



## Information Required To Apply For A Contract Bond Facility

1. The completed Contractor's Questionnaire (form attached).
2. The last three fiscal year-end financial statements, prepared on either a review engagement or audited basis by a C.A., C.G.A. or C.M.A., of the applicant company and all related companies whether active or not.
3. An aged listing of Accounts Receivable, Accounts Payable and a job progress report on uncompleted work (form attached), prepared to reconcile with the latest year end financial statement of the applicant company and any active related companies.
4. Current interim financial statements of the applicant company and any active related companies with aged listings of Accounts Receivable, Accounts Payable and a job progress report on uncompleted work. The status of any 'over 90 day' Account Receivable should be noted; the account balances on the aged listings should reconcile with the figures on the financial statements and all reports should be prepared with the same date.
5. Personal financial statements of all shareholders (form attached) and financial statements of their privately owned companies, if any, whether active or not.
6. Purpose and description of operations of each of the related or privately owned companies, whether active or not, along with an organizational chart.
7. A bank letter of reference confirming the applicant company's operating line of credit, amount in use, security held and providing an indication of the average utilization during the past twelve months.
8. Resumes of key personnel including the active shareholders of the company.
9. A completed bid bond/contract bond detail sheet if a specific bond is required at time of application (form attached).
10. Details of General Liability Insurance Coverage carried by the applicant company. Please provide name of the customer, limits, deductible and the expiry date.

Please mail all documents to:  
Attention: Surety Department  
11th Floor, 999 West Hastings Street, Box 22, Vancouver, B.C. V6C 2W2  
Fax (604) 669-1646 or email: [vancouver.surety@intact.net](mailto:vancouver.surety@intact.net)