

Contractor Application / File Study

Contract surety

Company Identification

File No.

Company's name		Incorporation date	Telephone (office)
Address			Fax
City	Province	Postal code	Cellular
General manager	Title	Function	Pager
Personal address, City		Postal code	Telephone (home)

General Company Information

List of shareholders (person and/or company)

1	Shareholder <input type="checkbox"/> Administrator	Shares %	Social Insurance Number
Address			Net value on personal balance sheet \$
Surname and first name of spouse			Telephone (home)
2	Shareholder <input type="checkbox"/> Administrator	Shares %	Social Insurance Number
Address			Net value on personal balance sheet \$
Surname and first name of spouse			Telephone (home)
3	Shareholder <input type="checkbox"/> Administrator	Shares %	Social Insurance Number
Address			Net value on personal balance sheet \$
Surname and first name of spouse			Telephone (home)
4	Shareholder <input type="checkbox"/> Administrator	Shares %	Social Insurance Number
Address			Net value on personal balance sheet \$
Surname and first name of spouse			Telephone (home)

Briefly, what are the main activities of your company?
In which sectors do you foresee using bonds?
<p>During the last 2 years you have presented your submissions with:</p> <p><input type="checkbox"/> A bond issued by an insurance company : _____</p> <p><input type="checkbox"/> A bond issued by a non-licensed insurance company : _____</p> <p><input type="checkbox"/> A certified cheque or bank letter</p> <p><input type="checkbox"/> Other : _____</p> <p><input type="checkbox"/> No guarantee</p> <p>If you were bonded, is your file still open?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If no, what were the reasons given at closing : _____</p>

Affiliated or related companies

Section to be completed if your company is affiliated or related (through one of the shareholders) to another company. Enclose the most recent financial statements for each of the companies identified below.			
1	Company name, head office address	Type of company	Shares held %
2	Company name, head office address	Type of company	Shares held %
3	Company name, head office address	Type of company	Shares held %
4	Company name, head office address	Type of company	Shares held %

Key company staff

1	Surname, First name	Function	Employed for ____ yrs
Training		Experience	
2	Surname, First name	Function	Employed for ____ yrs
Training		Experience	
3	Surname, First name	Function	Employed for ____ yrs
Training		Experience	
4	Surname, First name	Function	Employed for ____ yrs
Training		Experience	

Main projects over the past 3 years

1	Employer	Finishing date	Contract amount
Name of project		Location	
2	Employer	Finishing date	Contract amount
Name of project		Location	
3	Employer	Finishing date	Contract amount
Name of project		Location	

Consultants and Professionals

Financial institution

Name of institution			Branch	
Address			Telephone	
City	Province	Postal code	Fax	
Line of credit authorized	Line of credit used		Account manager	
Total monthly payments for all loans and rental agreements (Mortgages, Equipment, Vehicles) \$ _____ approximate				

Liability insurance

Name of insurance company		Date of renewal
Name of insurance broker		Name of broker

Goods and equipment insurance

Name of insurance company		Date of renewal
Name of insurance broker		Name of broker

Accountants and auditors

Name of accounting office			Telephone
Address			Fax
City	Province	Postal code	Name of accountant

Legal Details

Has the company been sued in the last 5 years? (Reason and amount)

Details :

Work in Progress

Project	Contract amount	Estimated total cost	Total charged (including holdbacks)	End of work (predicted date)
Total:				

What is the average value of the projects that you tender regularly? \$ _____

How many projects of this value are you capable of carrying out at the same time? _____

What is the value of the largest project that you believe you are capable of carrying out? \$ _____

Membership and Registration

Associations	Registration No.		
<input type="checkbox"/> ACQ <input type="checkbox"/> APCHQ <input type="checkbox"/> CMEQ <input type="checkbox"/> CMMTQ	CSST	CCQ	IGIF number

The undersigned hereby declare to the best of their knowledge that the information presented in the form **Contractor Application / File Study**, is just and true and reflects the company's current situation.

Confidentiality

All of our files are confidential, only people authorised by L'UNIQUE, General Insurance inc have access to this information.

Signature of the person
authorised to complete this form

Date

Documents to include with your application

- Complete financial statements** from the last three financial years including the accounts receivable (explanation for accounts over 90 days) and payable
- Interim financial statements** including the accounts receivable (explanation for accounts over 90 days) and payable (*if the complete financial statements are 6 months old or more*)
- Financial statements of companies affiliated or related** with the owners of the company
- Variable credit contract** (line of credit) between your company and your financial institution (bank or caisse populaire)
- Banking Confirmation** (Form F10.04.01)
- Recent detailed list of **accounts receivable** (indicate in the list the outstanding debts and any disputes with the employers)
- Recent detailed list of **accounts payable**
- Personal Balance Sheet** of shareholders of the company. Consent must be signed (see Form F10.05.01)
- Tax accounts** of real estate appearing in the personal balance sheet
- Summarised resume** of the shareholders and key company staff
- Certificate from Revenu Québec** *The Certificate can be obtained online at www.revenuquebec.ca/en/entreprise. The Certificate's issue date cannot be more than 3 months old*