



## REQUIRED DOCUMENTATION LIST for APPLICANTS

As part of your application, you will be required to produce the following documentation:

### For Corporations

- Proof of Canadian citizenship (current passport for all women on application, or other acceptable ID)
- Corporate company **ownership** structure (showing upstream parent company/companies, Trusts, personal shareholders, plus any downstream divisions/subsidiaries, and other related companies)
- Corporate **organizational chart** (names/titles; functions; other as appropriate)
- Resumes/biographies/CVs of all shareholders and key senior management
- Articles of incorporation and any amendments
- Company by-laws
- Up-to-date company share register
- Up-to-date listing of company Officers and Directors
- Annual Report filed with the government or proof of registration of officers and directors
- Corporate Tax returns for the last 3 years and most recent Tax Assessment receipt received from government
- Financial statements (most recent 3 years). If a new company, personal tax returns of owners for past 3 years

### If applicable, the following are also required:

- Shareholder agreement
- Trust Agreements for any company shares held by a Trust (need to see trustees, beneficiaries and voting control)
- Resolutions or agreements regarding decision making powers
- Employment agreement for all women listed on the application

### IMPORTANT - Please note:

1. **Are any shares in the company owned by upstream holding company/companies? Y/N \_\_\_\_\_**  
If yes, **complete documentation** is also required to be reviewed for **each parent** company/companies (same list).
2. **Are any shares in the company owned by a Trust(s)?** If so, the trust agreement document is required.

### You may also be asked for:

- Company premises lease agreement
- Bank account authorizations and/or signed loan agreement
- Actual contract between your company and one of your customers

**Please note that we do not usually need copies of any documentation. If required and provided, these documents will be destroyed upon completion of our review.**

**We do request to see the original/official documents. Please have the company **Minute Book** available for the site visit.**

### If Sole Proprietorship

- current passport, birth certificate, or other acceptable identification
- business name registration/master business license
- most recent 3 years of financial statements
- most recent 3 years of tax returns and most recent tax assessment receipt (from government - CRA)

### If Partnership

- current passport for all women on application or birth certificate, or other acceptable identification
- partnership agreement
- a statement describing the allocation and distribution of earnings of the partnership between the partners and the percentage or partnership interest of the partnership owned by each partner
- most recent 3 years of financial statements
- Most recent 3 years of tax returns and most recent tax assessment receipt (from government - CRA)
- any other agreements regarding decision making powers or earnings distributions
- employment agreement for all women listed on the application, if applicable