

Application checklist for screening

For Regcharles to process your application by conducting an initial screening, we require all the following documents and information from you.

Received (date)	Screening checklist
	Business forms
	1. Regcharles Application for financing package. <i>(Regcharles Application included in the Application Pack)</i>
	2. Business plan or Company Profile. Note: start-ups MUST provide a client-prepared business plan. <i>(Template for Company Profile included in the Application Pack).</i>
	Business information
	1. Year-end financial statements (audited or accountant-prepared) for the last 3-5 years.
	2. Interim business financial statement (income statement and balance sheet) no older than 45 days at time of application.
	3. Three years sales projections with detailed sales assumptions. First year's sales projections to be in month-month format. <i>(Client Financial Model spreadsheet included in the Application Pack)</i>
	4. Accounts payable aging matching interim business financial statement.
	5. Accounts receivable aging matching interim business financial statement.
	6. Copies of any supply agreements
	7. Copy of franchise agreement (if applicable)
	8. Copy purchase agreement/option to purchase (buying a property or a business).
	Shareholders information (from all shareholders holding 5% or more of the subject business)
	1. Certified copies of all shareholders I.D. documents
	2. Certified copies of all directors I.D. documents
	3. CVs/Resumes of all executive directors <i>(Template included in the Application Pack)</i>
	4. Personal financial statements of all shareholders AND all executive directors <i>(Template included in the Application Pack)</i>
	5. Personal budget analysis of 3 years. <i>(Template included in the Application Pack)</i>