INSTRUCTIONS TO APPLICANT

ADVANCE PAYMENTS

- 1. Claims may be submitted to ACOA for costs expected to be incurred in the near future (not to exceed 3 months). Disbursements will be based on a cash flow forecast showing expenditure items which normally require funds in advance. Please read your contract carefully to determine exactly what costs are considered "eligible costs".
- 2. When claiming an advance, please use the form "Claim for an Advance Payment" in appendix 2.
- 3. When showing the cost of an eligible item, include the estimated HST, GST, Provincial Sales Tax, freight and delivery costs.
- 4. After completing the top portion of the schedule, please list individually all costs to be incurred. All columns of the schedule <u>must</u> be completed.
- 5. Do not submit supporting documents. However, purchase orders, invoices, receipts and all other supporting documentation must be retained and readily available for an examination in the event of an audit.
- 6. It is essential that the covenant at the bottom of the claim form has been duly signed and dated.
- 7. Once an advance has been received, no further payment can be provided by ACOA until you indicate the total amount which has been paid to your suppliers or otherwise spent on eligible project costs. You will be expected to maintain sufficient records to enable you to provide that information with your next claim.
- 8. If you require any further information or need assistance in completing your claim, please do not hesitate to call the ACOA office.

CLAIM FOR AN ADVANCE PAYMENT

Applicant Name	I	Project No.:					
Address	(
Contact Name		Telephone No					
PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.							
Forecasted Cash Requirem	<u>ents</u>						
Period Covered From	To		(Maximum 3 Months)				
Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount		
T	OTALS						
I hereby certify that the above payment dates are accurate an satisfactorily completed and I and only to the eligible costs of	nd complete. I confirm that agree that any contribution	at the requested fur	nds are required to e esult of this claim wi	enable the project ill be applied direc			
			Applicant's Sign				

INSTRUCTIONS TO APPLICANT

Progress Payments and Final Payments

- 1. Claims may be submitted to ACOA for costs which have been incurred (i.e. you have been invoiced by the supplier). Normally, a progress claim should represent at least 10% of the eligible costs. Please read your contract carefully to determine exactly what costs are considered "eligible costs"
- 2. Please use the form "Applicant's Request for Payment" which is in appendix 4. Copies of it may be made for additional pages as required.
- 3. When showing the cost of an eligible item, include the HST/GST, Provincial Sales Tax, freight and delivery costs.
- 4. Show the total amount of HST/GST which has been included in the eligible costs in the line "Total HST/GST included in the invoices" at the bottom.
- 5. After completing the top portion of the form, please list individually all costs being claimed.
- 6. Do not submit supporting documents. However, purchase orders, invoices, receipts and all other supporting documentation must be retained and readily available for examination in the event of an audit.
- 7. The appropriate box should be checked, indication the presence of assets on site. If no is checked, please provide the details on the progress report.
- 8. It is essential that the certification at the bottom of the final page of the Request for Payment is duly signed and dated.
- 9. The "Applicant's Final Payment Certificate" must be duly completed and submitted by you with the final claim.
- 10. The total amount paid to suppliers in respect to eligible costs claimed must be reported in the certification section at the bottom of the Request for Payment. You will be expected to maintain sufficient records to enable you to provide that information with each claim.
- 11. If you require any further information or need assistance in completing the form, please do not hesitate to call the ACOA office.

Claim No:

APPLICANT'S REQUEST FOR PAYMENT

Project No:

Address:			Period Covered:				
			From:		То:		
			Final Request:	Yes 9	No 9		
Is this a New Address: Yes 9 No 9			If yes, a Final	If yes, a Final Payment Certificate must be attached.			
Do You have a HST/GS	T Registration N	Number? Yes 9 No 9	Contact Name:	Contact Name:			
Number:			Telephone No: Fax No:				
PLEASE REFER TO I	NSTRUCTION	NS IN APPENDIX 3.					
Description of (Costs	Name of Supplier	Invoice Number	Invoice Date	InvoiceAmt. HST/GST included	HST/GST included in invoice	
					\$	\$	
Total invoice amount of	this page.				\$		
Total carried forward fro	Total carried forward from other pages. \$						
Total invoice amount. \$							
Less the Total HST/GST included in the invoices. \$							
Total Costs Claimed \$							
CERTIFICATION (to	be signed on fir	nal page)					
I hereby certify to the fo	ollowing:						
a) Yes No that the assets claimed above are on site: (if no, please explain)							
 a) Yes No that the above noted costs have been incurred and are eligible costs of the project. b) Yes No that all the requested information is accurate and complete. 							
 b) Yes • No • that all the requested information is accurate and complete. c) Yes • No • that the project is in compliance with all special and general conditions of the contract. 							
d) Yes • No • that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.						ble project	
I hereby certify that \$ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.						ling this and	
Applicant's Signature Date:							

Applicant Name:

APPLICANT'S FINAL PAYMENT CERTIFICATE

TO: THE MINISTER FOR THE ATLANTIC CANADA OPPORTUNITIES AGENCY

Applicant Name: Project No.:					
			YES	NO	
1.	Has the project been successfully completed in accordance with the Work?	e Statements of	9	9	
2.	The project was completed on (Date)		9	9	
3.	Have all costs claimed been paid to the supplier? If not, please provide details:		9	9	
4.	Have all costs been claimed at actual arm's length costs or fair many refunds or other consideration provided by suppliers?	arket value, net of	9	9	
5.	Are there any present or potential liens or claims which could jeo	pardize this project?	9	9	
6.	Is the project in compliance with environment protection measure requirements of all regulatory bodies of appropriate jurisdiction?	s that satisfy the	9	9	
7.	Have you satisfied all special and general conditions stated in the	contract?	9	9	
8.	Have you disposed of, leased to other parties or ceased to use elig- operation?	ible assets in the	9	9	
I, certify, that I have examined the contract for the above project (name) and I do solemnly declare that the above responses are true, knowing that this declaration is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.					
Applic	ant's Signature	Date			

PROGRESS REPORT

SCHEDULE D-1

Applicant Name:				Project No:	Project No:		
1.	Please provide a short narrative on the current project status (timing, costs incurred, tasks undertaken, problems, if any):						
_							
2.	Please indicate	approximate ti	ming and amount o	of future claims:			
		Month	Year	Eligible Costs			
				\$			
				\$			
				\$			
				\$			
3.	Results of proje	ect:					
	a. Number of j	obs created to	date:	<u></u>			
	b. Number of j	obs maintained	:				
	c. Sales to date:						
4.	Comments:						
-							