



APPLICATION FOR REGISTRATION AS A NORTHERN MANUFACTURED PRODUCT

BIP BUSINESS
INCENTIVE
POLICY

PRODUCT INFORMATION:

Name of Product: _____

APPLICANT:

Business Name: _____

Mailing Address: _____

Community: _____ NT Postal Code: _____

Contact Name: _____ Phone: _____ Fax: _____

DOCUMENT REQUIREMENTS:

- Proof of BIP Registration
- Letter from the Applicants' Accountant
- NWT Value Added Verification
- Specifications for the product named above
- Pricing for the product named above
- Copy of any applicable certification (i.e. CSA standard, etc)
- APPENDIX A – Other Product Information

DECLARATION:

I, the undersigned, DO SOLEMNLY DECLARE that:

- a) I have read the BIP Interim Manufacturing Directive;
- 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

INSTRUCTIONS

PRODUCT INFORMATION:

Name of Product is the name of the product the business is applying to have approved as a Northern Manufactured Product

APPLICANT:

1. **Business Name** is the name registered with The Business Incentive Policy
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. **Contact Name** is the individual designated by the business as the contact
6. **Phone/Fax** is the NWT phone and fax number of the business

DOCUMENT REQUIREMENTS:

1. **Proof of BIP Registration** is a copy of the businesses profile listed on the on-line BIP Registry..
2. **Letter from the Applicants' Accountant** is a letter verifying and providing the following information;
 - a. the ratio of direct and indirect wages paid in the North,
 - b. occupancy expenses and
 - c. cost of goods sold, as a percentage of gross revenue
3. **NWT Value Added Verification** – each product must have at least 25% NWT value added to qualify as a Northern Manufactured Product. The amount of value added will be determined by:
 - a. wages, salaries and benefits paid to Northern Residents;
 - b. cost of product components purchased from other NWT Manufacturers;
 - c. overhead costs incurred in the NWT including principle and interest payments for and amortization of facilities or equipment located in the NWT, utilities, NWT property taxes and similar costs
4. **Specifications for the product** (i.e. Description, Drawings etc.)
5. **Pricing for the product** For inclusion in the listing of approved Northern Manufactured Products, product prices, f.o.b. the manufacturer's plant, must be no higher than 20% over comparable products quoted by Southern suppliers, at nearest Southern point of departure for off highway and off winter roads, for that manufacturer.
6. **Copy of any applicable certification** (i.e. CSA standard, etc)
7. **APPENDIX A** – Other Product Information

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.

Please return completed **Application for Registration as a Northern Manufactured Product** and *Appendix A – Other Product Information* to:

The BIP Monitoring Office
Government of the Northwest Territories
Department of Industry, Tourism and Investment

Attention: **Ms. Bonita Nowell**
Tel: (867) 873-7215 Fax: (867) 873-0181

APPENDIX A

Name of Product: _____

Applicant Business Name: _____

1. Customer Information

(a) List the names of your Government (Federal, Territorial, and Municipal) customers in the Northwest Territories

(b) List the names of your Non-Government customers in the Northwest Territories.

2. Distribution of Manufacturing in the Northwest Territories

What percentage of manufacturing is for Government vs. Non-government customers?

3. Market Trends

(a) What has been the sales trend in your market area for this product over the last five years?

(b) What do you expect it to be five years from now? Please indicate the source of your data and the basis of your projections.

(c) List the names of other organizations, governmental agencies, industry associations, etc., from which you intend to obtain management, technical, economic, or other types of information and assistance.

4. Share of the Market

What percentage of total sales in your market area do you expect to obtain for your products?

5. Sales Volume

What sales volume do you expect to reach with your products?

6. Manufacturing Operations

List the basic operations, for example, cut and weld, machine and assemble, etc., which are needed in order to make your product.

7. Raw Materials

What raw materials or components will you need, and where will you get them? What amount do you stock?

8. Storage

Are there any special considerations concerning the storage requirements of your raw material? For example, will you use chemicals, which can only be stored for a short time before they lose their potency? Or when storing steel does rust have an impact on its strength?

9. Equipment

List the equipment needed to perform the manufacturing operations. Indicate whether you are renting or buying the equipment and the cost to you.

10. Space

How much space do you have allocated to make the product? Include restrooms, storage for raw materials and for finished product(s), and employee parking facilities if needed. Are there any local ordinances you must comply with?

Authorized Signature

Print Name

Date