

# Manitoba Business Start Loan Guarantee Program

## Processing Instructions for Lenders



The following are the expected steps in the processing of an application for a Business Start Loan. If further clarification is needed, please do not hesitate to call the Program Co-ordinator, Kayla Fisher, by phone at 204-945-7734 or toll free at 1-855-836-7250 or by e-mail: [kayla.fisher@gov.mb.ca](mailto:kayla.fisher@gov.mb.ca)

1. An applicant for a Business Start Loan should submit to the Lender:
  - (a) a completed loan application. The Lender's own loan application form is used and the applicant signs an applicant declaration to allow transfer of information to the Province. The application declaration can be attached to the loan application form.
  - (b) a copy of the business plan for the new business, and
  - (c) a workshop certificate for the Business Planning Workshop or a training equivalency letter issued by the Business Start Coordinator. Where there are joint applicants, only one individual is required to meet the training requirement.
2. The Lender will provide the applicant with a copy of the Business Start Program Regulation and have the applicant complete and sign a Statutory Declaration giving representations that the applicant and his/her business meet program eligibility criteria. Eligibility criteria are listed as part of the Business Start program description on the Provincial website at [www.manitoba.ca/business/financing](http://www.manitoba.ca/business/financing).
3. The Lender reviews the application and evaluates the viability of the business plan. Regardless of outcome, a \$60 evaluation fee can be invoiced to the Business Start Program for business plan assessment. The invoice must be submitted with a completed Business Evaluation Form (see 5. below) in cases of both approved or declined loans.
4. The Lender checks the applicant's credit rating.
5. The Lender completes a Business Evaluation Form.
6. To request authorization to place the Business Start Loan Guarantee, the Lender forwards to the Program Co-ordinator the Business Evaluation Form and a copy of the applicant's business plan (Fax 204-948-1558).

Please note: The Program Co-ordinator reads the business plan to determine if the business will operate in Manitoba and if business activities are of a nature appropriate for government involvement.

7. An authorization letter will be issued to the Lender by the Program Co-ordinator.