

General corporate documents

- Business plan or executive summary, if available:
 - Presentation of the corporation and team
 - Detailed description of the project, including its innovative aspects. Project repercussions and impact.
 - Target clientele, marketing strategies, market analysis and outlook, competition analysis
 - Financing package: acquisition costs and financing needs
- Organization chart and ownership structure
- Most recent annual report (cooperatives and NPOs)
- General by-laws and copy of letters patent (NPOs) or charter of incorporation (cooperative)

Corporate financial documents

- Corporation's most recent financial statements
- Recent interim financial statements
- Projected financial statements for the current year and the next full fiscal year
- Financial statements for the affiliate
- Cash budget
- List of recent accounts receivable and accounts payable

Information on shareholders, administrators and key executives

- Curriculum vitae of shareholders and key executives
- Curriculum vitae of the CEO (cooperatives and NPOs)
- List of board members along with their respective industries and the dates on which they joined the board (cooperatives and NPOs)
- Personal balance sheets of shareholders

Other information

- Letter of undertaking from other project financial partners

Additional documents required for building acquisition projects

- Purchase contract / Offer of purchase / Deed of sale
- Detailed current occupancy expenses and expenses related to the new building
- Phase 1, 2 or 3 external environmental reports, as applicable
- Professional valuation report
- Certificate of location
- Leases, where applicable
- Emphyteutic lease, where applicable

Additional documents for construction and renovation projects

- Contracts with the contractor and/or tenders
- Phase 1, 2 or 3 external environmental reports, as applicable
- Professional valuation report
- Certificate of location
- Construction permit / site certificate
- Valuation on plan
- Temporary loan for taxes to be recovered
- Leases, where applicable
- Emphyteutic lease, where applicable

Additional documents for equipment projects

- Purchase agreement and/or detailed list of equipment included in the project
- Professional valuation report of project equipment

Additional documents for refinancing projects

- Letter of offer or renewal from refinanced partners

Additional documents for business succession/ acquisition projects

- Acquisition contract
- Tax memo on the transaction
- Curriculum vitae and personal balance sheet(s) of the purchaser(s)
- Professional valuation of the business
- Post-transaction accounting adjustments (opening balance sheet)

Additional documents for projects involving a line of credit guarantee

- Record of lender's variable credit for the last 12 months
- Accounts payable insurance contract, where applicable
- Lender's letter of offer accepted by the corporation

Additional documents for guarantees (GARP)

- Lender's letter of offer accepted by the corporation

Additional documents for tax credit financing projects

- Completed application for tax credit financing (Excel)