

## REQUIRED DOCUMENTATION LIST

## INCORPORATED COMPANIES

**You will be required to produce the following documentation: (Other than #1, all documentation may be uploaded during the online application process):**

1. Proof of Identification and gender for women owners comprising 51% or more ownership (current passport, or other acceptable government ID)
2. Corporate company **ownership** structure (showing upstream parent company/companies, Trusts, personal shareholders, plus any downstream divisions/subsidiaries, and other related companies)
3. Corporate **organizational chart** (names/titles; functions; other as appropriate)
4. Resumes of all active shareholders, officers and key senior management
5. Articles of Incorporation and any amendments
6. Company By-laws
7. Up-to-date company Share Register
8. Share certificates (for all issued voting shares)
9. Up-to-date listing of company Officers
10. Up-to-date listing of company Directors
11. Listing of company T4s for most recent year
12. Company premises lease agreement (signed)
13. Listing of equipment (applies to manufacturing and other companies with significant fixed assets)
14. Appropriate business insurance policy **(may be viewed at site visit)**
15. Bank account authorizations/signature card stating signing authority; OR letter from bank with details
16. Signed contract between your company and either: one of your customers; OR for equipment rental; OR other legal contract such as loan agreement. **(may be viewed at site visit)**
17. Annual Report (in Ontario, **Form 1 Ontario Corporation Initial Return/Notice of Change**) – a report filed with the government as proof of government registration of officers and directors
18. Financial statements (**most recent 3 years**). If a new company, provide personal tax returns of owners for past 3 years
19. Corporate Tax Returns for the last 3 years, OR if a new company, personal tax returns of owners
20. Most recent Notice of Assessment (NOA) regarding corporate tax status (receipt received from government- CCRA) and/or personal NOA in the case of new companies
21. Resolutions or agreements regarding decision making powers

**If applicable, the following are also required:**

1. Shareholder Agreement
2. Upstream company Minute book(s) (proving ownership and control) and most recent Financial Statements
3. Trust Agreement(s) for any company shares held by a Trust (need to see trustees, beneficiaries, and voting control)
4. Employment agreement for all women listed on the application

**IMPORTANT - Please note:**

- You may also be asked for other documentation as may be required
- If the parent company is owned by a US company that is certified by WBENC, please provide your valid WBE certificate.

**If you have any questions, contact**

Jennifer Popowycz, WBE Canada  
jpopowycz@wbcanada.ca

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