

Application Checklist



Prepared for:

Account Executive:

Phone Number:

Fax Number:

Additional Notes / Comments:

Sales Support:

Phone Number:

Fax Number:

The following is a checklist to complete your Working Capital Application.

Part I: Documents Enclosed

This section lists the following applications contained in this package.

Please complete all the forms in full.

- Merchant Application / Information Sheet - **page 1**
- Information Disclosure Letter and Working Capital Information Sheet - **page 3**
- Privacy Rider - **page 4** (*needs to be initialed*)

Part II: Additional Documents Required

This section will deal with a list of materials we need you to provide us.

Send us ALL the information listed below.

- A copy of a voided cheque
- Government Issued ID (photocopy front and back) - such as a drivers license
- Proof of home Address - Utility Bill, Phone Bill, etc...
- Business License
- Most recent month's business bank statements (all pages)
- Complete Merchant Processing Statements for the last 4 months
 - We need to see the summary section as well as daily transactions

In order for your application to be processed in full, all items must be sent back and completed with signatures.

Should you have further questions, please contact your account executive.

Working Capital Information Sheet

Funding Information

Requested Funding Amount:		BIN#:		Monthly Rent or Mortgage:	
Length Remaining on Lease or Mortgage:		Landlord Company or Bank:		Contact:	
Address:			Phone:		
City:		Province:		Postal Code:	
Insurance Company:		Insurance Brokers Name:		Insurance Brokers Phone:	
Policy #		Business Interruption Insurance: (please circle) Yes No		Flood Insurance: (please circle) Yes No	

Business Trade References

Business Name:		Contact:		Phone:	
Business Name:		Contact:		Phone:	
Business Name:		Contact:		Phone:	

Merchant Questionnaire

- 1) Is there any pending, threatened, or recently filed claims, judgments, tax liens, or UCC-1s against the merchant or guarantor? If yes, please specify:
- 2) Are you current with your rent or mortgage payments for your business? If not please explain your current status:
- 3) What are the daily hours of your business?
- 4) What days of the week are you open?

Information Disclosure

Information Disclosure Letter

I/We grant our irrevocable permission to release our confidential information to Conquest Financial and/or its affiliated companies. I/We understand this information is being used for their credit underwriting purpose only. This permission is specifically given to:

BANK INFORMATION			LANDLORD INFORMATION		
Bank Name:			Company Name:		
Address or Branch:			Address:		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Contact Name:			Contact Name:		
Phone Number:			Phone Number:		

Permission is also granted to contact any business past, present or future, we may deal with including Banks, Landlords, and Insurance companies we currently use or will use in the future.

Each person signing below consents to Conquest Financial and/or its affiliated companies obtaining credit, financial and related personal or business information (including a credit information report) about the undersigned from any credit bureau or credit reporting agency in connection with this application, and consents to the collection, use and disclosure of personal information as further described in the Privacy Ryder on the following page.

Signature _____
 Print Name _____
 Title _____
 Date _____

Signature _____
 Print Name _____
 Title _____
 Date _____

Verification of this authorization may be confirmed by calling the business at: _____ (Business Telephone Number)



PRIVACY RYDER

Collection, Use and Disclosure of Information. In this form the term “personal information” means information about an identifiable individual, as more particularly described by applicable Canadian federal and provincial privacy legislation. You consent to our collection, use and disclosure of your business and personal information as described below and for the following purposes:

- (i) We may, from time to time, use your credit, financial and related personal information provided in this application or otherwise collected or compiled by us in connection with this application, any Merchant Agreement entered into with us by the business named above (the “Business”), any guarantee you provide in connection with any such agreement and any resulting business or other credit agreements, arrangements or guarantees between us and you or the Business, and any update, renewal or extension of same (collectively, the “Services”), for the purposes of: (1) verifying and evaluating your current and ongoing creditworthiness and the creditworthiness of the Business, your eligibility and the eligibility of the Business for the Services and other information provided to us in connection with the Services; (2) establishing, administering, servicing, collecting and enforcing the Services; (3) registering and enforcing security on or with respect to the Services; and (4) generally providing the products and services you and the Business have requested. Birth dates, Social Insurance Numbers or other personal identification, if provided, may be used by us for the purpose of verifying your identity, including matching records or credit information.
- (ii) For the above purposes and for providing credit information to your potential creditors and potential creditors of the Business and to establish your credit history and the credit history of the Business, we may, from time to time, disclose credit, financial and related personal information to, and collect such information from: (i) our respective affiliates, agents and representatives; (ii) credit bureaus and reporting agencies; and (iii) other lenders, businesses and financial institutions with whom you or the Business have had or may have a financial relationship, including references you have provided in support of the Services and any credit card processor you or the Business may deal with; and may exchange such information between us and such other parties for such purposes. You consent to the disclosure of such information by these third parties to us.
- (iii) Relevant business and personal information may be disclosed to card associations as necessary to process, authorize and authenticate transactions and in order to comply with regulations of these card associations. We may use business and personal information and disclose such information (including your date of birth and relevant account information) to third parties: as necessary to register security interests, including as contemplated in any Merchant Agreement; for the purposes of enforcing such security or otherwise in connection with collection of amounts owing to us; for the purposes of detecting and preventing fraud; and complying with money laundering, terrorist financing or similar laws in Canada and foreign countries (including the United States), including checking your identity against watch lists established by regulatory agencies or similar bodies in Canada and in foreign countries.
- (iv) We may use your business and personal information and disclose such information to parties connected with or involved in the proposed or actual financing, insuring, securitization, sale, assignment or other disposal of all or part of our respective businesses or assets (including, for example, your (or the Businesses) agreements, accounts or amounts owing to us), for the purposes relating to the evaluation and/or performance of these transactions. Successors and assignees of our business or assets may collect, use and disclose your (or the Businesses) business and personal information as described in this consent.
- (v) We may use agents and service providers, including our affiliates, to collect, use, disclose, store or process information on our behalf. Some of these service providers or affiliates may be located outside of Canada, and your business and personal information (and business information of the Business) may be transferred or processed outside of Canada for the purposes described in this consent. Your business and personal information (and business information of the Business) may be subject to legal requirements in foreign jurisdictions applicable to us and our service providers and affiliates, for example lawful requirements to disclose personal or other information to government authorities in those countries.
- (vi) We may generally collect, use and disclose personal information for the purposes of meeting legal, regulatory, audit, processing and security requirements. We may otherwise collect, use and disclose personal information as described in the Merchant Agreement / Working Capital Application and as further described in the privacy policy on our website or by calling 1-877-505-9383. We may otherwise collect, use and disclose personal information as permitted or required by law (including as required by applicable foreign laws).

This consent will be valid for so long as required to fulfill the purposes described above. You represent and warrant that you have the necessary consent of any other principals, guarantors or other individuals whose personal information is provided to us in connection with this application for the purposes described above. Authorized employees and agents of Conquest Financial and/or its affiliated companies' that require access to your personal information will have access to your file, which will be accessible at 4100 Yonge St. Toronto Ontario Canada M2P 2B5. If you wish to access or make corrections to your personal information in the possession of Conquest Financial and/or its affiliated companies, you may write to the above address. For further information about Conquest Financial's privacy practices, you may call the numbers indicated above.

Agreed:
(please initial) _____