



# APPLICATION FOR REGISTRATION AS A NORTHERN BUSINESS

**BIP** BUSINESS  
INCENTIVE  
POLICY

**APPLICANT:**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_ NT Postal Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Permanent Employees: \_\_\_\_\_

Resident Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Type:  Sole Proprietorship  Partnership  Corporation or Limited Company  Co-operative

Ownership:  Majority NWT Resident  Majority Non-Resident (MUST be submitted to The BIP Monitoring Office)

Supplier of Goods:  Yes, the business is a supplier of goods and Appendix A is attached for site inspection  
 No, the business is not a supplier of goods

**DOCUMENT REQUIREMENTS:**

- Northwest Territories (NWT) Legal Registration Certificate
- NWT Legal Registration Certificate of Compliance (for Majority Non-Resident owned businesses ONLY)
- Current Business License issued by an NWT Community
- Proof of Residency in the NWT for the last 12 months for Majority Owner(s)
- Proof of Residency in the NWT for the last 6 months for the Resident Manager indicated above
- Proof of Ownership or Lease for the NWT premises indicated above (on an annual basis)
- Share Registry (if other than Sole Proprietorship or Partnership)

**DECLARATION:**

I, the undersigned, DO SOLEMNLY DECLARE that:

- a) I have read the *Government of the Northwest Territories (GNWT) Business Incentive Policy (BIP) 63.02*;
- b) the information provided is true and correct;
- c) the business complies with and meets all conditions prescribed by law to conduct business in the Northwest Territories;
- d) I am authorized to conduct business in the NWT on behalf of the subject business, and
- e) I agree to provide any other related information as may be required to confirm my eligibility under the Policy.

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date

**Only complete applications will be accepted, there is a two-week waiting period from date of approval.**

## INSTRUCTIONS

### APPLICANT:

1. **Business Name** is the name registered and indicated on the NWT Legal Registration Certificate
2. **Mailing Address** is the address where the business receives its mail.
3. **Community** is the NWT community the business is located in.
4. **Postal Code** is the postal code for the businesses mailing address.
5. **Street Address** are the premises where the business physically operates from
6. **Number of Permanent Employees** is the number of employees that the business employs on an annual basis, (this does not include seasonal or part time/casual employees)
7. **Resident Manager Name** is the individual designated by the business to undertake all aspects of management and has absolute decision-making authority over day-to-day matters.
8. **Phone/Fax** is the NWT phone and fax number of the business
9. **Business Type** is the type of business organization that has been established for the Business Name.
10. **Ownership** *Majority NWT Resident*; a business that is 51% or more owned by NWT Residents  
*Majority Non-Resident*; a business that is 51% or more owned by Non-NWT Residents and has physically operated in the NWT for the last ten consecutive years (these applications must be submitted to *The BIP Monitoring Office*)
11. **Supplier of Goods** a business wishing to apply for supplier status, must complete and submit an *Appendix A – Commodity Codes* by selecting which category(s) that best describe the good. A site inspection will be conducted by an ITI official to ensure that the general public can purchase directly from a representative inventory of items offered for sale.

### DOCUMENT REQUIREMENTS:

1. **NWT Legal Registration Certificate** is a document evidencing that the business name has been legally registered to conduct business in the NWT. The document is available from the GNWT Legal Registries Division, telephone: 867-873-7492 or 1-877-743-3302
2. **NWT Legal Registration Certificate of Compliance** is a document required for Majority Non-Resident owned businesses ONLY. This document verifies that the business name has been legally registered to conduct business in the NWT and is in good standing with the Department of Justice, Corporate Registries Division. The document is available from the GNWT Legal Registries Division, telephone: 867-873-7492 or 1-877-743-3302
3. **Current Business License** is a document evidencing that the business name has been licensed to conduct business in the NWT community indicated on the application. The document is issued by a NWT Municipality or for those municipalities that do not issue business licenses, by the GNWT Department of Municipal and Community Affairs, Consumer Services Division, telephone: 867-920-8059.
4. **Proof of Residency in the NWT for the last twelve months** is required for Majority Owner(s).
5. **Proof of Residency in the NWT for the last six months** is required for Resident Managers.
6. **Proof of ownership or lease for the premises indicated on the application** on an annual basis for the primary purpose of operating the subject business.
7. **Share Registry** if the business is a limited or incorporated company, a copy of the business' share registry is required. This document is usually retained at the business' Registered Office (lawyer). This document shows who the shareholders are and how the shares are distributed.

### DECLARATION:

The individual making this declaration is the individual that has been authorized to obligate the business or to assume responsibility on behalf of the business. Without this signature, the application will be considered incomplete and returned to the applicant.

## APPENDIX A - COMMODITY CODES FOR GOODS

[ ] ADVERTISING EQUIPMENT/SUPPLY (Signs; display units; banners; pens; cups)	28	[ ] FIRE/RESCUE/SAFETY EQUIPMENT/SUPPLY (Fire retardant; hoses; reels; hydrants; sprinkler heads; extinguishers; protective gear; smoke detectors; first aid kits)	42
[ ] AIR CONDITIONING/VENTILATING EQUIPMENT (Fans; air-conditioning equipment & parts; ventilation systems)	41	[ ] FLOOR COVERING EQUIP//SUPPLY (Carpets; linoleum; tiles; contact cement)	86
[ ] AIRCRAFT EQUIPMENT/SUPPLY (Components; navigational aids)	15	[ ] FLORIST/FLORAL EQUIPMENT/SUPPLY (Flowers; vases; bouquet)	09
[ ] ANIMALS/RELATED EQUIPMENT/SUPPLY (Live animals; pet shops; pet supplies; food)	88	[ ] FOOD/BEVERAGE EQUIPMENT/SUPPLY (Meat, poultry; fish; seafood; dairy; eggs; fruit; vegetables; bakery; candy; coffee; tea; pop)	89
[ ] APPLIANCES, MAJOR EQUIPMENT/SUPPLY (Refrigerators; ranges; washers; dryers; dishwashers; freezers)	72	[ ] FOOTWEAR (Boots; shoes; sandals; slippers)	87
[ ] APPLIANCES, SMALL EQUIPMENT/SUPPLY (Coffee makers; vacuum cleaners; juicers; microwaves)	73	[ ] FORESTRY EQUIPMENT/SUPPLY (Tree pruning equipment; chainsaws; tree felling equipment)	48
[ ] ARTS & CRAFTS EQUIPMENT/SUPPLY (Carvings, paintings, baskets, artist tools)	05	[ ] FUELS, GASES, OILS EQUIPMENT/SUPPLY (Firewood; gasoline; fuel; oils; grease; propane; diesel; aviation fuel; gases; oxygen; helium; carbon dioxide; nitrogen)	91
[ ] ATHLETIC/RECREATIONAL EQUIP/SUPPLY (Sports; golf clubs; playground equipment; fishing tackle; sleeping bags; backpacks; hunting knives; tents; tarpaulins)	78	[ ] FUNERAL/BEREAVEMENT EQUIPMENT/SUPPLY (Caskets; headstones; memorial cards)	29
[ ] AUTOMOBILES (Passenger vehicles; trucks; vans; service truck)	23	[ ] FURNITURE RESIDENTIAL/COMMERCIAL (Residential; industrial; office furniture; hospital; cabinets; tables; chairs; beds; dressers; desks)	71
[ ] AUTOMOBILE EQUIPMENT/SUPPLY (Filters; antifreeze; air fresheners; spark plugs; engines; tires; accessories)	25	[ ] GAMES, TOYS EQUIPMENT/SUPPLY 08 (Board games; children's toys)	
[ ] BEVERAGES, ALCOHOL EQUIPMENT/SUPPLY (Beer; ale; cider; wine; liquor; liqueurs; beer kits)	90	[ ] GEOTEXTILES EQUIPMENT/SUPPLY 31 (Specialty road construction material; geotextiles; geomembranes)	
[ ] BUILDING CONSTRUCTION MATERIALS (Concrete; cement; window glass; wallboard; insulation; roofing & siding materials; fencing)	56	[ ] GIFTS/SOUVENIRS EQUIPMENT/SUPPLY (Figurines; souvenirs; glassware)	27
[ ] CHEMICALS (Calcium chloride; lime; dyes; sodium chloride; pesticides)	68	[ ] HARDWARE/TOOLS EQUIPMENT/SUPPLY (Hand tools; power tools; work gloves; hammers; saws; nails; fasteners; chainsaws; drills)	01
[ ] CLEANING EQUIPMENT/SUPPLY (Polishers; brooms; brushes; mops; cleaning & polishing compounds; detergent)	79	[ ] HEATING EQUIPMENT/SUPPLY (Heaters; woodstoves; fireplaces; boilers)	40
[ ] CLOTHING (Outerwear; rainwear; personal wear; sportswear; uniforms)	84	[ ] HEAVY CONSTRUCTION EQUIPMENT (Bulldozers; excavators; graders; loaders; caterpillars accessories)	38
[ ] COMMUNICATION EQUIPMENT/SUPPLY (Telephones; radios; transceivers; audio systems; public address systems; paging systems; beacons)	58	[ ] HOBBY/CRAFT EQUIPMENT/SUPPLY (Silk flowers; glue; molds; Styrofoam forms; beads)	74
[ ] COMPUTER EQUIPMENT/SUPPLY (Software; printers; hardware; disks; diskettes; cartridges; plotters)	70	[ ] HOUSEWARES EQUIPMENT/SUPPLY (Bedding, linen, dishes, cutlery, tableware, glasses)	82
[ ] CONTAINERS & PACKING EQUIP/SUPPLY (Drums; cans; boxes; cartons; crates)	81	[ ] INDUSTRIAL EQUIPMENT/SUPPLY (Pumps; compressors; pipes; hosing; tubing; bearings; valves; ropes; chains; cables; culverts; slings; winches, hoists, cranes; derricks)	30
[ ] ELECTRICAL EQUIPMENT/SUPPLY (Fuses; circuit breakers; switches; relays; solenoids; coils; transformers; electrical wire)	59	[ ] INSTRUMENTS/SURVEYING EQUIP/SUPPLY (Soil testing instruments; drafting; thermography units; surveying; mapping instruments)	66
[ ] ENTERTAINMENT/ELECTRONIC EQUIP/SUPPLY (Musical instruments & parts; audio tapes; video tapes; recording equipment; televisions; stereos)	77	[ ] JEWELLERY EQUIPMENT/SUPPLY (Necklaces; earrings; rings; bracelets)	06
[ ] EXPLOSIVES (Dynamite; blasting caps)	13		

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[ ] LANDSCAPING/AGRICULTURAL EQUIP/SUPPLY 37 (Gardening implements; tools; mowers; seeds; manure; fertilizer; snowblower; topsoil; rakes)	[ ] RECREATIONAL VEHICLES 22 (Snowmobiles; motorcycles; bicycles; motorhomes)
[ ] LIGHTING EQUIPMENT/SUPPLY 60 (Indoor & outdoor lighting; flashlights; lanterns; lamps; ballasts)	[ ] RECREATIONAL VEHICLE EQUIP/SUPPLY 21 (Belts; tracks; seats; oil; spark plugs)
[ ] LUGGAGE/PORTFOLIOS/BRIEFCASES SUPPLY 07 (Luggage; portfolios; briefcases)	[ ] ROAD CONSTRUCTION MATERIAL/SUPPLY 57 (Culverts; sand; gravel; asphalt; aggregate)
[ ] LUMBER/PLYWOOD EQUIPMENT/SUPPLY 55 (Lumber; wood flooring; logs; plywood; veneer)	[ ] SECURITY & ALARM EQUIPMENT/SUPPLY 33 (Alarms; locks; locksmithing devices)
[ ] MARINE EQUIPMENT/SUPPLY 20 (Marine hardware and hull items; GPS; life jackets; outboard motors)	[ ] SOLAR EQUIPMENT/SUPPLY 39 (Panels; cells; storage batteries)
[ ] MARINE VESSELS 19 (Boats; canoes; pontoons; floating docks)	[ ] SPECIAL INDUSTRY EQUIPMENT/SUPPLY 36 (Tanning & Leather Working; sawmill machinery; laundry & dry cleaning ; vending machines; material handling equipment; forklifts)
[ ] MEDICAL/SURGICAL EQUIPMENT/SUPPLY 65 (Equipment, supplies, apparatus and instruments used in diagnostic, surgical, therapeutic, scientific and experimental procedures)	[ ] TANKS: SEWAGE/WATER/FUEL EQUIP/SUPPLY 47 (Septic tanks; holding tanks; utilidors)
[ ] METALWORKING EQUIPMENT/SUPPLY 34 (Bars; rods; plate & steel sheets; structural shapes; metal fabrication; welding supplies)	[ ] TEXTILES/LEATHER/FURS/FABRIC SUPPLY 83 (Textiles; fabrics; yarn; notions; buttons; furs; leather)
[ ] MILLWORK EQUIPMENT/SUPPLY 50 (Windows; doors; frames; trusses; cabinets)	[ ] TOILETRIES/PAPER EQUIPMENT/SUPPLY 85 (Perfumes; shampoo; combs; hairbrush; toiletry paper products)
[ ] ROCK SAMPLES EQUIPMENT/SUPPLY 92 (Rock samples; prospecting equipment; picks; pans)	[ ] TRAINING AIDS EQUIP/SUPPLY 69 (Training aids; curriculum material)
[ ] MOBILE HOMES/TRAILERS/HOUSES 26 (Mobile trailers, houses)	[ ] WATER PURIFICATION EQUIPMENT/SUPPLY 46 (Water distillers; filters)
[ ] MOTORS/GENERATORS EQUIPMENT/SUPPLY 61 (Generator sets; motors)	[ ] WEAPONS/AMMUNITION EQUIP/SUPPLY 10 (Guns; ammunition; accessories)
[ ] NONMETAL MATERIALS EQUIPMENT/SUPPLY 93 (Paperboard; plastics; fibreglass)	[ ] WINDOW COVERINGS EQUIPMENT/SUPPLY 35 (Drapes; blinds; curtains)
[ ] OFFICE EQUIPMENT/SUPPLY 75 (Paper; envelopes; ribbons; pens; stationery; forms; calculators; typewriters; drafting supplies; facsimile equipment; photocopying equipment)	
[ ] PAINTING/DECORATING EQUIPMENT/ SUPPLY 80 (Paint; varnishes; coatings; adhesives; brushes; wallpaper)	
[ ] PHOTOGRAPHY EQUIPMENT/SUPPLY 67 (Cameras; film; flashes; video cameras)	
[ ] PLUMBING/SANITATION EQUIP/SUPPLY 45 (Plumbing Fixtures; pipes; toilets; elbows; ductwork)	
[ ] PREFABRICATED STRUCTURES/BUILDINGS 54 (Prefabricated and portable buildings; sheds; greenhouses; log buildings; steel building dealers)	
[ ] PROMOTIONAL ITEMS EQUIPMENT/SUPPLY 32 (Trophies; crests; awards; ribbons; plaques)	
[ ] PUBLICATIONS/BOOKS/MAPS/NEWSPAPERS 76 (Books; pamphlets; newspapers; periodicals; maps; atlases)	