



Industry
Canada

Industrie
Canada

Aboriginal Business
Canada

Entreprise autochtone
Canada

Business Performance Review Client Form

Please complete this form and attach the appropriate supporting documentation, as outlined in the letter/email accompanying this form and return to ABC by the due date.

PROJECT INFORMATION	
Project Number:	Information / Data as of: (YYYY/MM/DD)
CLIENT CONTACT INFORMATION	
Business Client Name:	Contact Name:
Business Address:	Contact Address (if different)
Telephone:	Telephone:
Fax:	Fax:
Email Address:	Email Address:
BUSINESS PERFORMANCE INFORMATION	
<p>1. What is the current status of the business?</p> <p><input type="checkbox"/> In operation <input type="checkbox"/> Not in operation (if <u>checked</u>, indicate date and reason below)</p> <p style="text-align: right;">Business not in operation as of (YYYY/MM/DD): _____</p> <p style="text-align: right;">Reason: <input type="checkbox"/> bankrupt <input type="checkbox"/> ceased operation <input type="checkbox"/> sold/transferred <input type="checkbox"/> other _____</p>	
<p>2. Record the following financial data for the past fiscal year (e.g. \$1,234.56).</p> <p>Income Statement</p> <p style="padding-left: 40px;">Total Sales/Revenue: \$</p> <p style="padding-left: 40px;">Total Net Profit/Income: \$</p> <p>Balance Sheet</p> <p style="padding-left: 40px;">Total Assets*: \$</p> <p style="padding-left: 40px;">Total Liabilities: \$</p> <p style="padding-left: 40px;">Total Equity: \$</p> <p><small>* As per Generally Accepted Accounting Principles (GAAP), Assets = Liabilities + Owner's Equity.</small></p>	

3. Record the following employment data for the past fiscal year.

Number of permanent full-time (greater than 30 hrs/wk) and part-time workers (less than 30 hrs/wk) and gross salaries/wages paid (**including owner**). **If zero, please indicate.**

FULL-TIME Workers

Aboriginal	Non-Aboriginal	Total	Gross Salaries/Wages Paid \$	Aboriginal	Non-Aboriginal	Total	Gross Salaries/Wages Paid \$
_____	_____	_____	_____	_____	_____	_____	_____

PART-TIME Workers

4. Please indicate the Internet connectivity of your business and its use of information technology. Check all that apply to the following statement.

“My business has...”

- access to the Internet
- a website
- online sales of products and/or services via the corporate website (e-Commerce)
- purchased products and services online

5. What percentage of your total sales were made...

- A) In your local community? _____%
- B) In other parts of your province or territory? _____%
- C) In other provinces or territories? _____%
- D) Outside of Canada? _____% (If greater than zero GO TO D.1, otherwise, GO TO D.2)

- D.1 In the next two years, does your business intend to increase sales outside Canada? YES NO
- D.2 In the next two years, does your business intend to expand its client base to include markets outside Canada? YES NO

6. Overall, how would you rate the success of your business in the past year?

- Excellent Good Fair Poor

7a Rate the importance of each of the following factors in meeting the overall objectives of your business, where 1 = “not at all important” and 5 = “very important”. Circle the appropriate response.

Management Skills	Not at all important					Very important
	1	2	3	4	5	

Ability to effectively use technology	Not at all important				Very important
	1	2	3	4	5
Research and Development and Innovation	Not at all important				Very important
	1	2	3	4	5
Human Resources	Not at all important				Very important
	1	2	3	4	5
Financing	Not at all important				Very important
	1	2	3	4	5
Marketing /commercialization	Not at all important				Very important
	1	2	3	4	5
Production	Not at all important				Very important
	1	2	3	4	5
Competitive Strategy	Not at all important				Very important
	1	2	3	4	5
Board of Directors	Not at all important				Very important
	1	2	3	4	5
Accounting Controls	Not at all important				Very important
	1	2	3	4	5
7b To what extent would any of the following present obstacles in growing your business over the next two years? In your response, please use a scale from 1 to 5 where 1 = "not at all" and 5 = "a great deal". Circle the appropriate response					
Access to financing	Not at all				A great deal
	1	2	3	4	5
Cost of borrowing	Not at all				A great deal
	1	2	3	4	5
Access to equity or capital	Not at all				A great deal
	1	2	3	4	5
Trade regulations or exchange rate	Not at all				A great deal
	1	2	3	4	5

Competition	Not at all					A great deal
	1	2	3	4	5	
Availability of skilled labour	Not at all					A great deal
	1	2	3	4	5	
Cost of doing business (e.g. raw materials, supplies, etc.)	Not at all					A great deal
	1	2	3	4	5	
Overall economic conditions	Not at all					A great deal
	1	2	3	4	5	
Overall market conditions	Not at all					A great deal
	1	2	3	4	5	
Access to technical assistance	Not at all					A great deal
	1	2	3	4	5	
Taxes	Not at all					A great deal
	1	2	3	4	5	
Government policy / rules and regulations	Not at all					A great deal
	1	2	3	4	5	
Infrastructure, such as telephone, electricity, water roads, lands	Not at all					A great deal
	1	2	3	4	5	
Would anything else present an obstacle in growing this business? (specify) _____	Not at all					A great deal
	1	2	3	4	5	

8. Comments / Any issues that you would like to bring to the attention of ABC.

PRIVACY OF INFORMATION

Under the *Access to Information Act*, we cannot guarantee the confidentiality of all information provided to us by third parties. Personal information is protected under the *Privacy Act* and sensitive business information is protected under the *Management of Government Information Policy*. Any information collected by survey / questionnaire / interview that would qualify for protection under section 19 or 20 of the *Privacy Act* will be treated in a confidential manner.

