



PART A – Company Information

Name
Address
Corporation ID Nbr or Co-operative ID Nbr
Person to Contact
Telephone Email Fax

PART B – Eligibility Information

- 1) Are the shares being issued common voting shares?
2) What percentage of all salaries and wages were paid in NS last year?
3) Are total assets of the business and all associated businesses less than \$25,000,000?
4) What are the major business activities of the co-operative and what percentage of the total assets are used in each activity.
5) Is the proposed offering in compliance with Nova Scotia Securities Law?
6) Are funds being used to purchase an existing business?

PART C – Inclusions

The following must be included with the application:

- i) Complete financial statements for the preceding taxation year
ii) Copy of the T2 income tax return for the preceding taxation year
iii) A copy of the business' constitution/articles of incorporation and memorandum of association
iv) A copy of the current shareholders register
v) A brief business plan detailing 1) the impact on the geographic, cultural or economic community

PART D – Certification

I certify that I am an authorized officer of the applicant company, that the information contained in this application and its inclusions is true and correct, and that applicant business is eligible for Equity Tax Credit registration to the best of my knowledge and belief.

Name (please print) Position
Signature

**Equity Tax Credit
Application for Certificate of Registration
Application Guide for CED Initiatives**

The following guide should be referred to by CED businesses when completing an application for a certificate of Eligibility pursuant to the Equity Tax Credit Act (the Act). Sections and item numbers listed below refer to identical sections and item numbers on the application form.

PART A – Identification

Please ensure that this area is properly completed. It may be necessary for the Department to contact the co-operative for additional information.

PART B – Eligibility Information

- 1) The issue must be common voting shares.
- 2) At least 25% of wages and salaries must be paid to Nova Scotia residents and the business must have a permanent place of business in Nova Scotia.
- 3) Total assets of the eligible business include assets of all associated co-operatives must be less than \$25,000,000, comprised of:
 - i) the net carrying cost of assets that are not depreciated or amortized, and
 - ii) the undepreciated or unamortized cost of all other assets.
- 4) All or substantially all of the fair market value of the assets of the co-operative, together with the assets of its associated co-operatives, must be used in an active business as defined by the income Tax Act (Canada) or in shares or other eligible businesses. All or substantially all means 90% or more.
- 5) The proposed offering must comply with the provisions of the Nova Scotia *Securities Act and Regulations*. Please contact the Nova Scotia Securities Commission at 424-7768 if you have questions regarding compliance.
- 6) Funds cannot be used to purchase an existing business except under limited conditions.

PART C – Inclusions

Please ensure that all required attachments accompany the application. They are required for certification and will assist in the approval process.

PART D – Certification

An authorized officer of the applicant business must sign the application.

When completed, the application and attachments should be forwarded to:

Nova Scotia Department of Finance
Fiscal Policy Division
P.O. Box 187
Halifax, N.S. B3J 2N3

For more information, contact the Department of Finance at (902) 424-7379