St. JAMES FINANCIAL SERVICES CORP. TM



To prepare an Executive Summary and / or a Business Plan to be presented to a Commercial Lender through our licensed mortgage professional, we will require the following information from the client.

- a) The Corporate Name, Address, Postal Code Telephone / Fax Numbers and E-mail Address of the corporation requesting the business plan.
- b) Certificate of Incorporation and Articles of Incorporation as well as Certificate of Status of the corporation.
- c) Resumés of each Principal, General Partner and any Key Management Personnel.
- d) Complete Description of the Project including:
 - Equity or Collateral being proposed as security for the loan.
 - Most Recent Appraisal of the Collateral performed by a certified appraiser.
 - The Amount of the loan being requested.
 - What the loan money will be used for and how the income from the use of the funds will be sufficient to repay the loan (principal and interest).
- e) Personal Financial Statements of the corporation Owner, General Partner, Applicant(s) and Principals of the Corporation dated no more than 60 days from the date of the request to prepare a Business Plan.

- f) Complete Description of the businesses the loan will purchase or the expansion of an existing business, including:
 - Name of Business.
 - Address of Business
 - Nature of Business.
 - Most Recent Appraisal (if relevant).
 - Length of Time in Operation.
 - 3 years Net Income (Profit) Statements.
 - Listing of Equipment and Inventories (if relevant)
 - (including recent appraisals)

The foregoing information should be sent by courier to:

St. James Financial Services Corp. Suite 339, 10654 Whyte Avenue, N.W. Edmonton, Alberta, CANADA T6E 2A7