

INNU NATION



Innu Business Registry

P.O. Box 1106, Station C
Happy Valley-Goose Bay, NL, A0P 1C0
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Innu Business Registry Guidelines & Application

For Office Use Only

Business Name: _____
Innu Business Registry Number: _____

1.0 Introduction

The purpose of these guidelines is to set out the basic criteria for registration on the Innu Business Registry. The final determination of Innu Business Status will be made by the Innu Business Registrar after receipt of all the information requested by the Registrar and consideration of such documentation. Applicants may be required to provide information or documentation supplementary to that noted in this guideline, and to meet with the Registrar if so requested.

2.0 Eligibility for Registration

2.1 An Innu Business, which can be: a sole proprietorship; a limited company; a co-operative; a partnership; a limited partnership; or a not-for-profit organization

2.2 An Innu Business must: ***be owned and effectively governed at least 51% by Innu or the First Nations; commit to make best efforts to employ qualified Innu by providing either; (i) a minimum of 20% of the full-time positions; or (ii) a minimum of 25 full-time positions; and,***

- ***Guarantee the Innu partner or partnership, the greater of: 5% of the gross business revenues; or a net profit distribution in accordance with the partnership ownership percentages.***

2.3 In the event of exceptional circumstances, applicants to the Business Registry may submit a proposal for business registration that does not fully meet criteria, set out in Section 2, stating clearly the exemption requested and the reasons that the full criteria cannot be met. Such proposals for exemption will be reviewed by the Registrar and forwarded to the Executive Committee of the Innu Nation for a final decision.

2.4 For businesses that were registered by the Innu Business Registry as an Innu Business before June 1, 2007, and which remain on the Innu Business Registry on the effective date of this guideline, such businesses will remain on the Innu Business Registry subject to those businesses providing documentation satisfactory to the Innu Business Registrar, that they will meet the above noted employment and profit sharing levels by December 2010 for any new or renewed business contracts entered by that business on or after the effective date of this guideline.

3.0 Documentation Required for Registration

3.1 Evidence of ownership or effective control of the business or joint venture may require submission of incorporation documents, shareholders' agreements or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.

All reasonable requests for partnership documentation requested by IBDC to ensure compliance with the Registry must be respected and supplied to the Business Center in a timely manner.

3.2 Ownership of the business refers to "beneficial ownership" i.e. who is the real owner of the business. The Innu Business Registrar will consider a variety of factors to confirm whether Innu persons have true and effective control of the business.

4.0 Application for Registration

Application forms for registration as an Innu business may be obtained from the Innu Business Development Centre or on-line at www.innu.ca. Applications may be submitted by e-mail, fax or mail.

5.0 Applicant's Acknowledgement

In exchange for the Innu Business Registry considering your application and deciding whether or not you qualify as an Innu Business, you acknowledge on behalf of your business that the Innu Business Registry, the directors and officers of the Inn Nation, the Registry's employees or agents, are not responsible for anything that happens as a result of considering the application or of your business being registered as an Innu Business. By signing the application form you acknowledge that you have reviewed the guide and understand its contents.

6.0 Changes in Information

Innu Businesses will be expected to notify the Innu Business Registrar within five (5) working days of a substantive change in the information filed with the Registrar.

7.0 Annual Return

Innu Businesses will be expected to file an annual return to the Business Registrar within 120 days after their fiscal year-end containing the following:

- (a) Summary of Innu employment history for the prior year including total permanent and seasonal employees; and,
- (b) A certificate signed by the Innu partner(s), and, if applicable, the non-Innu partner(s) certifying that:
 - i. there has been no change in the legal structure of the business as currently filed with the Innu Business Registrar;
 - ii. that the Innu partner has been provided access to the full financial records of the business; and,
 - iii. That profit sharing in the business has been carried in accordance with the criteria set out in Section 2.2 above.

8.0 Employment and employees

Innu businesses must provide employment opportunities and training to Innu people at all levels of the company with a minimum target of thirty-three per cent of all employees. The Innu Business to substantiate their efforts to hire Innu people must, upon request by the Innu Business Registrar, immediately provide documentary evidence to prove this is happening.

9.0 Management Agreements & Non Arm Length Transactions

Profits may not be artificially removed from the business by way of management fee arrangements with non-Innu partners nor by non-arm length transactions conducted by non-Innu partners. Management fees or transactions with non-Innu partners should be reasonable and not exceed the fair market value of the goods or services rendered.

Non-Innu partners must provide evidence of compliance with this provision if so requested by the Innu Business Registrar.

10.0 Penalty for non-compliance

Any company that fails to comply with Registry Guidelines will be removed from the Innu Business Registry until the company complies with registry requirements.

Print or type, sign and date the application in its entity

If you run out of room, please attach additional paper.

There is no fee for making an application to be listed in the Innu Business Registry.

Section 1: Type of Application

1.1 Is this application: New ____; Updated ____; Other – please specify

Section 2: Business Information

2.1 Operating name for the Business being registered: _____

Address: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Business registry no: _____ Province Registered: _____

2.2 Name of Business Owner(s):

Non-Innu: _____ Phone: () _____

Cell: () _____ Email: _____

Percentage owned: _____% Director: ____ yes ____ no

Office title: _____

Innu: _____ Phone: () _____

Cell: () _____ Email: _____

Percentage owned: _____% Director: ____ yes ____ no

Office title: _____

Innu: _____ Phone: () _____

Cell: () _____ Email: _____

Percentage owned: _____% Director: ____ yes ____ no

Office title: _____

Innu: _____ Phone: () _____ Cell:

() _____ Email: _____

Percentage owned: _____% Director: ____ yes ____ no

Office title: _____

2.3 Name of general partner company (if applicable) _____

Address: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Toll Free Number: _____

Website: _____

2.4 I give permission for the information on this application to be posted on the Innu Business Registry website. Yes _____

2.5 The Business is registered (or will be registered) as a: Cooperative ____; Corporation without Share Capital ____; Incorporated Company ____; Limited Partnership ____; Not for Profit Corporation ____; Partnership ____; Sole Proprietorship ____.

2.6 If the business is not 100% Innu, is there a provision which allows the Innu partners to assume total ownership of the business? ____ Yes, ____ No.

2.7 Please describe the provision that allows for total Innu ownership of the company:

2.8 Is there a management agreement in place? ____ Yes, Please attach the management agreement, ____ no.

2.9 How many staff, including owners, does your business currently employ? _____. Please include the owner(s) in these figures.

Permanent full-time (30 hours/week +) ____ Innu ____ Non-Innu

Permanent part-time (less than 30 hour's /week) ____ Innu ____ Non-Innu

Seasonal full-time (30 hours/week +) ____ Innu ____ Non-Innu

Seasonal part-time (less than 30 hour's /week) ____ Innu ____ Non-Innu

2.10 How many additional staff, including owners, does your business plan to hire? _____.

Permanent full-time (30 hours/week +) _____ Innu _____ Non-Innu
Permanent part-time (less than 30 hour's _____ Innu _____ Non-Innu
/week)
Seasonal full-time (30 hours/week +) _____ Innu _____ Non-Innu
Seasonal part-time (less than 30 hour's _____ Innu _____ Non-Innu
/week)

2.11 What type of skill sets are required for the employees your hire?

2.12 Describe the type of training you have/will provide to Innu employees, attach additional sheets if necessary: _____

2.13 Where does the business plan to operate?

Throughout Labrador _____;
Throughout Newfoundland and Labrador _____;
Throughout Canada _____;
Anywhere _____.

2.14 In which language(s) are you able to serve your customers? _____ English, _____ Innu-Aimun, _____ French, _____ other(describe)

2.15 Please indicate what category your business falls into:

- Code: NB1: **Accommodation and Food Services** _____
Hotels, restaurants, hunting, fishing camps, campgrounds, and catering services.
- Code: NB2: **Administrative and Support Services** _____
Travel agents and tour operators, janitorial, office administrative services, desktop publishing services, business service centers, trade show organizers.
- Code: NB3: **Arts, Entertainment and Recreation** _____

Tourism outfitters for fishing, hunting and tourism activities (cultural tours, wild water rafting etc.) museums, performing arts (live theater, dance, music festivals, etc.)

- Code: NB4: **Construction** _____
Construction (general building contractors, heavy construction, special trade contractors), repairs/renovations of buildings, roads,

water and sewer, power and communication transmission lines. All construction trades (electrical, carpentry, drywell welding, machining, plumbing, and heating, drafting, etc.)
- Code: NB5: **Educational Services** _____
All schools, colleges, business training, computer training, educational counseling, fine arts training etc.
- Code: NB6: **Finance and Insurance** _____
Banks, investment companies, insurance companies.
- Code: NB7: **Fishing, Hunting, and Trapping** _____
Commercial fishing, commercial hunting, and commercial trapping.
- Code: NB8: **Health Care and Social Assistance** _____
Day cares centers, shelters, rehabilitation services, emergency services, family centres, counseling, and doctor's offices.
- Code: NB9: **Information, Communication, and Cultural Industries** _____
Publishing, video and sounds production, cable companies, internet service provider, telephone companies, movie theatres.
- Code: NB10: **Management and Companies and Enterprises** _____.
Managing companies, holding companies.
- Code: NB11: **Manufacturing Products and Handicrafts** _____
Food production (dried meat, fish, baking) or manufacturing of clothing (fur, leather, cloth), or making pottery, jewelry, dolls, weaving, carvings, manufactured goods, etc.
- Code: NB12: **Mining and Oil and Gas Extraction** _____
Mining: metal ore, coal, nickel, diamonds, silver, uranium. Quarrying: soapstone, marble, gravel, limestone, religious associations, and social advocacy and support services.
- Code: NB13: **Other Services and Associations** _____
Vehicle and machine repair, beauty parlors, funeral services, laundry services, business associations, social advocacy associations.
- Code: NB14: **Professional, Scientific and Technical Services** _____.

Translation services, accountants, lawyers, architects, graphic designers, bookkeepers, engineers, computer specialists, advertising agencies, management consultants.

- Code: NB15: **Real Estate, Rental and Leasing** _____
Property managers, selling or renting houses and real estate, renting goods (videotapes, vehicles, etc.)
- Code: NB16: **Retail Trade** _____
Companies who sell anything to the public directly: stores of all kinds, vending machines, heating oil dealers, including those selling goods through web sites to the public.
- Code: NB17: **Transportation and Warehousing** _____
Airlines, shipping companies, warehousing, local trucking, local passenger transit.
- Code: NB18: **Utilities** _____
Electric power generation and transmission, natural gas distribution, operating water and sewer systems.
- Code: NB19: **Waste Management and Remediation Services** _____.
Dew-line site clean-up, waste collection, sanitation, environmental clean up.
- Code: NB20: **Wholesale Trade** _____
 - Product distributors (e.g. distributing fish products to southern companies), or companies that sell products to retail outlets, import, export companies

2.16 Describe the core services and/or products your business wishes to list on the Innu Business Registry. Please attach additional sheets if necessary.

2.17 What level of bonding is your company (or partnering company) capable of providing?

2.18 What is the largest value contract that your (partnering company) has undertaken?

2.19 Describe your safety program of your partnering company:

Section 3: Applicant Acknowledgement

3.1 In consideration for the Innu Business Registry reviewing this application to determine whether to register my business as an Innu Business, and in consideration for the Innu Business Registrar deciding whether to grant to the business described in this application designation as an Innu Business, I/we to release and indemnify the Innu Business Registry, the Innu Nation, directors and officers, the Innu claims, causes and actions, suits, judgments, losses, damages, costs and expenses or whatever kind of (claims) which I/we or any other related person or our respective heirs, successors, administrative or assigns may have or incur in consequences of or incidental to this application decisions and actions of the Innu Business Registry made in connection with this application and the information contained therein, and in connection with any and all matters that may arise in connection with your business having the status of an Innu Business.

3.2 I hereby apply to the Innu Business Registry for registration as an Innu Business in accordance with the particulars as stated in this application, and declare that the information provided is true and correct. I have reviewed the Innu Business Registry Guide and accept the conditions of the release and indemnity in 5.0.

3.3 Signature for Innu Business owner (s) /Partner (s):

Name: _____
Signature: _____
Innu Status No: _____ Date: _____
Date of Birth: _____

3.4 Signature for Innu Business Owner (s)/Partners (s):

Name: _____
Signature: _____
Innu Status No: _____ Date: _____
Date of Birth: _____

3.5 Signature for Innu Business Owner (s)/Partners (s) :

Name: _____
Signature: _____
Innu Status No: _____ Date: _____
Date of Birth: _____

3.6 Signature for Non-Innu Business Owner)s)/Partners (s) :

Name_____

Signature_____

Date_____

3.7 Signature for Non-Innu Business Owner)s)/Partners (s) :

Name_____

Signature_____

Date_____

Please make sure that you attach the following documents.

- **Description of the Ownership/Share Structure of your business**
- **Business profile, including Description of Business**
- **List of Directors and officers**
- **Latest Financial Statements**
- **Articles of Incorporation, is applicable**
- **Partnership Agreement, if applicable**
- **Joint Venture Agreement, if applicable**
- **Shareholder Agreement, if applicable**
- **Management agreements, if applicable**
- **Confirmation of the Business Registration, if applicable**
- **Explanation of Why your Business has Significant Innu Benefit**

The application along with all the attached documents will be kept strictly confidential unless otherwise authorized by the applicant as provided in the application.

If you have any questions or require assistance, please contact the office of the Innu Business Registry at (709) 896-3883.