tax Return for the last 2 years, for each business owner;
- ☐ Investment/deposit statements for accounts at other Financial Institutions
- ☐ Bank account statements at other Financial Institutions, for the last 3 months

AND

For purchases of business assets (e.g. vehicle, equipment, property):

- ☐ Bill of Sale/Purchase Agreement detailing price, serial number/VIN, description, etc.

AND

If you are a Start-Up business (in operation for less than 2 years), also provide:

- ☐ Business plan with 24 months projected income statement, cash flow statement and opening balance sheet
- ☐ Interim and/or Financial Statements signed by the owner(s), since inception

Step 3: Contact us

- Contact your local [Small Business Advisor](#) to set up an appointment.

Please ensure that the Business Owners and Signing Authorities attend the branch for the appointment.

or

- Apply using our online application, if :
 - the annual sales of your business are up to \$15,000,000
 - click here for [online application and qualifying criteria](#)