



## **CF Sunrise Business Loan Application, Decision Process and Redress Policy**

CF Sunrise strives to provide top-notch service and timely loan processing for clients. In general, the Loan Application and Decision Process involves these steps:

### **Loan Inquiry**

Contact our office to discuss your business financing needs. Our Business Analyst is happy to assist you with your inquiry: 1.306.842.1758 or [sunrise.cfdc@sasktel.net](mailto:sunrise.cfdc@sasktel.net).

### **Loan Application**

Working with our Business Analyst, each loan applicant is required to complete a:

- Loan Application,
- Business Plan and
- Cash Flow Projection Worksheet

These documents can be found on the CF Sunrise website: <http://cfsask.ca/sunrise/sunrise-services>

Other documents to supplement your application will be required; contact our Business Analyst to discuss the specifics of your Loan Application: 1.306.842.1758.

### **Loan Committee Meeting**

When all required documents have been submitted to our office, a Loan Committee meeting will be called. The Loan Committee makes approval and decline decisions on Loan Applications in the CF Sunrise region. CF Sunrise's Loans Committee members represent the southeast Saskatchewan area. See a list of current members: <http://cfsask.ca/sunrise/sunrise-about>

### **Loan Document Preparation, Signing and Security Registration**

If approved, the Business Analyst and your lawyer (if required) will work to prepare loan documentation, consult with you during the signing process, and register any security required.

### **Loan Fund Disbursement**

Once the loan conditions have been met and security is registered, funds will be disbursed.

### **Loan Monitoring**

CF Sunrise encourages clients to participate in business training sessions. Be a part of our email list and contact the office to discuss challenges or successes as the business develops and grows.

### **Local Loan Appeal/Redress (Policy 7340)**

If you want to appeal your loan application decline, please follow this process:

The applicant must request in writing that the decision be appealed. The loan application and appeal request will be forwarded to the full Board of Directors for evaluation at the next regular Board Meeting. (Policy 7340)

# CF Sunrise

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### **Non-Local Loan Appeal/Redress (Policy 7350):**

If the applicant is not satisfied with the local appeal process as outlined in Policy 7340, a formal request for a non-local appeal can be made to CF Sunrise.

This request for non-local appeal must be made in writing to CF Sunrise, who will then forward it to the CF Saskatchewan Investment Committee.

CF Saskatchewan Investment Committee will review appeals of loan decisions made by Saskatchewan Community Futures organizations that have been first reviewed and then referred to the Committee by the Community Futures organization whose decision is under appeal. Following a review of the appeal, the Committee shall provide clear, non-binding recommendations to the appellant and the referring CF organization as to whether the CF organization loan decision should be:

1. Upheld
2. Amended, including recommendations as to the specific amendments.

The Committee should strive to provide the appellant and the referring CF organization with its recommendations with 15 business days of receiving:

1. The appeal request,
2. A copy of the loan application, assessment and local loan decline documentation, and
3. Any additional documents related to the local appeal decision.

All documentation received for the purpose of the non-local appeal shall be returned to the referring CF organization following the provision of the Committee's recommendations. The CFSIP Investment Review Committee will maintain complete confidentiality of all activities of the Committee.