

APPLICATION CHECKLIST

Please include all items listed below when submitting an application to avoid delays in processing your application

Proof of Metis Heritage & Additional ID

- MMF Citizenship card, or letter from MMF Central Registry Office and Genealogy documents confirming Metis Heritage. – **Each Metis owner must submit.**
- Additional Photo ID (Driver’s License, Passport, etc.) – **Each owner must submit.**

Proof of Minimum Cash Equity

- 25% of your total Business Support costs + 10% of your total estimated project costs
- Bank/Investment Statements showing funds on hand for at least 30 days.
- If funds have recently been gifted to the applicant, a gift letter must also be submitted.

Confirmation of Canada Revenue Agency (CRA) Tax Filings and Income Tax payments (if applicable).

- CRA Notice of Assessments for previous 2 years. – **Each owner must submit.**
- If income taxes were owing, proof of payment or current CRA Statement of Account must also be submitted.

LRCC Personal Statement of Affairs

- Separate LRCC form to be filled out detailing personal net worth. – **Each owner must submit & spouse sign.**

Business Registration Documentation (Business Expansion Only)

- Sole Proprietorships: Business Registration documentation from Manitoba Companies Office
- Partnerships: Business Registration documentation from Manitoba Companies Office and Partnership Agreement (if applicable)
- Corporations: Articles of Incorporation and Shareholders Agreement (if applicable)

Resume (Start-up/Company Acquisition Only)

- Resume detailing employment history, training, certification, education, etc. – **Each owner must submit.**

Financial Statements (Business Expansion/Company Acquisition Only)

- Sole Proprietors/Partnerships: CRA T2125 – Statements of Business Activities for at minimum last 2 years
- Corporations: Accountant Prepared Financial Statements for at minimum last 2 years.
 - Notice to Reader level or higher.

Offer to Purchase (Company Acquisition Only)

- Intent to Purchase or Offer to Purchase Assets/Shares with financing condition, prepared by a lawyer.

Business Support Quotes

- Minimum two quotes from qualified consultants/businesses.