

Dear Member/Applicant,

Thank-you for your interest in working with Nelson & District Credit Union (NDCU). Let's get started on your request. We'll be able to better serve you with a complete loan application package, which typically includes the following materials:

- ✓ NDCU Commercial Loan Application, completed and signed.
- ✓ NDCU Personal Statement from each owner, which accompanies the Commercial loan Application, also completed and signed.
 - Note; by signing the NDCU applications you are authorizing NDCU to obtain credit reports on both the company and its owners.
- ✓ Financial Information
 - This is most often the last 3 years financial statements for an existing company.
 - For start-ups and companies looking to grow and/or expand, this could also include Revenue and Expense Projections if you have them.
 - For new businesses, often it helps to see a 3–5-year business plan, which would include Revenues and Expenses, along with a Narrative about what you plan to achieve
 - Purchases. A signed Purchase Agreement, that clearly shows the Purchase Price and proposed Completion/Closing Date. For real estate purchases: Appraisal(s) if available, preferably with Transmittal Letter; and any available Environmental reports.

There will likely be additional documentation as we go forward, but this should be enough for us to let you know what we can put together for you.

Thanks for approaching NDCU for your financing, and don't hesitate to reach out with any questions.

Kind Regards,

Commercial Lending Group
Nelson & District Credit Union

NELSON & DISTRICT CREDIT UNION - BUSINESS LOAN APPLICATION

PROVIDING THE FOLLOWING INFORMATION IN ADVANCE ALLOWS US TO BETTER UNDERSTAND YOUR BUSINESS' REQUIREMENTS.
IN MOST INSTANCES WE WILL CONTACT YOU REGARDING YOUR APPLICATION WITHIN TWO BUSINESS DAYS – THANK-YOU!

Your Company Name			Type of Loan Required:	Mortgage	Term Loan	Line of Credit
			Amount(s) Required:	\$	\$	\$
			Preferred Payments:	\$	\$	
Contact Person:	In Business Since:	For Incorporated companies, please attach Certificate of Incorporation (copy). If not Incorporated, please indicate corporate structure: Single Owner Partnership Club/Organization Society Non-Profit Society				
Telephone Number of Contact:						
Company Physical Address:		If we can contact you by email, please provide that address here:		Company Website:		
Mailing Address (if different):		Fax Number:		Cell/Other Contact info:		
Company Shareholders (for Limited Companies indicate Name and Position) Partnerships/Organizations/ Societies , indicate Partners and/or Directors: (attach separate paper for additional Directors)		Name:	Position:		% Ownership	
		Name:	Position:		% Ownership	
		Name:	Position:		% Ownership	
		Name:	Position:		% Ownership	
PURPOSE OF LOAN REQUEST: (choose one or more)		Please provide a brief description for how your company intends to use the borrowed funds:				
Business Start-Up _____						
Business Expansion _____						
Asset Purchase _____						
Working Capital _____						
BUSINESS PLAN ATTACHED: (RECOMMENDED)		An easy to follow Business Plan format is available at the credit union's website www.nelsoncu.com				
PURCHASE AGREEMENT(S):		Please provide the Purchase Agreement/Invoice/written Quotation for all intended purchases.				
FINANCIAL INFORMATION: (REQUIRED)		3 years Financial Statements for the company (from most recently completed year-end) Personal Net Worth Statement for all shareholders, with 3 years Tax Returns (see reverse page)				
Mortgage Holder/Landlord:		Name:	Phone Number:			
Company Accountant:		Name:	Phone Number:			
Solicitor		Name:	Phone Number:			
Insurance Broker		Name:	Phone Number:			
Please attach any separate documents, etc., that will assist us in processing your application – thank-you!						

Member Disclosure and Consent (Please Read Carefully before Signing)

In consideration of the Credit Union granting the loan applied for, I/We agree to obtain and maintain in force for the term of such loan and any extension or renewals thereof, insurance satisfactory to the Credit Union covering physical damage to the property securing this loan with loss payable to the Credit Union as Mortgagee.

I/We understand that there is an Application fee for approved loans.

I/We declare the information given on this application is true and accurate in every respect. I have no liabilities or financial obligations other than those stated. This declaration is made for the purpose of obtaining a loan.

I/we hereby consent to the Credit Union or its agent obtaining reports containing credit or personal information from any person or source as the Credit Union or its agent may from time to time see fit in connection with this credit application, including any reporting agency, for both my business and myself.

Authorized company signatory	Date	Authorized company signatory	Date
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X

X

FOR INTERNAL USE ONLY

AMOUNT(S) AUTHORIZED

DATE AUTHORIZED

SIGNATURE OF APPROVAL OFFICER

PERSONAL NET WORTH STATEMENT
(TO BE COMPLETED BY ALL APPLICANTS/GUARANTORS)

Credit Union Personal Membership Number(s)			
Applicant: Surname, First Name		Birthdate M\D\Y	Marital Status S / M / D / W
Co-Applicant/Spouse: Surname, First Name		Birthdate M\D\Y	No. of Dependants
Physical Address		Telephone No.	How Long?
Mailing Address (if different)		Postal Code	If Renting, Landlords Name & Telephone No.
Previous Address (if current address less than 3 years) :			
Applicants Employer		Telephone No.	Occupation/Title
		How Long?	Monthly Gross (Pre-Tax) Income <i>Attach ALL income verification.</i>
Applicants Previous Employer (if less than 3 Years)		How Long?	Occupation/Title
Other Sources of Income (State Source - i.e. Pensions, Rental Income, etc)			Gross Mthly Income
Other Sources of Income (State Source - i.e. Child Tax Credit, BC Family Bonus, Maintenance Income, GST, etc.)			Gross Mthly Income
Other Sources of Income			Gross Mthly Income
Spouses/Co-Applicants Employer		Telephone No.	Occupation/Title
		How Long?	Monthly Gross (Pre-Tax) Income <i>Attach ALL income verification.</i>
Applicants Nearest Relative & Address		Relationship?	Telephone Number
Personal Reference & Address		Relationship?	Telephone Number

ASSETS			LIABILITIES		
	DESCRIPTION	VALUE	TO WHOM OWING	PAYMENTS	BALANCE
REAL ESTATE			MORTGAGE HELD BY:		
			2 ND MORTGAGE:		
			Property Taxes (per year)		
REAL ESTATE			MORTGAGE HELD BY		
VEHICLE(S)			LOAN(S) HELD BY:		
RRSP/RRIF, INVESTMENTS, RESP,STOCKS, OTHER ASSETS			OTHER DEBT OBLIGATIONS: CREDIT CARDS, STUDENT LOANS, MAINTENANCE-SUPPORT PAYMENTS		
CASH SURRENDER VALUE OF LIFE INSURANCE					
ASSETS TOTAL			LIABILITIES TOTAL		

I/We have provided my Social Insurance Number ("SIN") to the Credit Union as confirmation of my personal identity and I/We authorize the Credit Union to use my SIN and reveal my SIN to others as a means of identifying me.

I/we hereby consent to the Credit Union or its agent obtaining reports containing credit or personal information from any person or source as the Credit Union or its agent may from time to time see fit in connection with this credit application, including any reporting agency, for both my business and myself.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF CO-APPLICANT

DATE