

## Commercialization Program Application

### Instructions:

- Submit a signed, completed original application to the INTRD office in your area. Retain a copy for your records.
- A business plan is required to support your application.

### Applicant Information

Legal Name of Applicant:	_____	Phone:	_____
Operating Name:	_____	Fax #:	_____
Contact Person:	_____	E-mail:	_____
Title:	_____		
Mailing Address:	_____	Location of Project	_____
	_____	Industry/Sector:	_____
	_____	Business #:	_____

### Form of Organization

Corporation	_____
To be Incorporated	_____
Other please specify	_____

### Brief Project Description *Please attach business plan and budget*

Have you considered all environmental requirements?	Yes	No	N/A
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### Principal Owners and Management of Business

Name	Ownership (%)	Position/Management Function	Remuneration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Parent Company (if applicable) \_\_\_\_\_

**Affiliated / Associated Companies**

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**Project Costs**

**Proposed Financing**

	\$	Applicant's Investment	\$
	\$	INTRD	\$
	\$	ACOA	\$
	\$	Financial Institution	\$
	\$		\$
	\$		\$
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$

**Financial Assistance**

Have you applied for, or received financial assistance for this project or activity from your existing lenders, INTRD and/or other federal or provincial departments? Yes No  
 If yes, please list the agencies and provide details of their response.

Lender or Agency	Contact Name	Response

**Applicant's Existing Financing**

Include all outstanding amounts from Provincial Government sources including amounts outstanding by affiliated / associated companies. If additional space is required, please provide a separate sheet.

Lender	Amount Outstanding	Secured by

**Applicant's Professional References**

	Name of Firm	Contact Person	Telephone #
Financial Institution			
Accountant			
Lawyer			
Insurance Company			

## Applicant's Declaration

To the Department of Innovation, Trade and Rural Development (INTRD):

- a) I confirm that the information given in this application is, to the best of my knowledge and ability, complete, true and correct.
- b) I certify that financial assistance from INTRD is a significant factor in the decision to proceed with this project.
- c) I certify that neither the applicant nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- d) I will provide all information required by INTRD to complete the assessment of this project and I authorize INTRD to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.
- e) I certify that all debts owing to Provincial Government departments and/or its agencies, by the applicant and its affiliated / associated companies have been disclosed in this application.
- f) I will instruct the existing lenders as indicated above to provide INTRD with full information concerning my (the applicant's) operating and financial position. I further authorize INTRD to discuss fully my (the applicant's) affairs with the lenders.
- g) I authorize the Department to access, at a mutually agreed upon time, the site and premises of the facility described in this application.
- h) I authorize the Department to do routine credit checks on the applicant, shareholders and affiliated companies for the purpose of completing an assessment of this application.

The Applicant hereby agrees that should an offer of financing result from this application, that offer shall include an agreement to make public the name of the recipient, financing amount and the purpose of financing.

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Print Name of Authorized Official

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Signature of Authorized Official

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Title

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Date

## Information to be Provided in Support of your Application

**A complete Business Plan is required to support your signed application and should include the following information as part of the plan:**

- History and description of the business including a detailed description of products/services.
- The project's innovative and technical merits.
- Supporting documentation on major items to be purchased/built.
- Market data - explain your current market position and identify your projected market (i.e., size, location). Identify your competitors and where they are located.
- Management and Ownership: outline management structure, a short history of shareholders, résumés of key personnel, and relevant experience.
- Financial Information: Financial statements for the current and previous two years of operation and the most recent interim statements. Provide two year projected financial

*Business Plan Guidelines can be obtained through your local INTRD office.*

**An assessment of your project will not commence until the business plan and all required documentation is received to the satisfaction of the Department.**

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