



Dear 2006 Potential GMSDC Certified Supplier:

Thank you for your interest in the Georgia Minority Supplier Development Council (GMSDC). Since 1974, the GMSDC is the preeminent organization within the Georgia region dedicated to increasing procurement opportunities with and servicing the minority business enterprise (MBE) community. GMSDC is a regional affiliate of the National Minority Supplier Development Council (NMSDC), which has more than 3,500 corporations among its membership. Enclosed is a copy of the 2005 GMSDC/NMSDC **Minority Business Enterprise Certification Application**. This application is universal within the NMSDC network. Please complete the application in its entirety. If the requested information is not applicable to your company, please state so on the application. The certification committee does not read your intentions into your answer; the committee reads your answer as presented.

Consideration for MBE Certification with the GMSDC:

- Pay annual fees as set by the Board of Directors;
- Report dollar volume of purchases from minority suppliers of goods and services. Figures are regarded as confidential;
- Designate an official representative to attend Council meetings;
- Participate in the activities of the GMSDC;
- Facilitate interaction among MBEs, corporate buyers and representatives, and other minority business development organizations;
- Convey a recognized standard of quality, leadership, cooperation, and prestige;
- Promote business opportunities for MBEs in the Marketplace;
- Be proactive in helping MBEs respond to issues and developments which affect them;
- Promote product and service capabilities of minority entrepreneurs;
- Identify and utilize all resources to facilitate and support access to marketing and contracting opportunities for all GMSDC constituents;
- Each Certified MBE is entitled to one vote at membership meetings.

Criteria for MBE certification is as follows:

- ✓ Ethnic minority* must owned at least 51%, be a US citizen and have an office physically located in Georgia and be authorized to do business in Georgia.
- ✓ Ethnic minority* must be involved in the day-to-day business and have the appropriate title(s).
- ✓ Ethnic minority* must be in "control." **Control must be real and absolute.**
** Native American Indian, Black, Hispanic, Asian-Indian or Asian-Pacific*

The process for certification is as follows:

1. Complete attached GMSDC Certification Application
2. Submit support documentation

www.gmsdc.org • info@gmsdc.org
100 EDGEWOOD AVENUE, N.E., SUITE 1610, ATLANTA, GEORGIA 30303 • PHONE (404) 589-4929 • FAX (404) 589-4929

An Affiliate of NMSDC



3. Submit a \$150.00 non-refundable application fee (An additional \$350.00 fee is due at the end of the certification process; thus, total certification amount is \$500.00). Personal checks are not acceptable, only business checks.
4. Upon review, the GMSDC office will schedule a site visit; subsequently, the applicant will be presented before the Board of Directors for approval. The entire certification cycle must be completed within 90 days.

The Certification Committee will meet monthly, reviews only a “complete” certification application, and makes an appropriate recommendation to the GMSDC Board of Directors. Subsequently, the Board will vote on all new “Certified Minority Business Enterprises”. Upon approval by the Board, which meets every-other month, each applicant will receive notification. On the months when the Board does not physically meet, they have the capabilities of voting on new MBEs electronically. Upon completion of this process, each applicant will be notified. **PLEASE NOTE:** because of IRS regulations, major public/private corporations that contribute to the GMSDC are “members of the council.” *A minority business, which is the beneficiary of the GMSDC’s services, is not a council member, but a “Certified MBE.”*

After approval by the GMSDC Board, each Certified MBE will be invoiced for annual GMSDC fees. Your company’s first year fee is \$350.00. This is an annual fee due each year at your recertification anniversary.

Time and not providing correct information are the two biggest obstacles in the certification process. Please review the **FAQ** (Frequently Asked Questions from our website (www.gmsdc.org)) and complete the application carefully to ensure that there is no space left empty, if the field is not applicable, then put “n/a”. Only a complete application will be reviewed by the Certification Committee and subsequently, the Board of Directors. *Please do not bind or hole punch your MBE Certification Application and support documents.*

If you have any questions about the certification process, please contact a GMSDC staff member at (404) 589-4929.

Thank you for your interest in GMSDC.

Sincerely,



George Lottier
President and CEO



(PLEASE READ ME 1ST)

Dear 2006 MBE Applicant:

Attached is our **2006 GMSDC MBE Certification Application**. Our certification process timeline, depending on the complexity of your legal structure, ownership structure, and the location of your firm for the site visit, can range between 35 to 90 days. However, we aim to complete the process within 30 days of receiving a complete application.

NOTE: a complete application is one that is properly submitted and raises no additional questions by the certification committee. Also, **an applicant has a total of 120 days to complete the entire process**. Thus, it is in the best interest of the applicant to submit your application "only" when the application is filled out correctly.

Thus, please be reminded, as an affiliate of the National Minority Supplier Development Council, we follow national certification standards. Therefore,,...

"it is the responsibility of the applicant minority business enterprise to prove to the Certification Committee that it meets the requirement for certification rather than the responsibility of the Certification Committee to prove that they do not meet the criteria."

Steven Sims, NMSDC Vice-President, Field Operations

As an affiliate of the National Minority Supplier Development Council, each affiliate regional council follows national certification standards as established by our Fortune 500 Corporate Members. Thus, "it is the responsibility of each and every applicant to prove that its firm meets the certification requirement rather than the regional council's certification committee to prove that the applicant does not meet the criteria. Since the certification committee's charge is to "analyze and evaluate" your organization as presented, the committee's offer no assist. It is not the committee or the staff's responsibility to tell an applicant what to do within the certification process. The certification staff and committee reviews what an applicant presents and make a recommendation to the Board of Directors based on those facts.

However, because applicants come into certification process with different levels of business expertise, some applicants may need assistance with the certification package. Please be reminded that in most communities there are sources of support for new or newly created firms. For example, either your firm's professional advisors -- legal/accountant -- or Board of Directors if incorporated or Board of Managers or Members if a LLC are sources. Also, if your firm is located near either a Georgia state college or university, the college or university may have a "Small Business Development Centers." The SBDC is a perfect consulting source. The Certification Committee suggest you evaluate your need for assistance before you submit your firm's package.

PLEASE NOTE: from receipt of your package to receipt of your certificate, you have a total of 120 days to complete the entire process. Afterwhich, the files will be destroyed.

Again, without the aforementioned documents, the Certification Committee is not able to determine ownership, operational management and most importantly, corporate and operational control.

PLEASE NOTE: control must be absolute.

Information on the elements required for certification is located on our website at www.gmsdc.org. Click on **APPLICATIONS**, then **FAQ (Frequently Asked Questions)**; the answers to the questions are quite insightful. If you have additional questions or comments, please attend one of our pre-certification sessions held the 1st Tuesday of each month. Please see suggested schedule below.

- **1st Tuesday Certification Briefing** -- This “pre-certification” meeting is held the 1st Tuesday of each month from 3-4pm in our office. It is a general certification “Q & A session” and is open to the public. You must register on line by visiting the Events Section of website (www.gmsdc.org). **Your attendance is “very highly suggested.”** If you cannot register, come any way.

PLEASE NOTE: Our certification measurements show that applicants that attend 1st Tuesday clearly provide better and more concise packages; thus, the firm’s certification cycle time is significantly shorter. In addition, for some the applicants that do not attend, the inverse is true.

Below is the 2006 -- 1st Tuesday schedule:

| | | | | |
|-------------|-------|-------------------|-------|-------------|
| Jan 3, 2006 | Feb 7 | Mar 7 | Apr 4 | Jan 2, 2007 |
| May 2 | Jun 6 | Jul 5 (Wednesday) | Aug 1 | |
| Sep 5 | Oct 3 | Nov 7 | Dec 5 | |

- **1st Thursday Application Due Date** – MBE Certification Applications are due (must be stamped-in to be on the certification committee’s agenda) before the 1st Thursday of each month. By close of business on the 1st Thursday of each month, the certification committee’s agenda is set.

PLEASE NOTE: since all of our applicants have a business deal awaiting certification, please manage your time appropriately.*

Below is the 2006 – Certification package due date schedule:

| | | | | |
|-------------|-------|-------|-------|-------------|
| Jan 5, 2006 | Feb 2 | Mar 2 | Apr 6 | Jan 4, 2007 |
| May 4 | Jun 1 | Jul 6 | Aug 3 | |
| Sep 7 | Oct 5 | Nov 2 | Dec 7 | |

- **2nd Thursday Certification Committee Meets** -- Certification Committee meets the 2nd Thursday each month. This committee is made up of our corporate members.

PLEASE NOTE: Since all of our applicants have a business deal awaiting certification, this committee will review only complete applications (Refer to application’s check list to determine completeness)* (SEE EXPLANATION BELOW).

Below is the 2006 – Certification Committee meeting schedule:

| | | | | |
|--------------|-------|--------|--------|--------------|
| Jan 12, 2006 | Feb 9 | Mar 9 | Apr 13 | Jan 11, 2007 |
| May 11 | Jun 8 | Jul 13 | Aug 10 | |

Sep 14

Oct 12 Nov 9

Dec 14

- **3rd week Certification Site Visits** -- Certification Site Visits (to get all visits accomplished, we try to coordinate visits non-metro area visits first; then we logistically schedule the metro-area visits. Single applicant/trip site visits are not very efficient (time-wise or cost-wise). There are only two staff members that cover the entire Georgia region, thus your assistance with coordinating the logistics of your site visit is really appreciated.* (SEE EXPLANATION BELOW)
- **4th week Certification Site Visits** -- Certification Site Visits. See explanation for 3rd week site visits.

PLEASE NOTE: Since we cover the entire Georgia Region (entire state of Georgia), some site visits might require a longer period.

- **3rd Wednesday (Every other month)** – During the Board of Director’s meets, they review and approve all new certification applicants (Business Opportunity Luncheons are also on the same dates)

| | | |
|---------------|-------------------------|--------------|
| Feb. 16, 2006 | April 14 | Jan 16, 2007 |
| June 15 | Aug. 17 | |
| Oct. 19 | Dec. 5 (annual meeting) | |
- **4th Wednesday** -- New Certified MBEs Orientation.

PLEASE NOTE: Attendance of newly certified MBEs is required. * (SEE EXPLANATION BELOW)

Below is the 2006 -- MBE Orientation meeting date schedule:

| | | | |
|--------------|---|------------------------------------|--------------|
| Jan 25, 2006 | Feb 22 Mar 22 | Apr 26 | Jan 31, 2007 |
| May 24 | Jun 28 Jul 26 | Aug 23 | |
| Sep 27 | Oct 25 Nov 15 (3 rd Wednesday) | Dec 13 (2 nd Wednesday) | |

* Because of the complexity of the process, you will receive a faxed notice at these points. There is no need to call to check on the status of your application. Depending on the location of the applicants, we cover the entire Georgia area, site visits may take longer.

PLEASE NOTE: The quantity of applications for our monthly review can range from 40 to 60 applicants (25% new, 66.6% recertification, and 8.4% reciprocal services), your patience is appreciated. Beginning in January 2006, each MBE firm (new, recertifications and reciprocal services) will receive a site visit once every 24 months.

Application Style: All applications should be typed or filled out in ink; please do not send application or professional document filled out in pencil.

PLEASE NOTE: If you scan the document, your scan version must be formatted to look exactly like the original. Although we may have some items on the web, we still must maintain a “hard copy” of the certification application. Because of space consideration, **please do not send your certification package in either a 3 ring notebook or a bounded book; loose paper with a binder clip is preferred.** Hopefully during the 2nd or 3rd quarters of 2006, the entire certification document can be filled out on line and submitted (attachments will have to be mailed).

When completing your certification package, please use the following “file sequence” as your guide.

File Sequence

A) **Application and Application fee payment.** Fee should be stapled to the front page of the application. Check should be drawn from your firm’s business account. Personal checks are not evidence of the firm being in business (operational).

B) **Legal Ownership/Identification documents** (Drivers license, citizenship proof, resumes, business cards (with appropriate titles), and stock or unit certificates**)

C) **Primary Legal Management/Governance documents** (Identification of legal entity authorized by the Sec. of State (corp./llc) – Owners, Shareholders, Members & Partners' documents, minutes, and dba/tradename document)

D) **Legal Operational /Governance Business documents** (Bylaws**, Operating Agreement**, Partnership Agreement, Subscription Agreement, Redemption Agreement, Buy-Sell Agreement, any other legal document that impacts the operations of the firm)

E) **Financial Control documents/Information** (tax returns, B/S, P&L, CF/Source&Use), initial investment in the firm, notes payable information

F) **Secondary Management/Governance documents/Business contracts** (signature cards, cancelled business checks, local business license, business location lease agreement or security deed, and any other additional information)

**** PLEASE NOTE:** Some applicants believe that because they are a **"single" shareholder Corporation or a "single" member/manager LLC**, they do not have to have "bylaws and stock certificates" or "operating agreement and unit certificates", respectively; however, for NMSDC/GMSDC certification, this belief is not correct. To become a "Certified MBE", all Corporations and LLCs must have the appropriate documents regardless of the number of shareholders and members/managers.

NMSDC Certification Measurements, etc. (*):**

- 51% ownership by an ethnic minority that is a US citizen (only)
- The ethnic minority is involved in the day-to-day management and has the appropriate title(s).
- The minority is in absolute control of the corporation, LLC, and/or general partnership. This includes either the Board of Directors or the Board of Members/Managers (numerically, minorities must out number the non-minorities – regardless to the stock or unit split). **There should be no expressed, implied or apparent language or document that prohibits or compromises the ethnic minority from functioning with this absolute control.**

***** PLEASE NOTE:** For clarity on these certification measurements, certification benefits, and national corporate members, visit www.nmsdc.org.

Also, If an applicant is fails to achieve certification in front of the certification committee and feels the committee may have misinterpreted some information, the applicant may appeal. However, during the appeal process, the applicant shall not present new information. If the appeal fails, the applicant must wait for 12 months be fore reapplying for MBE certification. The entire NMSDC networks in notified of failed certifications and applicants.

Thank you in advance for your interest in the GMSDC,

Dwan Armstrong
2006 GMSDC Board Director and
Certification Committee Chairwoman



2006

National Minority Supplier Development Council /Georgia Minority Supplier
Development Council
Minority Business Enterprise (MBE) Application for Certification

Please answer all questions as completely as possible. When answers require more space, use additional paper, properly identifying the item referred by the appropriate number. **If a particular question does not apply to your business operation, write not applicable (NA) in the space provided.** Company submitting application must be at least fifty-one percent (51%) owned by one or more minority individuals with U.S. citizenship. Please be sure to read carefully the list of required documentation on page 6 & 7 and include with your completed application and processing fee of \$150.00 (an additional \$350.00 at the end of the certification cycle). Business checks (personal checks not acceptable) should be made payable to the GMSDC. For additional information, visit both www.nmsdc.org and www.gmsdc.org/faq.asp.

Date of application: _____

1. Company (legal name): _____

2. Company d/b/a name (if applicable) _____

3. Parent Company (legal name): _____ (EIN) _____

4. Company Street Address: _____ Check if home office

4a. City: _____ 4b. State: _____ 4c. Zip: _____

5. Parent Company Street Address: _____

5a. City: _____ 5b. State: _____ 5c. Zip: _____

6. Mailing Address [if different]: _____

6a. City: _____ 6b. State: _____ 6c. Zip: _____

7. Parent Company Mailing Address [if different]: _____

7a. City: _____ 7b. State: _____ 7c. Zip: _____

8. Telephone: _____ 8a. Fax Number: _____

9. Parent Telephone: _____ 9a. Parent Fax Number: _____

10. Website Address: _____ 11. E-mail Address: _____

12a. Employer's ID Number/Federal ID Number: _____ and/or
Social Security Number: _____

12b. In the space below, please give a concise description of company's product(s), service(s), or type of construction. If your company offers more than one product/service, list primary product or service first. Use additional paper, if necessary, and attach to this form. The description below will be placed in our database and online directory. (Your description(s) should fit with your answer(s) to Question 15/NAICS Code(s))

NOTE: DO NOT REFERENCE BROCHURES, FLYERS OR OTHER ATTACHMENTS – your text has to fit the space below.

12c. List owner, partners, corporate shareholders and LLC members and title:

| Principal's Name(s) | Principal's Title(s) |
|---------------------|----------------------|
| | |

| | |
|--|--|
| | |
| | |

13. Key Contact (s) Name (preferably owner/principal) : _____

14. Key Contact's Title : _____

15. NAICS Code (s): _____

NOTE: If you don't know your NAICS Code(s), go to: <http://www.naics.com/search.htm>. Please use 6 digit codes; you may use up to 6 codes.

16. Type of Business: Check primary function. Check all that apply. (**NOTE: Business must possess the corresponding assets; if a manufacturer, you must have plant & equipment for site visit. By NMSDC definition, outsourced manufacturing, the MBE is not a manufacturer, but is a Broker/Agent or Mfg. Rep.**)

- Brokers/Agents (BA)
- Construction Contractor (CC)
- Consultant/Professionals
- Distributor (DS)
- Manufacturer (MF)
- Manufacturer's Rep (MR)
- Service Contractor (SC)
- Other _____

17. Type of Legal Business Structure:

- Corporation (incorporate or corporation)
- Limited Liability Corporation or Company (LLC)
- Limited Liability Partnership (LLP)
- General Partnership
- Sole Proprietorship*(means Single owner)

18. Date Business was established (and placed in operation if dates are different):

19. Is your firm, parent, branch or subsidiary currently certified by other NMSDC affiliate council?

- Yes. Name of Council _____ Date: _____
- No

20. Has your firm ever applied for certification before?

- No
- Yes. By whom _____ Date: _____

21. Does your firm hold 8(a) certification? Yes No

22. What are the gross receipts of your firm for each of the past three years? (if in business less than one year, provide gross receipts to date)

Year Ending _____ \$ _____
 Year Ending _____ \$ _____
 Year Ending _____ \$ _____

23. Dun & Bradstreet # (if applicable): _____

24. A. Number of Employees: Full Time _____ **Part Time** _____

24. B. Number of Minority Employees: _____

25. Type of Acquisition (check one below):

- Bought Existing Business
- Started Business
- Merger or Consolidation
- Secured a Franchise
- Other (Please Specify): _____

IMPORTANT NOTE:

Please submit only required documents in chronological order. The submission of a neatly organized application accompanied with the required documents will expedite the processing of your application. Please provide an explanation for any documentation you cannot provide. **Incomplete applications will promptly be returned.**

Date of Acquisition: _____

26. Please list each owner, proprietor, principal, partner, officer, member/manager, director and stockholder/shareholder. The name listed should include Minority Group Members and Non-Minority Group Members. Under “Title” used legal title is documented in legal documents (Bylaws, Operating Agreement or Partnership Agreement). Under “ownership” column note is **D** (Director), **M** (LLC Member/Manager), **CO** (Corporate Officer), **Part** (Partner) **Prop** (Sole Proprietor), **S** (Stockholder/Shareholder), and)/**Citizenship status – 1 = By Birth or 2 = Naturalized Citizen**. NMSDC does **not certify non-citizens** (e.g., Green Card Holders).

| Name/Title | Ethnic Origin | Gender | Citizenship | Years of Ownership | Ownership Role | Ownership Percentage (entries must total 100%) | Voting Percentage |
|------------|---------------|--------|-------------|--------------------|----------------|--|-------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | 100.0% | 100.0% |

***MINORITY GROUP**

For purposes of NMSDCs program, a minority group member is an individual who is a U.S. citizen with at least 1/4 or 25% minimum (documentation to support claim of 25% required from applicant) of the following:

- Asian-Indian** A U.S. citizen whose origins are from India, Pakistan and Bangladesh.
- Asian-Pacific** A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- Black** A U.S. citizen having origins in any of the Black racial groups of Africa.
- Hispanic** A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only. Brazilians shall be listed under Hispanic designation for review and certification purposes.
- Native American** A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number).

*NMSDC’s definition of Sole Proprietorship is a company owned/operated 100% by one (1) individual or married couple. Split ownership does not constitute Sole Proprietorship.

27a. Are business premises: (check one)

- Owned
- Leased
- Home based

List or attach location of all additional facilities: _____

27b. Geographic market

- Local
- Regional
- National
- International

28. List of contributions of each of the principals.

| Name | Actual Money | Equipment | Real Estate | Expertise |
|------|--------------|-----------|-------------|-------------|
| | \$ | | | _____ years |
| | \$ | | | _____ years |
| | \$ | | | _____ years |
| | \$ | | | _____ years |

29. If license or permit is required to provide product or service, give information as follows:*

| Name of License Holder | Type of License/Permit | License Number |
|------------------------|------------------------|----------------|
| | | |
| | | |

* NOTE: This is to know if license or permit is owned by the minority applicant.

30. Does your company share any resources with any other firm or individual? Yes No

(office facilities, storage space, equipment, personnel, inventory, financing, etc.) If yes, please identify and explain fully.

31. Identify any owner, management official or employee of your company who is associated with any other business.

Yes No If yes, explain fully and identify the business or person with whom you have an agreement and attach any written agreement and/or explain any oral or intended agreement.

32. Identify those individuals (*principals (P)*, *non-principals (NP)* and *key employees (KE)*) who are responsible for the day-to-day operations and policy decision-making, including those with prime responsibilities for:

| Operation | Name | Title (<i>P, NP or KE</i>) | Ethnic Origin |
|--|------|------------------------------|---------------|
| Financial decisions | | | |
| Signatory on major documents | | | |
| Personnel management | | | |
| Marketing/sales | | | |
| Payroll | | | |
| Estimating | | | |
| Purchasing of major items | | | |
| Supervision of Field Operations | | | |
| Who determines what jobs/projects firm will undertake? | | | |

33. Is the company bonded?

Yes, Amount _____

No

Bonding /Security Company _____

34. Provide three current customer references (as applicable).

*A. COMPANY _____

Address _____

City/State/ZIP _____

Buyer _____ Phone: _____

Product/Service _____ Dollar Volume: _____

*B. COMPANY _____

Address _____

City/State/ZIP _____

Buyer _____ Phone: _____

Product/Service _____ Dollar Volume: _____

* C. COMPANY _____

Address _____

City/State/ZIP _____

Buyer _____ Phone: _____

Product/Service _____ Dollar Volume: _____

35. Provide two current bank references (as applicable)

* A. Name of Bank Officer _____ Title: _____

Name of Institution _____

Address _____

City/State/ZIP _____

Type of Account _____ Credit Line: \$ _____

* B. Name of Bank Officer _____ Title: _____

Name of Institution _____

Address _____

City/State/ZIP _____

Type of Account _____ Credit Line: \$ _____

Name of Bank Officer _____ Title: _____

36. If company is a Distributor, please complete: Average Dollar Value of Inventory:

37. If company is a Manufacturer (if manufacture, you must have plant and equipment), list basic equipment and indicate whether equipment is leased or owned.

| Basic Equipment | Leased/Owned |
|-----------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

38. If company is a Contractor, please complete the following section:

License # _____ License Certification _____

Trade Specialty _____

Union Name/Local _____ Union Affiliation _____

Most Recent Project:
Project Name _____ Start Date _____ Finish Date _____

Geographical Area _____ Dollar Value _____

NOTE: PLEASE SEND COPY OF BONDING CERTIFICATE (IF APPLICABLE)

Please name your responsible Managing Officer or responsible Managing Employee:

39. Transportation Information (if applicable):

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Operating Status: | Common Carrier Operating Authorities: |
| <input type="checkbox"/> Independent Carrier | <input type="checkbox"/> Interstate |
| Insurance Carrier | <input type="checkbox"/> Intrastate |

List the Commodities you normally transport

| Vehicles/Equipment | Owned/Leased & Quantity | Registration No. |
|--------------------|-------------------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

NOTE: Please forward copies of all applicable vehicle title and/or lease agreements with this application

40. Does the applicant business have any subsidiaries or affiliates or is it a subsidiary of another concern? Check one:

- Yes
- No

If yes, provide the name, address, and telephone number of the subsidiary, affiliate or parent company. Also describe the relationship of the applicant company to the subsidiary, affiliate or parent.

41. Does applicant business concern or any person listed in ___ above have or intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of the applicant concern? Such agreements include but are not limited to management and joint venture agreements and any arrangement or contract involving the provision of such compensated services as administrative service, marketing, production and other type of compensated services. If yes, attach a copy of any written agreement of an explanation of any oral or intended agreement.

- Yes
- No

42. Is the applicant business and/or owner concern involved in any present or pending lawsuit?

Check one:

- Yes, If yes, provide details on a separate sheet.
- No

43. How did you hear about the _____ Minority Business Council? _____ Council MBE Event or Presentation

- A corporate member
- Newspaper, Radio, TV
- Other (Please specify) _____

44. Supply a copy of the applicant's financial statement for one year preceding the year of application or for the time that the applicant has been in business if less than one year, plus financial statement of any subsidiaries of affiliates of the applicant for

the same period of time. If the applicant is a new business concern, enclose a copy of an opening balance sheet and projection of income, or a statement by a certified public accountant, which states that the applicant is a viable business concern. All financial statements submitted to the Council must show applicable date of the information given and must be signed and dated by the proprietor, partner or authorized officer unless prepared by an independent certified public accountant. All materials will be kept confidential. **NOTE: THIS INFORMATION IS CRITICAL TO MBE CERTIFICATION.**

DOCUMENTATION ATTACHMENTS – Please include appropriate documentation with the application and please indicate which documents are attached. The documentation required for certification is listed below, but is not limited to:

- **All businesses are required to submit the following** (most of these questions are applicable to sole proprietors); however, LLCs, partnerships, and corporations have additional requirements below. Incomplete or partial files slow the certification process; please do not send incomplete packages. If you are not familiar with an item, please get the appropriate assistance. The GMSDC reviews what you provide, we do not assist you with your certification package or process.

Application

- ❑ **Application fee** is \$150.00 non-refundable processing fee (submitted with package). Upon completion of the certification process, your 1st year annual fee of \$350.00 is due.

PLEASE NOTE: All payments shall be with either a business check or business credit card; the firm's name must have firm's name permanently embossed on the check or credit card. Please do not pay with a personal check or personal credit card.

- ❑ **P**roof of US Citizenship/Ethnicity for Owner(s), Principals, Partners, Shareholders or Members (birth certificate, etc.). If US passport or a naturalization certificate is use, **document should be a color reproduction.**
- ❑ **Indian/Native Americans Blood Degree Certificate** (i.e. tribal registry letter, tribal roll register number) [if applicable]
- ❑ **Driver license with photo** – **document should be a color reproduction.**
- ❑ **Business Card(s) with appropriate titles** – **title(s) must correspond with the appropriate legal document** – partnership agreement, operating agreement or bylaws.
- ❑ **Resume(s)** of owner(s), principals, partners or shareholders
- ❑ **Fictitious, Assumed or Trade Business Name document** (if applicable – d/b/a document)

Operating licenses (if applicable)

- ❑ Equipment Rental and Purchase Agreements (if applicable)
- ❑ Contract or work history for the past three years (if applicable) (name/contact type of work performed or type of contract received)
- ❑ Equipment owned or available (include description of equipment, year acquired, and current value)
- ❑ Proof of Bonding Capacity (if applicable)

Two Years of Federal Tax Returns (Business)* **(SEE EXPLANATION BELOW)**

- ❑ **Financial Statements (Income Statement, Statement of Cash Flows or Source & Use Statement, Balance Sheet).** All documents must be completed using Generally Accepted Accounting Principals (G.A.A.P). If your firm has Notes Payable, an explanation is required. If new business, pro-forma (12 month statement) is required.

Applicable local (operating) business license and/or permits ** **(SEE EXPLANATION BELOW)**

- ❑ **Business location lease agreement(s);** security deed, if home based.
- ❑ **Bank Signature Card** (copy signature card or letter from bank) identifying signers
- ❑ **Business check,** processed, cancelled, and returned by the firm's bank (front and rear) NOT A VOIDED CHECK
- ❑ **Directions** to your location from any major express way must be submitted **for site visit purposes.**
- ❑ **Evidence of principal's initial investment and/or subsequent investment(s) *** (SEE EXPLANATION BELOW)**

* 2 year personal taxes if in business less than 1 year

** Local business license; if LLC or incorporated from a state other than Georgia, your firm has to be authorized to do business in Georgia by the Secretary of State (www.gacorporations.org)

*** Attested per the legal document

- **For LLCs (reference The Uniform Limited Liability Company Act of 1995****) include the following:**

Certificate of Organization Agreement

- ❑ Certificate of Organization Agreement

- ❑ Articles of Organization (Amendments, if applicable)
- ❑ Operating Agreement *** (SEE EXPLANATION BELOW).
- ❑ Copies of all Members' Unit Certificates (front and rear). Also, if a member has resigned, the firm must have the appropriate documentation. LLC Member's Unit Ledger Book. *** (SEE EXPLANATION BELOW).
- ❑ Minutes of 1st Members' Meeting and minutes of meeting/decision where any change in officers or members occurs *** (SEE EXPLANATION BELOW).

*** Attested per the legal document

**** See Annotated Code of Georgia (www.legis.state.ga.us)

➤ For Partnerships****, also include the following:

- ❑ Partnership Agreements *** (SEE EXPLANATION BELOW)
- ❑ Buy Out Rights Agreement *** (SEE EXPLANATION BELOW)
- ❑ Profit Sharing Agreement *** (SEE EXPLANATION BELOW)
- ❑ Current Partnership meeting minutes and minutes of any meeting/decision where any change in officers or partners occurs *** (SEE EXPLANATION BELOW).
- ❑ Third-party agreements: management service agreements *** (SEE EXPLANATION BELOW)

*** Attested per the legal document

**** See Annotated Code of Georgia (www.legis.state.ga.us)

➤ For Corporations (reference the Model Business Corporation Act (3rd Edition – Official Text****)), also include the following:

- ❑ Certificate of Corporation
- ❑ Article of Incorporation
- ❑ Corporate Bylaws (amendments, if applicable). *** (SEE EXPLANATION BELOW)
- ❑ Copies of all issued Stock Certificates (front and rear; also, if a shareholder has resigned, firm must have the appropriate documentation). *** (SEE EXPLANATION BELOW)
- ❑ Current Stock Ledger Book*** (SEE EXPLANATION BELOW)
- ❑ Minutes of 1st Board Meeting and minutes of meeting/decision where any change in officers, shareholders or directors occurs.*** (SEE EXPLANATION BELOW)
- ❑ Proof of Stock Purchase *** (SEE EXPLANATION BELOW)
- ❑ If your corporation does not have the president as the chief executive officer, please explain *** (SEE EXPLANATION BELOW).

*** Attested per the legal document

**** See Annotated Code of Georgia (www.legis.state.ga.us)

IMPORTANT NOTE:

Please submit only required documents in chronological order. The submission of a neatly organized application accompanied with the required documents will expedite the processing of your application. Please provide an explanation for any documentation you cannot provide. **Incomplete applications will promptly be returned. Please do not put the documents in a binder.**

DECLARATION OF CERTIFICATION OF MINORITY STATUS

I (We) have completed and submitted the Minority Supplier Registration and Database Input Form as requested by the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL and hereby certify that the information contained herein and all attachments submitted are true and correct and accurate to the best of my (our) knowledge and belief. I (We) understand that this Declaration of Certification and the criteria set forth have been developed according to the guidelines established by the NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL. The certification, when granted, will be for a one (1) year period. I (We) further understand that completion and submission of this form, together with all attachments hereto, is not necessarily the sole criteria for determining certification of minority status by the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL.

I (We) acknowledge that if the Council discovers that a statement has been made herein which the applicant knows to be false, the certification process will be terminated immediately. I (We) agree that all materials submitted with this package shall become the property of the Council.

I (We) further agree that once certified, the continued certification and registration by the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL will be according to the guidelines, rules and regulations of the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL and the NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL and may be amended for time to time. Termination of my (our) status may be based upon, but not necessarily limited to, any one of the following:

1. Cessation of business operation by the minority business concern.
2. Discovery that any false information was knowingly supplied to the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL in the completion of this form or as contained in any attachments submitted.
3. Failure to provide timely notice or withholding of any notice to the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL of the transfer or loss of ownership and/or management and control of the business concern by its minority group members.
4. Failure or refusal to allow the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL and/or its representative access to the company's place of business upon reasonable notice and demand for the purpose of a site visit.
5. Sale, exchange, or transfer of ownership of the minority business concern, if such transfer results in the loss of control and ownership of the business concern by the minority group members.

I (We) understand and agree that the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL reserves the right to request any further and additional information that it may deem necessary to substantiate the information and representations made by the applicant (applicants) for certification. I (We) declare that the company in whose name this application is being submitted is at least fifty-one percent (51%) owned by one or more minority individuals (as defined herein) and such individuals control, operate and manage the company.

The undersigned hereby agrees (agree) to hold the GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL free and harmless from any and all claims, demands, and damages whatsoever arising out of the presentation of this application and agrees to indemnify and hold GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL harmless for any and all liability in connection with the certification of the information contained in this application.

The undersigned hereby declares (declare) under penalty of perjury that I have personally read and understand the cover letter and application and all statements made in this application and any attachments hereto and true and correct. **I understand that the \$150.00 Registration Fee is included and non-refundable and that \$350.00 is due upon certification by the Board of Directors. (Please Sign and Attest On Next Page)**

Business Name _____

Signature of the Proprietor, the Partners, the LLC Managing Member(s)/Manager or the President of the Corporation

| | |
|-------|------------|
| _____ | Date _____ |
| _____ | Date _____ |
| _____ | Date _____ |
| _____ | Date _____ |

Please have this form **NOTARIZED**, retain a copy of this entire document for your files and return the original and the attachments to:

**GMSDC Certification
100 Edgewood Avenue
Suite 1610
Atlanta, GA 30303**

State of _____

County of _____

On _____ 20____, before me, (name) _____ the undersigned

Notary Public, personally appeared (name) _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person(s) whose name (s) is/are subscribed to the within instrument, and acknowledged to met hat he/she they executed in the same in his/her their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) of the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public _____

(Seal)

Commission Expires _____

NOTE: *Public Law 99-272*, the "Consolidated Omnibus Budget Reconciliation Act of 1985," which amends Section 16 of the Small Business Act, establishes penalties of up to a \$50,000 fine or imprisonment of up to five years, or both, for misrepresenting, in writing, the status of any concern or small business owned and controlled by socially and economically disadvantaged individuals (a "DBE") in order to obtain for oneself or another any prime subcontract to be awarded as a result or in furtherance or any provision of federal law that specifically references Section 8(D) if the Small Business Act for a definition of eligibility.