

CEBA

DOCUMENT UPLOAD INSTRUCTION GUIDE

THE DOCUMENT UPLOAD SITE CONSISTS OF FIVE MANDATORY STEPS

STEP	WHAT'S REQUIRED FROM THE APPLICANT
Step 1: Identification Information	<ol style="list-style-type: none">1. The name of the Financial Institution where you submitted your CEBA application2. Your 9-Digit CRA Business Number, for information on what a 9-Digit CRA Business Number is, please visit this site
Step 2: Initial Submission or Re-submission	<ol style="list-style-type: none">1. Confirmation on whether or not this is your first time submitting an application through application-demanded.ceba-cuec.ca
Step 3: Forecasted 2020 Eligible Non-Deferrable Expenses	<ol style="list-style-type: none">1. A forecast of your 2020 Eligible Non-Deferrable Expenses across specific categories2. The amount of funding you have received or expect to receive from Government of Canada COVID-19 relief programs to help offset your 2020 Eligible Non-Deferrable Expenses
Step 4: Document Upload	<ol style="list-style-type: none">1. Upload documentation of bills / invoices / agreements that prove greater than \$40,000 CAD in 2020 Eligible Non-Deferrable Expenses
Step 5: Review and Submit	<ol style="list-style-type: none">1. Review and agree to the legal attestation form2. Confirm that you have uploaded documentation on the site that demonstrates 2020 Eligible Non-Deferrable Expenses of greater than \$40,000 CAD

STEP 1: IDENTIFICATION INFORMATION

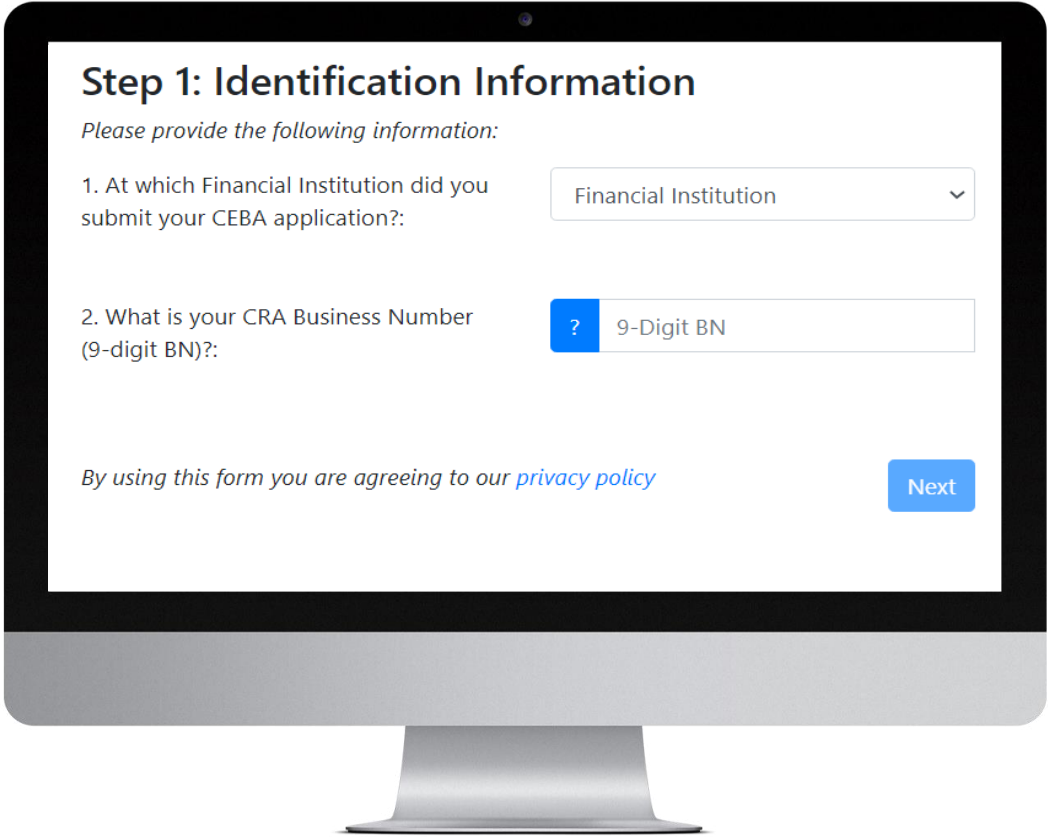
STEP 1: IDENTIFICATION INFORMATION

STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION

STEP 3: FORECASTED 2020 ELIGIBLE NON-DEFERRABLE EXPENSES

STEP 4: DOCUMENT UPLOAD

STEP 5: REVIEW AND SUBMIT



Step 1: Identification Information

Please provide the following information:

1. At which Financial Institution did you submit your CEBA application?:

2. What is your CRA Business Number (9-digit BN)?:

By using this form you are agreeing to our [privacy policy](#)

Tips To Successfully Complete This Step

- Select the Financial Institution at which you submitted your CEBA application
- Have your 9-Digit CRA Business Number ready. A business number is a unique, 9-digit number – the standard identifier for businesses. It is unique to a business or legal entity. It is required for any business registered with the Canada Revenue Agency (CRA) – see here for a [link](#) to a Government of Canada website providing more information on business numbers.

STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION

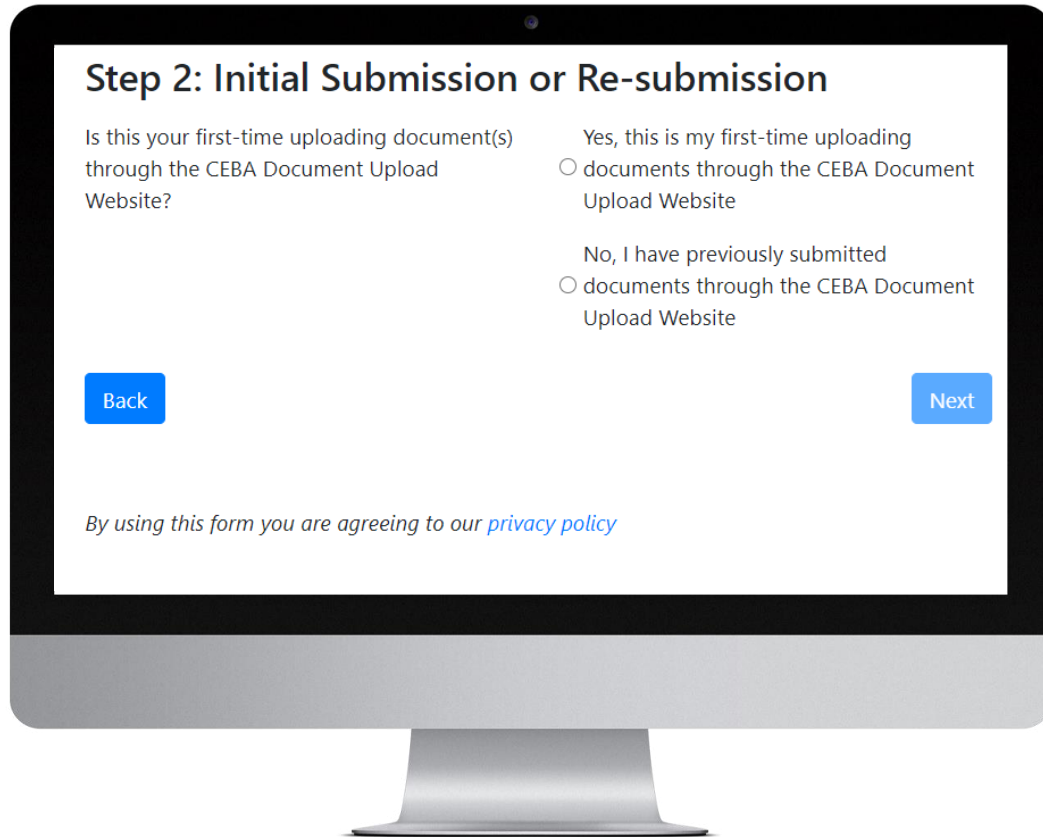
STEP 1: IDENTIFICATION
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RE-SUBMISSION

STEP 3: FORECASTED 2020
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STEP 4: DOCUMENT UPLOAD

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Step 2: Initial Submission or Re-submission

Is this your first-time uploading document(s) through the CEBA Document Upload Website?

Yes, this is my first-time uploading documents through the CEBA Document Upload Website

No, I have previously submitted documents through the CEBA Document Upload Website

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Tips To Successfully Complete This Step

- Only select “No” if you have fully completed and submitted the entire form previously. Do not select “No” if you have only partially completed the application and not submitted.
- If you do select “No”, please remember to upload documentation that proves greater than \$40,000 CAD in 2020 eligible non-deferrable expenses when you get to Step 4 of the application

STEP 3: FORECASTED 2020 ELIGIBLE NON-DEFERRABLE EXPENSES

STEP 1: IDENTIFICATION INFORMATION

STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION

STEP 3: FORECASTED 2020 ELIGIBLE NON-DEFERRABLE EXPENSES

STEP 4: DOCUMENT UPLOAD

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Step 3: Forecasted 2020 Eligible Non-Deferrable Expenses
Please enter your forecasted 2020 eligible non-deferrable expenses and any Government of Canada COVID Response Program funding you have received or expect to receive by December 31, 2020

What is your forecasted amount of 2020 eligible non-deferrable expenses?
Please see the list of eligible non-deferrable expense categories by clicking the "Help Button" on the right

0.00

What amount of funding have you received or expect to receive by December 31, 2020 from other Government of Canada COVID 19 relief programs?
Please see the list of programs by clicking the "Help Button" on the right

0.00

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Tips To Successfully Complete This Step

- The eligible non-deferrable expense categories are the following:
 - Wages and other employment expenses to independent (arm's length) third parties;
 - Rent or lease payments for real estate used for business purposes;
 - Rent or lease payments for capital equipment used for business purposes;
 - Payments incurred for insurance related costs;
 - Payments incurred for property taxes;
 - Payments incurred for business purposes for telephone and utilities in the form of gas, oil, electricity, water and internet;
 - Payments for regularly scheduled debt service;
 - Payments incurred under agreements with independent contractors and fees required in order to maintain licenses, authorizations or permissions necessary to conduct business by the Borrower;
 - Payments incurred for materials consumed to produce a product ordinarily offered for sale by the Borrower.
- Government of Canada COVID response programs include the following
 - Canada Emergency Wage Subsidy,
 - 10% Temporary Wage Subsidy,
 - Canada Emergency Commercial Rent Assistance,
 - Regional Relief and Recovery Fund,
 - Futurpreneur Canada,
 - Northern Business Relief Fund,
 - Fish Harvester Grant,
 - relief measures for Indigenous businesses, and
 - \$250 million COVID-19 IRAP (Industrial Research Assistance Program) Subsidy Program

STEP 4: DOCUMENT UPLOAD

STEP 1: IDENTIFICATION INFORMATION

STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION

STEP 3: FORECASTED 2020 ELIGIBLE NON-DEFERRABLE EXPENSES

STEP 4: DOCUMENT UPLOAD

STEP 5: REVIEW AND SUBMIT

Step 4: Document Upload

Please upload all relevant documents required to demonstrate 2020 eligible non-deferrable expenses of greater than \$40,000 CAD. Please provide key details of the documents you are uploading: expense type, document type, frequency, and date. Note that your forecasted 2020 annual expense for each document will automatically be calculated by multiplying the frequency of the expense and the amount.

2020 Non-deferrable Expense Document #1

Select expense type: [?] Select document type: [v] Payment Frequency: [v]

What is the amount of the expense (based on frequency selected): \$ 0.00 Forecasted 2020 Expense (Annual): \$ 0.00 Agreement valid until: [Choose date]

File Upload: [Choose a file]

[Add another expense] [Delete expense]

Forecasted 2020 Expense (Annual)

\$ 0.00

The Forecasted 2020 Eligible Non-Deferrable Expense total should be greater than \$40,000 CAD

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Tips To Successfully Complete This Step

- You will select the frequency of your expense and enter the amount of the expense (based on the frequency selected)
- The form will automatically calculate your forecasted 2020 Eligible Non-Deferrable Expense by multiplying your payment frequency by the payment amount
- Ensure that any documentation uploaded relates to expenses that have been paid in or are due in 2020
- Upload documentation to prove greater than \$40,000 CAD in 2020 Eligible Non-Deferrable Expenses. You will be unable to proceed to the next step without uploading greater than \$40,000 CAD of Forecasted 2020 Eligible Non-Deferrable Expenses. You can track the sum of your uploaded Forecasted 2020 Eligible Non-Deferrable Expenses by referring to the calculator at the bottom of the page.

ACCEPTABLE DOCUMENT TYPES

STEP 1: IDENTIFICATION INFORMATION	STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION	STEP 3: FORECASTED 2020 ELIGIBLE NON-DEFERRABLE EXPENSES	STEP 4: DOCUMENT UPLOAD	STEP 5: REVIEW AND SUBMIT
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EXPENSE CATEGORIES	ACCEPTABLE DOCUMENTS (NON-EXHAUSTIVE)
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Wages and Other Employment Expenses to Independent (Arm’s Length) Third Parties	<input type="checkbox"/> Paystub <input type="checkbox"/> Employment Agreement
Rent or lease payments for real estate used for business purposes;	<input type="checkbox"/> Lease Agreement <input type="checkbox"/> Invoice
Rent or lease payments for capital equipment used for business purposes;	<input type="checkbox"/> Lease Agreement <input type="checkbox"/> Invoice
Payments incurred for insurance related costs;	<input type="checkbox"/> Insurance Policy / Contract
Payments incurred for property taxes;	<input type="checkbox"/> Property Tax Bill
Payments incurred for business purposes for telephone and utilities in the form of gas, oil, electricity, water and internet;	<input type="checkbox"/> Contract or Agreement <input type="checkbox"/> Invoice or Bill
Payments for regularly scheduled debt service;	<input type="checkbox"/> Lending Agreement <input type="checkbox"/> Invoice from Lender *Does not include credit card statements
Payments incurred under agreements with independent contractors and fees required in order to maintain licenses, authorizations or permissions necessary to conduct business by the Borrower;	<input type="checkbox"/> Contract or Agreement <input type="checkbox"/> Invoice
Payments incurred for materials consumed to produce a product ordinarily offered for sale by the Borrower.	<input type="checkbox"/> Agreement to Pay for Materials <input type="checkbox"/> Invoice for Livestock Feed

DOCUMENT REQUIREMENTS

STEP 1: IDENTIFICATION
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ELIGIBLE NON-DEFERRABLE
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The purpose of the supporting documents is to provide evidence of 2020 Eligible Non-Deferrable Expenses in excess of \$40,000 that the business was contractually or legally obligated to pay as of March 1, 2020. In order for a document to be considered sufficient proof of the business' obligation, the document must include at minimum:

- Borrower Name** – Name of your business
- Counterparty** – Name of the counterparty involved in the agreement or transaction (i.e. landlord)
- Counterparty Information** – Address, phone number for counterparty (where applicable)
- Date** – Indication of obligation incurred on or before March 1, 2020 to pay in 2020
- Amount** – Dollar value of the non-deferrable expense
- Expense Category** – Description of the type of expense consistent with the selected category of eligible expenses

CALCULATING YOUR 2020 ELIGIBLE NON-DEFERRABLE EXPENSE

STEP 1: IDENTIFICATION INFORMATION

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SAMPLE UPLOADED INTERNET BILL

GENERIC INTERNET CO.
PAYMENT DUE 15-FEB-2020

SAMPLE

Previous bill

Previous bill balance	\$153.75
Payment - Jan 29 - Thank you	cr \$153.75
Adjustments	\$0.00
Outstanding Balance	\$ 0.00

Current bill

Outstanding Balance	\$0.00
Your Bell services	\$141.54
Taxes	\$21.20
Amount due <small>Please pay by February 20, 2015</small>	\$ 162.74

CEBA DOCUMENT UPLOAD APPLICATION

2020 Non-deferrable Expense Document #1

What is the amount of the expense (based on frequency selected)

 Forecasted 2020 Expense (Annual)

 Payment Date on Bill / Invoice

CALCULATING 2020 ELIGIBLE NON-DEFERRABLE EXPENSE

- a The internet bill is paid **Monthly**
- b The amount due for the bill uploaded is **\$162.74**
- c This is an **automatic calculation** on the webform, it multiplies the frequency (monthly), by the amount of the bill uploaded (\$162.74) to arrive at a forecasted 2020 eligible non-deferrable expense of **\$1,952.88** (12 months * \$162.74)

The sum of all the 2020 Eligible Non-Deferrable Expenses you have uploaded on Step 4 will be displayed at the bottom of the page

CALCULATING YOUR 2020 ELIGIBLE NON-DEFERRABLE EXPENSE

STEP 1: IDENTIFICATION INFORMATION

STEP 2: INITIAL SUBMISSION OR RE-SUBMISSION

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YOUR UPLOADED LEASE AGREEMENT



Agreement to Lease Commercial - Long Form

SAMPLE

This Agreement to Lease (Agreement) dated this 2nd day of Januar y 2020

TENANT: [REDACTED] (full legal names of all tenants)

LANDLORD: [REDACTED] (full legal names of all landlords)

The Tenant hereby offers to lease from the Landlord the premises as described herein on the terms and subject to the conditions as set out in this Agreement. For the purposes of this Agreement to Lease "Tenant" includes lessee and "Landlord" includes lessor.

1. **PREMISES:** The "Premises" consisting of approximately 1108 square feet more or less on the 2nd floor of the "Building" known municipally as 300 [REDACTED] Ave., Unit [REDACTED] in the [REDACTED] city of [REDACTED], Province of Ontario, as shown outlined on the plan attached as Schedule "A".

2. **USE:** The Premises shall be used only for Medical Clinic for the practice of Neurology

3. **TERM OF LEASE:**
(a) The lease shall be for a term of (60) months commencing on the 1st day of Januar y 2020, and terminating on the 31st day of May, 2025

(b) Provided the Tenant is not at any time in default of any covenants within the Lease, the Tenant shall be entitled to renew this Lease for 1 additional term(s) of 60 months (each) on written notice to the Landlord given not less than 1 months prior to the expiry of the current term at a rental rate to be negotiated. In the event the Landlord and Tenant can not agree on the fixed minimum rent at least two months prior to expiry of the current lease, the fixed minimum rent for the renewal period shall be determined by arbitration in accordance with the Arbitration Act or any successor or replacement act.

4. **RENTAL:** Fixed minimum rent: The fixed minimum rent payable by the Tenant for each complete twelve-month period during the lease term shall be: From June 2020 to May 2025; inclusive, \$ 42,000.00 per annum being \$ 3,500.00 per month, based upon \$ 3.16 per sq. 1108 (foot/metre)

YOUR CEBA DOCUMENT UPLOAD APPLICATION

2020 Non-deferrable Expense Document #1

? Rent / Lease - Real Estate Lease Agreement Monthly **a**

What is the amount of the expense (based on frequency selected) Forecasted 2020 Expense (Annual) Agreement valid until

\$ 3,500 **b** \$ 42,000.00 **c** 2025-05-31

CALCULATING 2020 ELIGIBLE NON-DEFERRABLE EXPENSE

- a** The payment frequency is **Monthly** based on the lease agreement
- b** The amount due each month is **\$3,500** based on the lease agreement
- c** This is an **automatic calculation** on the webform, it multiplies the frequency (monthly), by the amount per payment period (\$3,500) to arrive at a forecasted 2020 eligible non-deferrable expense of **\$42,000** (12 months * \$3,500)

The sum of all the 2020 Eligible Non-Deferrable Expenses you have uploaded on Step 4 will be displayed at the bottom of the page

STEP 5: REVIEW AND SUBMIT

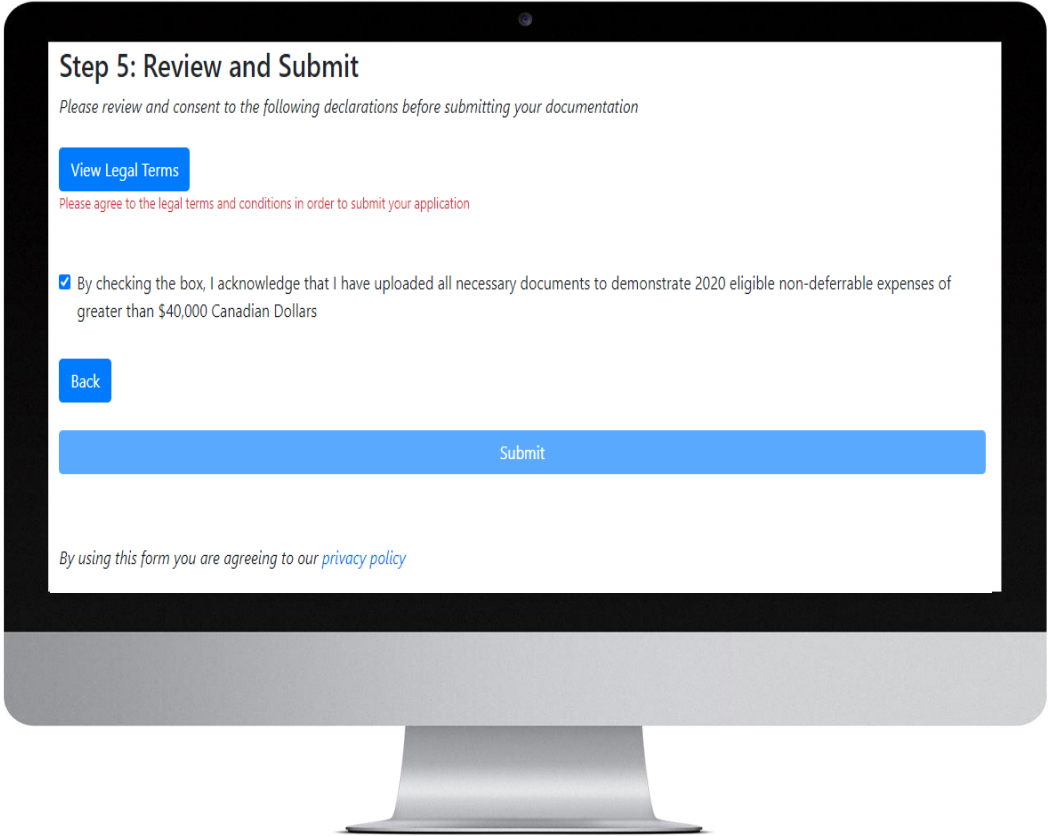
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Tips To Successfully Complete This Step

- Read through the Legal Declaration and click the checkbox to acknowledge that you have read and agree to all the terms and conditions
- Ensure that you have uploaded documentation that demonstrates 2020 eligible non-deferrable expenses greater than \$40,000 CAD