

**APPLICATION FORM**

**Corporate Information**

Legal Company Name: \_\_\_\_\_

Registered Trade Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of business: \_\_\_\_\_ No. Years in Business: \_\_\_\_\_

Canada Customs Account #: \_\_\_\_\_ WSIB Account #: \_\_\_\_\_

How did you find out about RPG? \_\_\_\_\_

**Ownership Information**

Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Proprietorship: \_\_\_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

SIN#: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Ownership %: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

SIN#: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Ownership %: \_\_\_\_\_ Position: \_\_\_\_\_

Other Owners/Officers or Directors: \_\_\_\_\_

Have you previously been involved in a factoring relationship with this or any other business? Yes \_\_\_ No \_\_\_

Have any of the Owners/Officers or Directors ever been involved in a personal or corporate bankruptcy? Yes \_\_\_ No \_\_\_

Is the business in arrears for Source Deduction, G.S.T. or any other withholding taxes? \_\_\_\_, if yes, amount? \_\_\_\_\_

If yes, is there a repayment arrangement in place? Yes \_\_\_ No \_\_\_ CCRA Contact: \_\_\_\_\_

**Bank Information**

Name: \_\_\_\_\_ Acct#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ Date Acct Opened: \_\_\_\_\_

Line of Credit?: \_\_\_\_\_, if yes, with whom and facility limit?: \_\_\_\_\_

## **Supplier Information**

	<u>Credit/Trade References</u>	<u>Address</u>	<u>Telephone #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

## **Accounts Receivable Information**

Are your receivables pledged as collateral?: \_\_\_\_\_, if yes to whom?: \_\_\_\_\_

Average monthly sales: \$ \_\_\_\_\_ Number of active accounts: \_\_\_\_\_

Average invoice amount: \$ \_\_\_\_\_ Average number of invoices per month: \_\_\_\_\_

Present amount of outstanding receivables: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_

Amount of invoices you wish to sell: \$ \_\_\_\_\_ initially, then \$ \_\_\_\_\_ / month

Use of funds to be generated?: \_\_\_\_\_

**Permission is hereby granted to RPG Receivables Purchase Group Inc. to obtain credit related information concerning the applicant and any individual signing on its behalf or as a principal of the applicant at any time and to exchange and disclose such information and the above information with and to any credit reporting agency or any person or corporation with whom the applicant has or plans to have financial relation at any time.**

Signed:  \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title (please print): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Principal's Signature:  \_\_\_\_\_

## **Support Documentation Checklist**

1. Copy of latest Aged Accounts Receivable Listing.
2. Copy of latest Aged Accounts Payable Listing.
3. Customer list, including names and addresses, indicating each customer that you intend to factor, and the highest anticipated account balance.
4. Copy of a typical customer invoice together with pertinent back-up documentation.
5. Corporations should provide a copy of page one of the Articles of Incorporation, plus any amendments to the Articles, and a list of current Officers and Directors.
6. Copy of Registration of Trade Style(s) or Trade Name(s), if applicable.
7. Copy of your most recent year-end and interim Financial Statements for the business.
8. Copies of your most recent Income Tax Assessment for the business, and proofs of current remittances of employee deductions at source, WSIB and of GST and PST amounts due.
9. Personal identification – clean copy of driver's license and SIN card of each principal, officer and/or director.
10. Copy of your business rental/lease agreement between you and your landlord, if applicable.
11. Transportation companies should provide copies of the following documents:
  - a. Provincial Operating License
  - b. US DOT Registration
  - c. US ICC FHWA Permit
  - d. Certificate of insurance (liability, collision, and cargo policies)
  - e. Registrations for all owned or leased power units and trailers