



## Principals cont.

3.  OTHER OFFICER Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
 SHAREHOLDER Home Street Address: \_\_\_\_\_ Own  Rent   
 SENIOR PARTNER City, Province, Postal Code: \_\_\_\_\_  
 % OWNED \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ SIN#: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Y M D  
 SIGNING AUTHORITY

4.  OTHER OFFICER Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
 SHAREHOLDER Home Street Address: \_\_\_\_\_ Own  Rent   
 SENIOR PARTNER City, Province, Postal Code: \_\_\_\_\_  
 % OWNED \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ SIN#: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Y M D  
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## General Information

1. Have you (or any of the Principals) ever had any personal or corporate litigation/ judgments? Yes  No
2. Have you (or any of the Principals) ever been convicted or found guilty of an offence under any law or are any charges now pending? Yes  No
3. Has the company or any of it's officers/owners/principals ever declared bankruptcy? Yes  No
4. Commercial loans/facilities outstanding including leases. Please list. \_\_\_\_\_  
 \_\_\_\_\_  
 Amount outstanding? \_\_\_\_\_
5. Previous annual sales/revenues? \_\_\_\_\_  
 \_\_\_\_\_
6. GP margins %? \_\_\_\_\_
7. Current sales run sales run rate monthly? Projected? When are sales recorded? \_\_\_\_\_
8. Previous annual net income? \_\_\_\_\_
9. Projected annual net income? \_\_\_\_\_ Projected? \_\_\_\_\_
10. EBITDA: Earnings Before Interest, Taxes, Depreciation and Amortization. Profitable? \_\_\_\_\_
11. Are all sales "in the ordinary course" of your business? Yes  No
12. Do you offer a warranty or guaranty with your product(s) or services(s)? Yes  No
13. Any sales arising from construction work? Yes  No
14. Do you obtain performance and/or Payment bonds on your product(s) or service(s)? \_\_\_\_\_
15. Are your payroll taxes, income taxes, retirement and health plans funding payments current? Yes  No
16. Revenue Canada employer number: \_\_\_\_\_

## General Information cont.

17. Workers Compensation number: \_\_\_\_\_ Any amount outstanding? \_\_\_\_\_
18. Amount \$ invested to date: \_\_\_\_\_ By founders, management, angels, VCs and other. Please list.  
 \_\_\_\_\_  
 \_\_\_\_\_
19. Have you used "alternative/secondary" financing before? Yes  No   
 If yes, with which institution/company? \_\_\_\_\_
20. Any issue with providing personal guarantees and personal net worth statement(s)? \_\_\_\_\_
21. Is the company or owner(s) connected with any other companies within/out Canada? \_\_\_\_\_
22. Any liens, judgements, current/potential litigation? \_\_\_\_\_
23. Is the company unionized? \_\_\_\_\_
24. Has there been a change of ownership or business name in the last 12 months? \_\_\_\_\_  
 \_\_\_\_\_
25. Describe your company's product/services and the market niche and the competitive advantage. \_\_\_\_\_  
 \_\_\_\_\_
26. How did you find out about Omni-Rand Inc.? \_\_\_\_\_  
 \_\_\_\_\_

## Support Information

1. Accountant: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
2. Lawyer: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
3. Insurance Agent: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Principal Suppliers

- | 1. Names of Principal Suppliers | Product Supplied | Phone Number |
|---------------------------------|------------------|--------------|
| a. _____                        | _____            | ( ) _____    |
| b. _____                        | _____            | ( ) _____    |
| c. _____                        | _____            | ( ) _____    |
2. Are you presently leasing your business space? Yes  No  Period of Lease \_\_\_\_\_

## Principal Suppliers cont.

3. Name of Landlord and/or Management Company: \_\_\_\_\_
4. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_
5. Phone Number: ( ) \_\_\_\_\_ Monthly Rental Amount: \$ \_\_\_\_\_

## Current Financing Information

### » BUSINESS CHEQUING ACCOUNT

1. Name of Bank: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_
3. Account Number: \_\_\_\_\_ Date Opened: \_\_\_\_/\_\_\_\_/\_\_\_\_ Bank Contact: \_\_\_\_\_  
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### » BUSINESS LOAN ACCOUNT

1. Name of Bank: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_
3. How Long with Institution?: \_\_\_\_\_ Loan Amount: \$ \_\_\_\_\_ Collateral: \_\_\_\_\_

### » PERSONAL ACCOUNT OF: President Proprietor Partner Name of Partner: \_\_\_\_\_

1. Name of Bank: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_
3. Chequing Account Number: \_\_\_\_\_ Date Opened: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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### » OTHER FINANCING (IE. LEASES ETC.)

## Tax Information

1. Revenue Canada Business #: \_\_\_\_\_ W.S.I.B. #: \_\_\_\_\_
2. How often do you remit Payroll Deductions?  Weekly  Semi-monthly  Monthly
- Number of Employees: \_\_\_\_/\_\_\_\_  
(FULL / PART TIME)
3. Do you have any Federal or Provincial Taxes past due? Yes  No
- If yes, has lien been filed? Yes  No
- If yes, is there a repayment schedule? Yes  No
- If yes, please list type, (ie. payroll, income, GST, PST, etc.) quarter/year and amounts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Specific Questions

## » ACCOUNTS RECEIVABLE (A/R)

1. Total dollar amount of A/R currently outstanding: \_\_\_\_\_
2. Dollar amount of A/R currently less than 90 days: \_\_\_\_\_ Amount you wish to finance initially: \_\_\_\_\_
3. Average number of invoices per month that is to be financed: \_\_\_\_\_
4. Approximate number of customers active (past 12 months): \_\_\_\_\_
5. Are customers repeat? \_\_\_\_\_
6. Are receivables pledged as collateral? Yes  No  If yes, pledged to whom: \_\_\_\_\_
7. Selling terms: \_\_\_\_\_
8. Average number of days to collect (DSO): \_\_\_\_\_
9. Any installment and/or progress payment receivables: \_\_\_\_\_
10. Any consignment sales? \_\_\_\_\_
11. Approximate write-offs (% wise): \_\_\_\_\_
12. Warranties/guarantees granted: \_\_\_\_\_
13. Is the A/R insured? \_\_\_\_\_ Which organization? \_\_\_\_\_
14. Re export clients: \_\_\_\_\_  
Buyer(s): \_\_\_\_\_  
Any equity relationship: \_\_\_\_\_

## » P.O. FUNDING

1. P.O.s from which customers? \_\_\_\_\_
2. Down payment(s), progress payments from customer(s): \_\_\_\_\_
3. Total cost of unit(s) vs. selling price(s) ... GP%: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
What is the cost of freight, logistics, duties, taxes, labour etc. \_\_\_\_\_
4. Suppliers: \_\_\_\_\_  
Located: \_\_\_\_\_ Deposit: \_\_\_\_\_
5. Location of final manufacturing? \_\_\_\_\_
6. Warranties/guarantees granted: \_\_\_\_\_
7. Total cycle time from placement of orders to suppliers to generation of A/R: \_\_\_\_\_
8. Solid contracts: \_\_\_\_\_  
A plan B for the product/order should customer not proceed with order: \_\_\_\_\_

## Specific Questions cont.

9. Expertise (products / service) : \_\_\_\_\_  
\_\_\_\_\_
10. Have dealt with suppliers previously: \_\_\_\_\_
11. Have dealt with the customers previously: \_\_\_\_\_
12. Have completed the 'cycle' previously: \_\_\_\_\_
13. Terms from the supplier: \_\_\_\_\_  
\_\_\_\_\_

### » EQUIPMENT/MACHINERY/FIXED ASSETS

1. Schedule of equipment: model, brief description(s), approx. value (recent appraisal and costs), when acquired etc.: \_\_\_\_\_  
\_\_\_\_\_
2. Recent valuation yes, no, by whom: \_\_\_\_\_
3. Location(s): \_\_\_\_\_
4. PPSA registrations: \_\_\_\_\_

### » INVENTORY

1. Products: Brand names, commodity, evidence of demand? \_\_\_\_\_  
\_\_\_\_\_
2. Schedule of inventory: brief description(s), approx. value (recent appraisal and costs), when acquired etc. \_\_\_\_\_  
\_\_\_\_\_
3. Approx value: \_\_\_\_\_
4. Recent valuation: Yes  No  If yes, by whom: \_\_\_\_\_
5. Where located(s): \_\_\_\_\_
6. Raw vs. finished: \_\_\_\_\_
7. WIP (Work in Progress): \_\_\_\_\_
8. Any PPSA / GSA registration(s): \_\_\_\_\_

### » SR&EDs

1. Total amount: \_\_\_\_\_
2. The fed & prov portions: \_\_\_\_\_
3. When was rtns filled? \_\_\_\_\_

## Specific Questions cont.

4. Prior SR&ED filings: \_\_\_\_\_ Results: \_\_\_\_\_

5. 3rd party preparer: \_\_\_\_\_ Who: \_\_\_\_\_

6. Other source(s) of income ie. revenues, on-going investment etc.: \_\_\_\_\_

### » REAL ESTATE EQUITY

1. Location

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Approx value, mortgage amount and with whom, (equity): \_\_\_\_\_

3. Original date of acquisition: \_\_\_\_\_

4. Property description, type, use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Any outstanding taxes? \_\_\_\_\_ Amount: \_\_\_\_\_

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The above statements are true and accurate to the best of my information and belief.

I / We do understand that approval to factor or provide any financial services may come only after the manager of Omni-Rand Inc., and / or its agents, affiliated parties, suppliers and lenders approves said application and the invoices / accounts are approved in accordance with the terms of the Factoring and / or Finance Agreement(s).

I / We hereby authorize Omni-Rand Inc., its agents, representatives, affiliated parties, funders, suppliers and lenders to verify and investigate my/our credit worthiness and financial responsibility in any way they choose. I / We grant Omni-Rand Inc. and / or its agents, affiliated parties, funders, suppliers and lenders the right to procure any and all credit reports pertaining to any party listed in this application, including, but not limited to, all principals of the applicant company. You hereby irrevocably directed and authorized to deliver to, to disclose to and to discuss with Omni-Rand Inc. its agents, representatives, affiliated parties, funders, suppliers and lenders any and all matters relating to our past, present and future dealings, including credit related matters.

The undersigned hereby consents to Omni-Rand Inc., and / or its agents, affiliated parties, funders, suppliers and lenders collecting personal information including his/her personal credit report.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

# Support Documentation

## » INFORMATION NEEDED TO EVALUATE THE APPLICATION PRIOR TO THE GENERATION OF A TERM SHEET

1. Copy of Trade Name Registration and/or Articles of Incorporation or Partnership Agreement where applicable. If incorporated, please also provide a copy of Minutes showing current President and Corporate Secretary \_\_\_\_\_
2. Most Recent Year End (up to 3 years) & Interim Financial Statement (Auditor Reviewed) \_\_\_\_\_
3. Most Recent Income Tax Return \_\_\_\_\_
4. Copy of last T4 Summary and proof of payment of last three months' Payroll Deduction Remittances \_\_\_\_\_
5. Master Customer List complete with Customer Names, Addresses and Phone Numbers \_\_\_\_\_
6. Sample documentation ie. copy of an invoice, purchase order, proof of shipment/delivery and other appropriate documents \_\_\_\_\_
7. Accounts Receivable Aging \_\_\_\_\_
8. Accounts Payable Aging \_\_\_\_\_
9. Summary (one page) of company, its history, products/service, website and/or brochure \_\_\_\_\_
10. Description of the company's current financing/ lending arrangements \_\_\_\_\_
11. Org Charts: Management & Ownership \_\_\_\_\_
12. Copy of P.O.s - buyers, suppliers \_\_\_\_\_
13. Inventory and/or equipment schedules/summary(s), including product name, model, date and price of purchase \_\_\_\_\_

## » SUPPORTING DOCUMENTS THAT MAY BE REQUIRED PRIOR TO FINALIZATION OF FINANCING AGREEMENT

1. Copy of your lease agreement with your landlord, if applicable \_\_\_\_\_
2. Personal ID ie. drivers license and SIN cards \_\_\_\_\_
3. Copy of the company's latest CRA & WSIB statement(s) \_\_\_\_\_
4. Copy of the registered Trade Name(s), if applicable \_\_\_\_\_
5. Resume(s) of company's principals and personal financial statements of shareholders and/or guarantors \_\_\_\_\_
6. Copy of Birth Certificate or Canadian Citizenship \_\_\_\_\_
7. If equipment and/or inventory involved a business plan, cash flow forecast and any appraisals will be required \_\_\_\_\_
8. Copy of company letterhead \_\_\_\_\_
9. Proof of insurance \_\_\_\_\_
10. Annual corporate minutes \_\_\_\_\_
11. Bank statements \_\_\_\_\_
12. Personal Net Worth Statement(s) \_\_\_\_\_

## Additional Notes

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