

**CORPORATE/BUSINESS ITEMS REQUIRED****A. CORPORATE ITEMS**

1.  Minute Book -  
 Corporate Seal  
  
 Address of Head Office
2. List of full names, residence addresses of:  officers  
 shareholders  
 directors

**B. FINANCIAL STATEMENTS**

1.  Most current and previous 2 years, if available  
 Current Trial Balance
2.  Last Prepared Corporation Tax Returns (Provincial and Federal)

**C. 1. ASSETS**

- Banking - list of exact location(s) and balances of all Bank Accounts (enclose a copy of a cheque for each location)
- Cash or Cheques on Hand
- Equipment
- Accounts Receivable list name/address/amounts
- Inventory
- Work in Process
- Orders on Hand
- Vehicles (include copies of ownership)
- Patents, Trademarks, Copyrights (include documents)
- Customer Contracts
- Other

**2. LIABILITIES**

- Trade Suppliers names, addresses and amounts
- Landlords names, addresses, amounts, copy of lease and address of premises
- Government (including account numbers)  G.S.T. /H.S.T.  
 P.S.T.  
 E.T.D. (Payroll Taxes)  
 E.H.T.  
 WSIB
- Shareholders including any Security
- Customer Deposits
- Banks
- Leases, Equipment, Vehicle
- Employees Wages Arrears/Vacation Pay Payroll Records
- Utilities and Telephone (including account and telephone numbers)
- Company Credit Cards list and Account Number of Credit Cards (Cards to be surrendered)
- Other

**3. COPIES/ORIGINALS**

- Premises, Leases
- Vehicle or Equipment Leases
- Banking or Other Lender Security Documents
- Other documents supporting assets or liabilities
- Statements of Claim, Requirements to Pay, Judgment