

## **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 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.