

CONTACT INFORMATION – MAJORITY SHAREHOLDER*

Name _____

Last Name _____

Address _____

City _____ Postal Code _____

Phone _____-_____-_____

Email _____

SIN _____ Date of Birth _____

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* Provide contact information for your managing director if you are a cooperative and social economy enterprise.

CONTACT INFORMATION – OTHER SHAREHOLDERS

Name _____

Last Name _____

Address _____

City _____ Postal Code _____

Phone _____-_____-_____

Email _____

SIN _____ Date of Birth _____

m m d d y y y y

Name _____

Last Name _____

Address _____

City _____ Postal Code _____

Phone _____-_____-_____

Email _____

SIN _____ Date of Birth _____

m m d d y y y y

If your company has more than 3 shareholders, please list their contact information in the Annex A - Other Information.

BUSINESS INFORMATION

Legal Name _____

Quebec Business Number (NEQ) _____

Corporate Address _____

City _____ Postal Code _____

Postal Address _____
(if different)

City _____ Postal Code _____

Phone _____ - _____ - _____

Website _____

Annual revenues before COVID-19 _____

BUSINESS OVERVIEW

Briefly describe your company, your market and your business plan.

CURRENT SITUATION WITHIN THE COVID-19 CRISIS

Please describe your current situation and how the COVID-19 pandemic affected your business activities and its profitability (cease of operations, loss of sales, contract loss/suspended, etc.).

CURRENT SITUATION WITHIN THE COVID-19 CRISIS

What actions has your business taken in order to minimize the effects of the pandemic on your business? (Client, supplier and/or creditor agreements; layoffs, financial assistance requests (other), cost reduction, Temporary Wage Subsidy program request, other actions). Please specify.

USE OF FUNDS

How is your business planning to spend the Emergency Assistance to Small and Medium-Sized Businesses' funds? Please describe.

USE OF FUNDS

Please indicate the expenses to be covered by the financial assistance over a 3-month period.

EXPENSES FOR 3 MONTHS	
Salaries	\$
Rent	\$
Electricity, heating, phone, internet, insurances, etc.	\$
Other fixed costs	\$
Variable costs (suppliers, subcontractors or other) Detail here:	\$
TOTAL	\$

CHECKLIST – DOCUMENTS REQUIRED UPON SUBMISSION

- Declaration to the *Registre des entreprises du Québec* (REQ)
- An income statement and a 12-month internal balance sheet ending no earlier than December 31, 2019.
- Evidence of the impact of the crisis on the company's business through one of the following documents: a list of contracts lost due to COVID -19, evidence of a decrease in income in March 2020 due to the crisis, or any other relevant evidence.
- Proof of payment (GST/QST, DAS, Taxes) as of December 31, 2019 for both levels of government.

LEGAL ASPECTS

I, _____ (Authorized representative) _____ hereby declare that the information provided in this form is true and accurate (with the exception of the expense projections). I have the ability to provide additional supporting documents should it be necessary. I also declare that my expense projections are accurate to the best of my knowledge and that I have the ability to justify the underlying assumptions on which they are based on.

- I authorize PME MTL to conduct my personal credit investigation and credit investigations for the business _____ (Enter business name) _____ and any other company I may partially or entirely own.
- I hereby confirm that I have read and understood the conditions with regard to this financing application and that I accept its terms and conditions.
- I accept that individual-related data and information on the financial assistance my business could receive may be shared by PME MTL with its funders.

An incomplete application, inaccurate information, false statement and/or omission will automatically result in the final rejection of my application.

Date
m m d d y y y y

PME MTL does not commit to accept any projects - event if they have outstanding potential and/ or satisfy all of the requirements. This program is a one-time financial assistance and subject to the availability of funds. PME MTL's decisions, notably refusals, are final and without appeal. Furthermore, all documentation sent during the application process is the sole property of PME MTL and will not be returned to its applicant.

ANNEX A – OTHER INFORMATION