



“Lender of Northern Opportunity”

## CHECKLIST for NBCC Application Procedure

See [www.nbcc.nu.ca](http://www.nbcc.nu.ca) “Apply for a Loan” for more information on required information below.

My application to NBCC includes the following items (check all that apply):	✓
A Business License	
B Workers Safety and Compensation Commission certificate	
C Proof of incorporation and ownership of your company	
D Complete Business Plan, including items listed below from E to M.	
E Contact information for: a) principal contact person for your company; b) your guarantors; c) bookkeeper or accountant; d) your lawyers; and e) your insurance broker.	
F Resumes of major management and principle owners	
G Proof of Canadian citizenship and residency of principal owners a) passport or birth certificate; b) Social Insurance Number (SIN) card; and c) driver’s license	
H NLCA Beneficiary card <i>(Only required if applicant is an NLCA beneficiary.)</i>	
I Net worth statement of the principle owners	
J Current financial statements of your business. a) Established businesses: 3 years annual Financial Statements. b) New businesses: 3 years of your personal income tax returns.	
K Letter outlining your loan requirement	
L Proforma budget	
M A resolution authorizing you to approach NBCC for a loan <i>(Only required for companies with a board of directors.)</i>	
N Completed and signed NBCC Application	
O Completed CRA RC59 form, Sections 1 and 5.	
P Completed CRA T1013 form, Sections 1 and 5.	
Q Letters of support <i>(Optional)</i>	
R Checklist for NBCC Application Procedure <i>(this document)</i>	

Email all documents to [credit@nbcc.nu.ca](mailto:credit@nbcc.nu.ca); AND

Mail the original signed copy of the application form and the two CRA forms, plus include photocopies of all supporting documents to:

Loan Applications  
Nunavut Business Credit Corporation  
PO Box 2548, Suite 100, Parnaivak Building, Iqaluit, NU X0A 0H0