



NUNAVUT TUNNGAVIK INCORPORATED
Application for registration as an Inuit Firm

Nunavut Tunngavik Incorporated is required to maintain a list of Inuit Firms under Subsection 24.7.1 of the Nunavut Final Agreement. This list will be used by the government when considering contracts for goods or services. Completion of this form is voluntary but, unless an application is completed, a Firm will not be considered for registration as an Inuit Firm. **All application(s) and information received are confidential.** The applicant Hereby consents to the release of its name, address, phone number and types of business. **Additional information listed on the following page must also accompany the original application.** This form and accompanying information should be sent directly to NTF's Iqaluit office at the address below.

Legal Name of Business (Provide the Full and Complete Name of Business)

Trade Name of Business

Mailing Address:

Head Office: _____	Telephone: _____
Address: _____	Fax: _____
Street/ Box: _____	Contact: _____
City/Province: _____	Position: _____
Postal Code: _____	E-mail: _____

Certification:

The undersigned certifies that the information in this application and accompanying documents is correct. The applicant also agrees to notify Nunavut Tunngavik Incorporated of any changes to any information contained in this application.

Signed at _____ this _____ Name: _____

Day of _____ 20 _____ Signature: _____

Position Title: _____

Send completed form to:

Inuit Firm Registry
Business Development Department
Nunavut Tunngavik Incorporated
P.O. Box 638
Iqaluit, NU
X0A 0H0
Tel: (867) 975-4900
Toll Free 1-888-646-0006
Facsimile: (867) 975-4949

**DOCUMENTS REQUIRED IN SUPPORT OF APPLICATION FOR REGISTRATION AS AN
INUIT FIRM* ALL COMPANIES MUST ALSO COMPLETE THE NAICS CHECKLIST**

SOLE PROPRIETORSHIP

- 1) The name, address, and date of birth of the owner of the business;
- 2) A copy of Form 2 “Declaration of Use of a Business Name” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A statement indicating whether the owner of the business is enrolled on the Inuit Enrolment List and indicating his or her enrolment number;
- 4) A completed NTI “Sole Proprietorship Questionnaire”;
- 5) A copy of any business license issued by any municipality in which the business operates;
- 6) A copy of the applicant’s Workers’ Compensation Compliance certificate issued by the Northwest Territories and Nunavut Workers’ Compensation Board;

PARTNERSHIP

- 1) The names, addresses, and dates of birth of each partner;
- 2) A copy of Form 1 “Declaration of Partnership” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A copy of the partnership agreement;
- 4) A statement describing the allocation and distribution of earnings of the partnership between the partners;
- 5) For each partner, a statement indicating whether he or she is enrolled on the Inuit Enrolment List and indicating his or her enrolment number;
- 6) A copy of any business license issued by any municipality in which the partnership operates;
- 7) A copy of the applicant’s Workers’ Compensation Compliance certificate issued by the Northwest Territories and Nunavut Workers’ Compensation Board;

COOPERATIVE

- 1) If the cooperative does not have share capital, a description of the terms of membership and the basis on which the interest of each member is determined;
- 2) If the cooperative has share capital; the name, address, and date of birth of each shareholder of the cooperative;
- 3)
 - a) The total number of shares of each class issued by the cooperative;
 - b) The number of shares of each class held by each shareholder of the cooperative;
 - c) A description of which class of shares has voting rights;
- 4) A sample of the share certificate of each class of share;
- 5) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 6) The name and address of each director of the cooperative;
- 7) The name and address of each member of the cooperative;
- 8) For each person named under paragraph (2), (5), (7), and (8) above, a statement indicating whether he or she is enrolled on the Inuit Enrolment List and indicating his or her enrolment number;
- 9) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 10) A copy of the cooperative's Memorandum of Association filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 11) If an applicant was incorporated outside of Nunavut, a copy of the Memorandum of Association filed with and approved by the jurisdiction in which the cooperative was incorporated, accompanied by a certificate of continuance or a certificate of extra-territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice;
- 12) A copy of the cooperative's bylaws;
- 13) A copy of any business license issued by any municipality in which the cooperative operates;
- 14) A copy of applicant's Workers' Compensation Compliance certificate issued by the Northwest Territories and Nunavut Workers' Compensation Board;

NOTE:

Where the applicant has associated itself with one or more other cooperatives as a federation, with or without share capital, for the purpose of carrying on a cooperative undertaking, business or industry, the applicant must submit the above information in relation to every other cooperative with which it has associated.

LIMITED COMPANY (CORPORATION)

- 1) The name, address, and date of birth of each shareholder of the corporation;
- 2)
 - a) The total number of shares of each class issued by the corporation;
 - b) The number of shares of each class held by each shareholder of the corporation;
 - c) A description of which class of shares has voting rights;
- 3) A sample of the share certificate of each class of share;
- 4) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 5) A copy of any shareholder agreement;
- 6) The name and address of each director of the corporation;
- 7) For each person named under paragraph (1), (4), and (6) above, a statement indicating whether he or she is enrolled on the Inuit Enrolment List and indicating his or her enrolment number;
- 8) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 9) A copy of the corporation's Articles of Incorporation filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 10) If a corporate applicant was incorporated outside of Nunavut, a copy of the Articles of Incorporation filed with and approved by the jurisdiction in which the corporation was incorporated, accompanied by a certificate of continuance or a certificate of extra territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice;
- 11) A copy of the corporation's bylaws;
- 12) A copy of any business license issued by any municipality in which the corporation operates;
- 13) A copy of the corporate applicant's Workers' Compensation Compliance certificate issued by the Northwest Territories and Nunavut Workers' Compensation Board;

NOTE:

Where any of the shares of the corporate applicant are held by one or more other corporations, the corporate applicant must submit the information above in relation to every other shareholding corporation.

***Please note that failure to submit documents required under the appropriate category, above, will result in a delay in processing your application for Inuit Firm status.**