



BUSINESS CARD APPLICATIONS WITH A PERSONAL GUARANTOR

CREDIT ADJUDICATION CHECKLIST

March 2020

Business Card Applications for Financial Institutions where Collabria takes the risk (Agent model)

Credit Limit Requests	Assessment Criteria	
	Business Owner's Personal Credit & Income	Business Financials & Performance
<= 50 000	✓	*May be requested
>= \$50,001	✓	✓

CHECKLISTS

Business Owner's Personal Credit History

Yes	No	Details
		Obtain evidence of personal Income – TI General ¹
		Ensure that the personal guarantor (applicant) is aware a personal credit bureau report ² will be obtained and has granted consent to the credit check. A credit report will be automatically requested at the time the application is submitted.
		Provide added comments, information and documentation, if necessary, that will further substantiate applicants' net worth and creditworthiness.
		Social Insurance Number (SIN) inclusion - will improve Collabria's ability to obtain a correct credit report for the personal guarantor.
		(Optional) Obtain a Personal Net Worth Statement ³ of the business owner (preferably accompanied by verifying documentation) showing obligations (loans & payments), cash, investments, real estate value, company value and other tangible assets together with any available supporting documentation.
		Is CU prepared to provide a guarantee to receive an approval, if required? If YES, tick the guarantee box on the application and submit the application with relevant documentation. If NO, submit the application with relevant documentation.

CONFIDENTIAL & PROPRIETARY



Business Financials & Performance Checklist for Requests:

>= \$50,001 with Personal Guarantor (PG) & ALL requests without a Personal Guarantor (PG)

Business <u>with</u> PG*	Business <u>without</u> PG	Documentation Requirements
Required	Required	Latest 3 years of company financial statements either compiled, reviewed, or audited. (company prepared financials can be used for requests <= \$50 000)
Required	Required	Audited Statements, Reviewed Statements, In-house prepared interim balance sheet and income statement (if financials > 12 months old).
Required	Required	2 years of related party financial statements, if there are significant amounts due to related parties on the business' financial statements.
Required		Business registration or incorporation documents verifying ownership of the business.
Required		Verification of personal income: 3 most recent years of TI General are preferred for the personal guarantor.
	Required	Business registration or incorporation documents verifying the business' non-profit status.
	Required	Borrowing Authorization Form

Foot Notes

¹ Three most recent years of TI general for requests >= \$50 001 would be the most relevant.

² When a business owner does not have a credit bureau file or limited credit history, it is expected that the FI provides 3 years business financials.

³ Personal Net Worth Statement: Applicants personal tangible net worth, including credit and other financial commitments, can be taken into consideration but does not ensure approval of the application or the requested amount.

- Third-party (professional) preparations or supporting evidence (account/investment statements, etc) would validate the information and accelerate the verification process.
- A company guarantee from related parties maybe requested if needed to support the application.

Other Notes

- Collabria may obtain commercial credit bureaus as needed.
- Collabria may use its discretion when reviewing documentation and request additional information as warranted.

CONFIDENTIAL & PROPRIETARY