

## **Required Submissions:**

The following items are required to be submitted with your completed application. *Your application will not be reviewed by staff until all required submissions are included.*

- Full Personal Tax Returns & Notices of Assessment for last 3 years of loan applicant as well as shareholders and guarantors (if applicable)
- Confirmation from Canada Revenue Agency that there are no personal income taxes owing
- Company Financial Statements for the past three years (if applying as a company)
- Photocopies of two pieces of government ID (birth certificate, passport, driver's license)
- Confirmation of Fishing Master Certification (ie. FM 4, SVOP, etc.)
- Detailed bank statements for the previous 3 months (including chequing/savings accounts, line(s) of credit, etc.)
- Purchase & Sale Agreement (signed by all parties)

### **If you are applying for a new vessel loan:**

- Include a completed copy of Appendix A: Bill of Materials, signed and sealed by the boat builder and by the applicant
- Specifications from builder or Appendix B and quotes for main engine, electronics and hydraulics

### **If you are applying for an engine or vessel upgrades/modification loan:**

- Quote(s) from all suppliers
- Complete Appendix C: Engine, Vessel Upgrades, Modifications

### **If you are purchasing an existing business, or the shares of a business:**

- Company Financial Statements for the past 3 years
- Confirmation from Canada Revenue Agency that there are no accounts owing



**Applicant Information**

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Spousal Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Current Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Dependents and Ages: \_\_\_\_\_

If approved, I plan to incorporate a company which would hold the requested loan(s):  Yes  No

Complete the following section if you are applying under your **company**:

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

Contact Name: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Names of officers and directors and the number of shares held by each:

Name	Title	No. of Shares Held/Issued	Share Class (Common, Voting Preferred, Non-Voting Preferred)

**Loan Request Details**

	<b>Vessel</b>	<b>License</b>	<b>Gear</b>
	10% Minimum Deposit	5% Minimum Deposit – New Entrant 10% Minimum Deposit – New Species	5% Minimum Deposit – New Entrant 10% Minimum Deposit – New Species
Purchase Price			
Less: Deposit			
Net Loan			

Source of Deposit (ie. own savings, borrowed, gift): \_\_\_\_\_

Preferred payment start date: \_\_\_\_\_ Frequency:  Semi Annual  Annual

Do you or your company have any existing or previous loans with the Loan Board:  Yes  No

Home Port: \_\_\_\_\_ Fishing Master Certificate Held: \_\_\_\_\_

Number of years of fishing experience: \_\_\_\_\_ Number of years as captain: \_\_\_\_\_

**Financial History:**

Have you personally declared bankruptcy in the past six (6) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you involved in any lawsuits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a judgement filed against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you financially obligated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have life insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No Face value: \$ _____	(Co-signor, guarantor, endorser)	If yes, what is the total amount of your obligation(s)?  \$ _____

**List References**

Please provide 3 references from current financial institution, fish buyer, existing employer, etc.:

A reference letter from your financial institution (bank/credit union) is preferred. Ideally, this letter should provide all balances for loans, savings/chequing accounts, stocks, bonds, RRSP, etc.

<b>Name</b>	<b>Organization</b>	<b>Business Telephone</b>

**Applicant Experience & History**

**Experience:**

Please provide details of fishing experience:

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**Employment History:**

Date (from – to)	Employer & Contact Name	Business Telephone	Duties

**Personal Financial Statement**

Please complete a personal financial statement for each shareholder, guarantor or co-borrower. Additional copies of the personal financial statement are available as Appendix D.

**Personal Assets:**

Item	Estimated Value
House and land:	\$
Boat – Name: <span style="float: right;">Sell or keep:</span>	\$
Fishing licence(s) – state type of licence and estimated value of each:	
1.	\$
2.	\$
3.	\$
Fishing Gear:	\$
Vehicle(s) – year and make (no leased vehicles):	\$
Other – please describe	\$

**Savings & Investments:**

Savings and chequing accounts, RRSP, GIC or other investments (please detail below or on reverse if more space is required):

Item	Financial Institution	Account Number	Current Balance

**Liabilities:**

Mortgages/Loans/Credit Cards/Lines of Credit/Leased Vehicles (please detail below or on reverse if more space is required):

Financial Institution	Purpose	Original Amount	Payment	Current Balance

**Major Household Expenses:**

Item	Monthly Cost	Yearly Cost
Groceries		
Utilities		
Property Tax		
Home Maintenance		
Child Care		
Insurance		
Other – please describe		
<b>TOTAL</b>		

Amount owing to Canada Revenue Agency: \$ \_\_\_\_\_ Repayment terms: \_\_\_\_\_

**Other Sources of Income:**

Source of Income (ie. spousal income, employment outside of fishery, etc.)	Annual Income	# of Years

**Business Plan:**

**Income:**

Species	Price	Year 1 Total	Price	Year 2 Total
	Lbs.		Lbs.	
Other Income (EI, spouse, etc.)				
<b>A) Total Income</b>				

**Expenses:**

Expense Item	Year 1	Year 2
Fuel		
Gear		
Food		
Bait/Ice		
Refit and Maintenance		
Worker's Compensation		
Insurance		
Loan Board Payment (Principal and Interest)		
Crew Wages and Benefits		
Captain's Wage		
Dockside Monitoring		
License Fees/Dues		
Berthage/Wharf Fees		
General/Admin./Professional Fees		
Vehicle		
Telephone		
Household Expenses (from Financials)		
Other		
<b>B) Total Expenses</b>		
<b>C) Income before tax (A - B)</b>		

Last Years' Gross Stock: \_\_\_\_\_ Fish Buyer: \_\_\_\_\_



**Vessel Details**

If your application is for **licenses** and/or a **used vessel**, please complete the following section:

Name of vessel:	_____	Official Number:	_____
Year and port of registry:	_____		
Vessel location:	_____		
Name of builder:	_____	Age of vessel:	_____
Dimensions (L x B x D):	_____		
Hull construction material:	_____		
Diameter of shaft:	_____	Material:	_____
Name of present owner:	_____		
Address of present owner:	_____		
Telephone of present owner:	_____		
Engine (year, make, model, ratio):	_____		
Electronics/Gear:	1. _____	4. _____	
	2. _____	5. _____	
	3. _____	6. _____	

## Appendix A: New Vessel Loan – Bill of Materials

Complete Appendix A only if you are applying for a loan for the construction of a new vessel.

Applicant Name: \_\_\_\_\_ Applicant Telephone: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### List Contract Prices (do not include sales tax (HST or GST))

Description	Builder	*Owner*	*Vendor*
1. Hull and Structures (frames, stiffeners, bulkheads)	\$		
2. Decks and Superstructures	\$		
3. Outfitting, Fire and Safety	\$		
4. Electronics and Electrical Systems	\$		
5. Propulsion (engine to prop), Fuel System (see Note 3)	\$		
6. Mechanical and Hydraulic Systems	\$		
7. Miscellaneous (additional items)	\$		
Sub-Totals	\$	\$	\$
<b>Total Contract Price</b>			

### Other Information

	Length Overall	Length for Licence	Breadth	Depth
<b>Vessel Dimensions</b>				
<b>Type of Vessel</b>				
<b>Hull Material</b>		<b>Hull Maker</b>		
<b>Construction Start Date</b>		<b>Construction End Date</b>		

Port of Registry (Transport Canada): \_\_\_\_\_ LFA: \_\_\_\_\_

- 1) Quotes required for Board financed equipment supplied by owner/vendor/builder and must be attached to specification **(Engine, Generator, Electronics & Hydraulics if applicable)**
- 2) Builder must complete attached costed Bill of Materials or submit detailed, costed quote for build
- 3) **Only new and rebuilt diesel engines that comply with emission provisions set forth by Transport Canada, are eligible for Loan Board Financing. Please confirm compliance with engine supplier & provide documentation.**
- 4) It is the responsibility of the Owner & Builder to ensure all equipment, materials and specifications are in compliance with the regulations and standards set forth by Transport Canada and Department of Fisheries and Oceans.
- 5) All extras intended for Board financing must be submitted and approved by Loan Board before construction; failure to do so may disqualify funding for extras.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### Office Use Only:

File # \_\_\_\_\_ Loan Officer: \_\_\_\_\_ Inspector Approval: \_\_\_\_\_



**Authorization:**

I/we confirm all information provided in this application and within submitted Appendices and documents is accurate and complete. I/we understand and agree that any information deemed to be purposefully inaccurate will result, in the Nova Scotia Fisheries and Aquaculture Loan Board's sole discretion, the immediate and full demand of any loan(s).

I/we hereby authorize the exchange of credit, production and landings information on the applicant(s) by the Nova Scotia Fisheries and Aquaculture Loan Board with any business(es) or individual(s) providing credit, insurance coverage, or with whom the applicant(s) has/have or propose to have financial arrangements with during the period of time the applicant(s) has/have a loan with the Board.

All information on the loan will be subject to the disclosure and protection of privacy provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act. The consent is irrevocable during the period of time the applicant(s) has/have financial arrangements with the Board. As well, the applicant authorizes the Department of Fisheries and Oceans to provide the Board with his/her statistical fish catch information.

By initialing this box, I/we hereby authorize the exchange of application information between the Nova Scotia Fisheries and Aquaculture Loan Board and the Nova Scotia Provincial Coastal Resource Coordinator in my area.

\_\_\_\_\_  
Applicant  
*and/or Company President*

\_\_\_\_\_  
Company Secretary  
*(if applicable)*

\_\_\_\_\_  
Date

