

# The Contractor



## 1. Broker

Name \_\_\_\_\_ Number \_\_\_\_\_  
 Contact for this file \_\_\_\_\_  
**How long have you known the contractor?** \_\_\_\_\_  
**Broker recommendation. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 2. Contractor

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Website \_\_\_\_\_  
 Type of operation with % if more than one: 1. \_\_\_\_\_ % 2. \_\_\_\_\_ %  
 3. \_\_\_\_\_ % 4. \_\_\_\_\_ %  
 Average project size for your company \$ \_\_\_\_\_ Total work on hand \$ \_\_\_\_\_  
 Year founded \_\_\_\_\_ Changes in the control, ownership, or management of the company in the past 3 years Yes  No   
 Year incorporated \_\_\_\_\_ If yes, please explain fully on a separate sheet of paper.

## 3. Shareholders

Name	Address	Marital Status	Title	Held since	Date of birth MM / DD / YY	Shareholding Interest %
_____	_____	_____	_____	_____	____/____/____	_____
_____	_____	_____	_____	_____	____/____/____	_____
_____	_____	_____	_____	_____	____/____/____	_____
_____	_____	_____	_____	_____	____/____/____	_____

Has any shareholder or officer ever been bankrupt? Yes  No  If yes, give details on a separate sheet of paper.

## 4. Affiliated or associated companies (If yes, provide latest financial statements.)

Name of Companies	Ownership	Business Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 5. Key personnel (Engineers, Estimators, Project Managers, etc.) – Use a separate sheet if necessary.

Name	Age	Position	Held since	Previous employer	Position	Held since
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

## 6. Current surety

Name \_\_\_\_\_ Since when? \_\_\_\_\_  
 Current limits – for each project \$ \_\_\_\_\_ Total work on hand \$ \_\_\_\_\_  
 Reason for changing \_\_\_\_\_  
 Any recent surety bond applications denied? Yes  No  Reason declined \_\_\_\_\_

## 7. Major projects (Complete Section 8 – Reference on the back.)

Owner	Type of Project	Year Completed	Amount	Gross Profit
1. _____	_____	_____	\$ _____	\$ _____
2. _____	_____	_____	\$ _____	\$ _____
3. _____	_____	_____	\$ _____	\$ _____
4. _____	_____	_____	\$ _____	\$ _____
5. _____	_____	_____	\$ _____	\$ _____

(N.B.: Please give the five largest projects completed during the last five years.)

Complete back of the form.

Intact Insurance Company	TELEPHONE	FAX
ALL DIVISIONS – TOLL FREE	1 855 iSURETY (1 855 478 7389)	1 855 773 5849
calgary.surety@intact.net	403 269 7961	403 263 8192
halifax.surety@intact.net	902 491 2144	902 422 5111
ottawa.surety@intact.net	613 748 3000	613 741 9250
quebec.surety@intact.net	450 773 9701	450 773 5849
toronto.surety@intact.net	416 341 1464	416 941 1015



**8. References** (in connection with section 7)

Owner or professional	Contact persons	Telephone No./Fax No.
1. _____	_____	_____/_____
2. _____	_____	_____/_____
3. _____	_____	_____/_____
4. _____	_____	_____/_____
5. _____	_____	_____/_____

**9. Internal controls**

Is there a cost control system in place for each project? Yes  No  If yes, how often is information available? \_\_\_\_\_

Are internal financial statements prepared? Yes  No  If yes, how often? \_\_\_\_\_

Are there any accounts receivable and/or holdbacks **past due**? Yes  No  **Disputed amount \$** \_\_\_\_\_

Do you obtain bonds from your subcontractors? Always  Sometimes  Never

Does your office staff include a full-time accountant/bookkeeper? Yes  No

**10. Type of other engagement**

Is this company or a related company or any of the persons named above or their spouses engaged:

in a joint venture	Yes <input type="checkbox"/>	No <input type="checkbox"/>	in real estate development	Yes <input type="checkbox"/>	No <input type="checkbox"/>
in wharf, pier or breakwater construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	in jobs which have efficiency guarantees	Yes <input type="checkbox"/>	No <input type="checkbox"/>
in tunneling	Yes <input type="checkbox"/>	No <input type="checkbox"/>	in design work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
in jobs involving the removal of hazardous material	Yes <input type="checkbox"/>	No <input type="checkbox"/>	in dam or bridge construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details on a separate sheet of paper.			in projects requiring specific certification (example: LEED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**11. Limits/Support expectation**

For single job \$ \_\_\_\_\_ For Total program any one time \$ \_\_\_\_\_

**12. Bank reference**

Name of institution \_\_\_\_\_ Since when? \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Contact for your account \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Approved line of credit \$ \_\_\_\_\_ Amount used \$ \_\_\_\_\_

Line of credit guaranteed by \_\_\_\_\_

**13. Others**

Are there any judgments, suits or claims outstanding against your company, its officers or any company of either? Yes  No

If yes, explain on a separate sheet of paper.

Is there a business plan for the company? Yes  No  If yes, please attach a copy of it.

Is there a formal buy/sell agreement? Yes  No  If yes, please provide a summary.

**14. Insurance policies**

Coverage	Limits	Insurance Co.	Rate	Expiry
Property	_____	_____	\$ _____	_____
Equipment	_____	_____	\$ _____	_____
Liability	_____	_____	\$ _____	_____

**15. Documents**

- Latest annual financial statements
- Recent personal balance sheets of shareholders (Complete The Statement form.)
- Work-in-progress report (Complete The Work-in-progress report form.)
- List of accounts receivable as of latest financial statements date and at a recent date, in chronological sequence
- Recent internal financial statements and resumés of principal shareholders and key personnel, if available
- A copy of the complete Line of Credit Loan Agreement with your bank
- A copy of The Privacy Consent (Could be required outside of Quebec.)
- If you would like to add any remarks on this document, give details on a separate sheet of paper.

**“NOTICE AND ACKNOWLEDGEMENT”**

If, within this questionnaire, the contractor must submit personal information on anyone, within the meaning of the Act respecting the protection of personal information in the private sector, the contractor acknowledges having obtained such information from the persons concerned or from third parties with the consent of such persons, from whom it has obtained the consent to communicate such information for the purpose of this questionnaire.

The Undersigned hereby represents that the above statements are true and authorizes the bank and the other references to verify the correctness of the statements.

Prepared for the Company by: \_\_\_\_\_ Position: \_\_\_\_\_

(Please Print) (Please Print)

\_\_\_\_\_  
Signature Date