

## Checklist

**Please submit the following with your application:**

- Full Personal Tax Returns for last 3 years of all Guarantor(s) and/or Shareholder(s)
- Notices of Assessment for last 3 years of all Guarantor(s) and/or Shareholder(s)
- Company financial statements for last 3 years
- Copy of company share certificates
- Applicant confirmation of all fishing licenses currently held (print out) via National Online Licensing System
- Quote(s)
- Purchase & Sale Agreement (*if applicable*) must include
  - Dated, duly signed, dated by the buyer and seller, both signatures, must be witnessed
  - Seller's full name, address and phone number
  - Purchase price
  - Closing Date
- Life Insurance
- Confirmation from Canada Revenue Agency that there are no outstanding taxes owed to Canada Revenue Agency either corporate and/or personal
- Is this Application for an Assumption of Existing Loan?
- Printout of Bank Confirmation
- Photocopies of two (2) pieces of government ID (Birth Certificate, Driver's License)

**NOTE:**

**All applications are subject to an Administration Fee and a Mortgage Registration Fee.**

**RETURN ALL DOCUMENTS TO:**

**Nova Scotia Fisheries and Aquaculture Loan Board**

74 Research Drive, Bible Hill NS B6L 2R2

Phone: (902) 896-4800

Fax: (902) 896-4812

**My loan will help me to (check all that apply):**

- Begin fishing
- Create jobs for:  full time or  seasonal (½ year)
- Expand my business
- Apply new technology
- Improve my business profitability
- Maintain my vessel and equipment
- Allow me to survive a low-price cycle or poor production year
- Other \_\_\_\_\_

## 1 Give company details (please print)

Company name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Company registration number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Postal code: \_\_\_\_\_  
 Civic address: \_\_\_\_\_ In the county of: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Alternative Contact Person Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Employment: Existing \_\_\_\_\_ Proposed Additional \_\_\_\_\_

Names of officers and directors and the number of shares held by each:

| Name | Title | No. of Shares Held / Issued | Share Class (Common, Voting Preference, Non-Voting Preference) |
|------|-------|-----------------------------|--|
|      |       |                             |  |
|      |       |                             |  |
|      |       |                             |  |
|      |       |                             |  |

| Total Authorized Shares              |        |                          |                      |
|--------------------------------------|--------|--------------------------|----------------------|
| Shares                               | Number | Par Value per Share (\$) | Total Par Value (\$) |
| Common                               |        | \$                       | \$                   |
| Voting Preference                    |        | \$                       | \$                   |
| Non-Voting Preference                |        | \$                       | \$                   |
| <b>Authorized Capital of Company</b> |        |                          | \$                   |

Fisher identification number (FIN) of company owner: \_\_\_\_\_ Home Port: \_\_\_\_\_  
 Name and address of vessel captain: \_\_\_\_\_  
 Number of years fishing: \_\_\_\_\_ Fishing Master Certificate held: \_\_\_\_\_ Number of years as captain: \_\_\_\_\_  
 Please list fishing licenses held (include license #'s):  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**Please provide copies of SVOP Fishing Master Class and/or other certificates.**

## 2 Give loan information

Do you have any existing or previous loans with the Loan Board?  Yes  No

A. Total amount required: \$ \_\_\_\_\_  
 B. Deposit (10% minimum): \$ \_\_\_\_\_  
 C. Net loan (A – B): \$ \_\_\_\_\_

State Source of Equity Deposit: \_\_\_\_\_

Upon loan approval, I/we prefer payments to begin the month of: \_\_\_\_\_  
 Continuing:  Annually  Semi-annually (please check one)

**3 List references** (fish buyer, bank, credit union, merchant, co-op, etc. — please provide 3 from the selection):

**A reference letter from your financial institution (eg. bank / credit union) is preferred. This letter should provide all balances for loans, savings accounts, chequing accounts, stocks, bonds, RRSP, etc.**

| Name | Address | Business Telephone |
|------|---------|--------------------|
|      |         |                    |
|      |         |                    |
|      |         |                    |

## 4 Authorization

I/we hereby authorize the exchange of credit and production or landings information on the applicant(s) by the Nova Scotia Fisheries and Aquaculture Loan Board with any businesses providing credit, insurance coverage with whom the applicant(s) has/have or propose to have financial arrangements with during the period of time the applicant(s) has/have a loan with the Board.

By initialing this box, I/we hereby authorize the exchange of application information between the Nova Scotia Fisheries and Aquaculture Loan Board and the Nova Scotia Provincial Coastal Resource Coordinator in my area.

All information on the loan will be subject to the disclosure and protection of privacy provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act. The consent is irrevocable during the period of time the applicant(s) has/have financial arrangements with the Board. As well, the applicant authorizes the Department of Fisheries and Oceans to provide the Board with company statistical fish catch information.

\_\_\_\_\_  
Company (affix seal)

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

## 5 Return all pages to

**Nova Scotia Fisheries and Aquaculture Loan Board**  
74 Research Drive, Bible Hill NS B6L 2R2  
Phone: (902) 896-4800 / Fax: (902) 896-4812



**1 Give your details** (please print) – *Please complete this sheet for each Guarantor and/or Shareholder*

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Civic address: \_\_\_\_\_ In the county of: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_ Marital Status: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Fisher identification number (FIN): \_\_\_\_\_ Home Port: \_\_\_\_\_

Number of years fishing: \_\_\_\_\_ Fishing Master Certificate held: \_\_\_\_\_ Number of years as captain: \_\_\_\_\_

Other licenses held:  
(include license #'s) \_\_\_\_\_

Alternative Contact Person Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Your Spouse's First and Last Name: \_\_\_\_\_

Your Spouse's Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Your Spouse's Social Insurance Number: \_\_\_\_\_

Your Spouse's Current Occupation: \_\_\_\_\_ Your Spouse's Email: \_\_\_\_\_

Your Spouse's Employer: \_\_\_\_\_ Your Spouse's Gross Income: \_\_\_\_\_

Number of Dependents and Ages: \_\_\_\_\_

Please detail below your involvement in the company as a Shareholder/Guarantor:

**2 Financial History**

|  |   |  |   |
|--|---|--|---|
| Have you personally declared bankruptcy in the past 6 years?           | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                 | Are you involved in any lawsuits?                                  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| Have you ever had a judgment filed against you?                        | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                 | Are you financially obligated?<br>(co-signor, guarantor, endorser) | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| Do you currently have life insurance?<br><br>Life insurance face value | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br><br>\$ _____ | If yes, what is the total amount of the obligation?                | \$ _____  |

**3 List Assets**

| Item  | Estimated Value |
|---|-----------------|
| House and land:   | \$              |
| Furniture:  | \$              |
| Boat – Name: _____ Length: _____ Age: _____                             | \$              |
| Sell or keep:   |                 |
| Fishing license(s) – state type of license and estimated value of each: |                 |
| 1. _____  | \$              |
| 2. _____  | \$              |
| 3. _____  | \$              |
| Lobster traps – number:   | \$              |
| Other fishing gear – type:  | \$              |
| Car – year and make (no leased vehicles):                               | \$              |
| Truck – year and make (no leased vehicles):                             | \$              |
| Other – please describe _____   | \$              |

Savings account, chequing account, RRSP, GIC or other investments (please detail below or on reverse if more space is required):

| Item | Financial Institution | Account Number | Current Balance |
|------|-----------------------|----------------|-----------------|
|      |                       |                |                 |
|      |                       |                |                 |
|      |                       |                |                 |

**Please Provide Confirmation of Account Balances**

**4 List Liabilities**

Mortgages/Loans/Credit Cards/Lines of Credit/Leased Vehicles (please detail below or on reverse if more space is required):

| Financial Institution | Purpose | Original Amount | Payment | Current Balance |
|-----------------------|---------|-----------------|---------|-----------------|
|                       |         |                 |         |                 |
|                       |         |                 |         |                 |
|                       |         |                 |         |                 |

**5 List Major Household Expenses**

| Item                          | Monthly Cost | Yearly Cost |
|-------------------------------|--------------|-------------|
| Groceries                     |              |             |
| Utilities                     |              |             |
| Property Tax                  |              |             |
| Home Maintenance              |              |             |
| Child Care                    |              |             |
| Insurance                     |              |             |
| Other – please describe _____ |              |             |
| <b>TOTAL</b>                  |              |             |

**Amount owing to Revenue Canada:** \$ \_\_\_\_\_ **Repayment terms:** \_\_\_\_\_

**6 Authorization**

I/we hereby authorize the exchange of credit information by the Nova Scotia Fisheries and Aquaculture Loan Board for the period of time I am guarantor of a loan with the Board. I/we understand all information on the loan is subject to the disclosure and protection of the privacy provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act. Consent is irrevocable during the period of time the guarantee is in effect.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Witness





Full Name: \_\_\_\_\_

**A) Income**

| Species                         | Price | Year 1<br>Total | Price | Year 2<br>Total | Price | Year 3<br>Total |
|---------------------------------|-------|-----------------|-------|-----------------|-------|-----------------|
|                                 | Lbs.  |                 | Lbs.  |                 | Lbs.  |                 |
|                                 |       |                 |       |                 |       |                 |
|                                 |       |                 |       |                 |       |                 |
|                                 |       |                 |       |                 |       |                 |
| Other Income (EI, spouse, etc.) |       |                 |       |                 |       |                 |
| <b>Total Income</b>             |       |                 |       |                 |       |                 |

**B) Direct Operating Expenses**

| Expense Item                                    | Year 1 | Year 2 | Year 3 |
|---|--------|--------|--------|
| Fuel  |        |        |        |
| Gear  |        |        |        |
| Food  |        |        |        |
| Bait/Ice  |        |        |        |
| Refit and Maintenance                           |        |        |        |
| Worker's Compensation                           |        |        |        |
| Insurance                                       |        |        |        |
| Loan Board Payment (Principal and Interest)     |        |        |        |
| Crew Wages and Benefits                         |        |        |        |
| Captain's Wage                                  |        |        |        |
| Dockside Monitoring                             |        |        |        |
| License Fees/Dues                               |        |        |        |
| Berthage/Wharf Fees                             |        |        |        |
| General/Admin./Professional Fees                |        |        |        |
| Vehicle   |        |        |        |
| Telephone                                       |        |        |        |
| Household Expenses (from Financials)            |        |        |        |
| Other   |        |        |        |
| <b>Total Expenses</b>                           |        |        |        |
| <b>C) Income before tax (Total A – Total B)</b> |        |        |        |
| <b>D) Income tax</b>                            |        |        |        |
| <b>E) Net income (Total C – Total D)</b>        |        |        |        |

**F) General Information**

Areas to be fished: \_\_\_\_\_

Projected number of trips: \_\_\_\_\_

Last years' gross stock for present vessel: \_\_\_\_\_

Fish Buyer: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RESOLUTION TO BORROW**

Date: \_\_\_\_\_

Be it resolved that \_\_\_\_\_ undertakes to  
Company Name

borrow the amount of \$ \_\_\_\_\_ from the Nova Scotia Fisheries and Aquaculture Loan Board  
at the prevailing interest rate for the purpose of financing \_\_\_\_\_  
Description of Project

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\_\_\_\_\_  
President – Please Print Name

\_\_\_\_\_  
President – Please Sign Name

Affix Company Seal Here