

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 driver's license)
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. Up-to-date listing of company Officers
9. Up-to-date listing of company Directors
10. Company premises lease agreement (signed)
11. Appropriate business insurance policy
12. Bank account authorizations/signature card stating signing authority; OR letter from bank with details
13. Signed contract between your company and one of your customers
14. 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
15. Financial statements (**most recent 3 years**).
16. Corporate Tax Returns for the last 3 years
17. 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
18. Resolutions or agreements regarding decision making powers

If applicable, the following are also required:

1. Shareholder Agreement
2. Resolutions or Shareholder Agreements regarding decision making powers
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 WBENC Certificate.

If you have any questions, contact

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