

## Sole Proprietorship

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

**Step 2: Prepare your business documents.**

- ☐ Trade name registration certificate  
**or**
- ☐ Copy of your Master Business License
- Note - if you operate strictly in your own name alone, no registration is required. For instance, if you operate in your own name, such as "Jane Smith", registration may not be applicable, but operating in the name of "Jane's Flower Shop", would require evidence of the registration of the trading name.
- ☐ One piece of original, valid and current government issued photo identification or two original, valid and current documents from independent and reliable sources of the owner.
- ☐ Personal Notice of Assessment/Income Tax Return, including the Statement of Business Activities, for the last 2 years for the business owner
- ☐ Business Year-End Financial Statements signed by the owner, for the last 2 years
- ☐ 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, since inception

**Step 3: Contact us**

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