

REQUIRED DOCUMENTATION LIST

PARTNERSHIPS

You will be required to produce the following documentation for review:

1. For all women partners, current passport or driver's license.
2. Resumes of all partners and any key senior management
3. Partnership Agreement
4. Statement describing the allocation and distribution of earnings of the partnership between the partners, and the percentage/partnership interest owned by each partner
5. Most recent **3** years of financial statements OR if a new business partnership, personal tax returns of all partners for past 3 years (or a combination of business and personal financial statements)
6. Most recent **3** years of tax returns (business or personal)
7. Most recent tax Notice of Assessment (NOA receipt from CCRA)
8. Appropriate business insurance policy
9. Any other agreements regarding decision making powers or earnings distributions
10. Employment agreement for all women listed on the application, if applicable
11. Company premises lease agreement (signed)
12. Bank account authorizations, cancelled cheques and/or signed loan agreement
13. Actual contract between your company and one of your customers or suppliers or purchase order

Please note:

Original Documents: Documents should be original/official *signed* documents as may be applicable.

If you have any questions, contact

Jennifer Popowycz, WBE Canada
jpopowycz@wbcanada.ca