

**Baffin Business Development Center's
Client Information Checklist**

Baffin Business Development Centre Loan No.:

Name:

	Requested
Application Form	x
Personal Net Worth	x
Resume of Principals	x
Business Proposal	x
Marketing Plan	x
Price Quotes, New Products, Bill of Sale	x
Pro Forma Financial Statements (3yrs)	x
Historical Financial Statements(personal income taxes)	x
Accounts Payable Aged	x
Accounts Receivable Aged	x
Security:	
Personal Guarantee/Promissory Note	x
Collateral Mortgage/Mortgage of Lease/Chattel Mortgage	x
Assignment of book debts	x
Contract Proceeds	
Debentures	x
Letters of Support	
Contracts	
Letters of Bank Decline	
Borrowing Resolution	
Panel Meeting Minutes	
Articles of Incorporation, Incumbency Certificate	
By-laws	x
WCB Certificate	x
Business License	x