

## COMPANY DOCUMENTATION CHECKLIST

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The following information is to accompany the first application submitted to FACTOR after July 1, 2006 if the Applicant is a Registered Business or a Corporation. Significant changes have been made to FACTOR's agreement with the Department of Canadian Heritage requiring all Company documentation to be updated and complete. Please note that this information will remain on file and will remain confidential within FACTOR. Until such time as there are any fundamental changes to the Registered Business or Corporation (as described below), this information is required on a **one time only basis**.

Please ensure you read and comply with this document in its entirety to avoid any delays with FACTOR processing your applications.

**FACTOR cannot proceed with processing your application without this mandatory information being on file.**

### If you are applying as a Registered Business

- Indicate the Registered Name of the Business
- Provide details of the Owner/Partners of the Registered Business (Name and full Address of each Owner/Partner)
- Submit a copy of either a valid Canadian passport, Canadian Birth Certificate, or Canadian Citizenship Card for each registered Owner/Partner
- In the case of a Partnership, have all partners sign a letter approving applications to FACTOR for funding assistance and designating an authorized contact and signing party for applications

### If you are applying as a Corporation

- Submit a copy of the applicable articles of incorporation, letters patent, certificate of incorporation; or charter of the organization of the company (Names of the Officers and Executive Employees of the Company as applicable; i.e. President, Vice-President, Secretary, Treasurer and General Manager)
- Provide information on the Directors and Shareholders of the Company (Name and full Address of all Directors and Shareholders)
- Submit copies of either a valid Canadian passport, Canadian Birth Certificate, or Canadian Citizenship Card for each Director and Shareholder
- Provide information on the Share-Capital of the Company detailing the Number of Outstanding Shares, Class of Shares, and indicate the breakdown of the Ownership of the Shares (Name, Class of Shares and Number of Shares)
- Submit a copy of the applicable By-Laws, Resolutions and Agreements entered into between the Shareholders who might individually, or in combination, affect the control and ownership of the Company

- Provide either a Resolution from the Board of Directors (if necessary within the Company by-laws), or a Letter from the President or Principal owner of the Company indicating approval of applications to FACTOR for funding assistance and designating an authorized contact and signing party for applications
- Provide a copy of the financial statements of the Company for the period ending not more than twelve months prior to your first application following July 1, 2006.

### Please Note

Financial statements will be required to be updated on an annual basis. Please provide once with the first application submitted following July 1, 2006, and resubmit annually with the first application submitted at the commencement of FACTOR's fiscal year (April 1).

If there are any changes in respect to the owners/partners of a Registered Business, or Directors/ Shareholders, Share-Capital, or by-laws that may affect the company's ownership, or signing authority of a Corporation, the onus is on the applicant to contact FACTOR and update the applicable information. Failure to do so will disqualify the Registered Business or Company as an Applicant to FACTOR's programs.