



Nunavut Tunngavik Incorporated

Application for Registration as An Inuit Firm

Nunavut Tunngavik Incorporated (NTI) is required to maintain a list of Inuit Firms under Section 24.7.1 of the Nunavut Agreement. This list may be used by the governments when considering contracts for goods or services. Completion of this form is voluntary however, unless an application is completed, a firm will not be considered for registration as an Inuit Firm. Additional information listed on the following page must also accompany the application. NTI reserves the right to request additional information. All firms are encouraged to also review NTI's Inuit Firm Registration Policy, a copy of which is available on NTI's website or request by email.

This form and accompanying information should be sent directly to NTI's Iqaluit office at the address below.

By submitting the application, the applicant also consents to the release of its name, address, phone number, types of business and other necessary information to relevant governments and other agencies for the purposes of ascertaining or confirming the applicant's Inuit Firm status. All application(s) and information received will be kept confidential

Name of Business (Provide the full and complete name of business)

Type of Business (Specify Trades, Service or Goods Involved provide further details on separate page if necessary)

Contact Information for Business:

Address : _____	Telephone: _____
_____	Fax: _____
PO Box: _____	Contact: _____
City/Province/Territory: _____	Position: _____
Postal Code: _____	Email: _____

Contact Information for An Inuit Shareholder or Member:

Address: _____	Telephone: _____
_____	Fax: _____
PO Box: _____	Contact: _____
City/Province/Territory: _____	Position: _____
Postal Code: _____	Email: _____
* Required for a corporation or cooperative of which at least one shareholder/member is not an Inuk or a 100% Inuit owned entity. The Inuit shareholder/member will be NTI's primary contact for the initial application.	

Certification:

The undersigned certifies that the information in this application and accompanying documents is correct. The applicant also agrees to notify Nunavut Tunngavik Incorporated of any material changes to any information contained in this application.

Signed at _____, _____ this day of _____ 201 .
(Municipality) (Province or Territory)

Name: _____ Title: _____ Signature: _____

Send completed form to:

**Inuit Firm Secretariat
Nunavut Tunngavik Incorporated
100-922 Sivumugiaq St.
Iqaluit, NU
X0A 3H0**

**Telephone 867-975-4900
Toll Free 1-888-646-0006
Facsimile 867-975-2444
Email: inuitfirm@tunngavik.com**

**DOCUMENTS REQUIRED IN SUPPORT OF APPLICATION FOR REGISTRATION
AS AN INUIT FIRM**

NOTE: Failure to submit documents required under the appropriate category below will result in a delay or denial in processing your application for Inuit Firm status.

SOLE PROPRIETORSHIP

- 1) The name, address, and date of birth of the owner of the business;
- 2) A copy of Form 2 “Declaration of Use of a Business Name” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A completed NTI “Sole Proprietorship Questionnaire

PARTNERSHIP

- 1) The names, addresses, and dates of birth of each partner;
- 2) A copy of Form 1 “Declaration of Partnership” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A copy of partnership agreement (if any));

- 4) A copy of any management agreement (between the partnership and one or more third parties);
- 5) A statement describing percentage of partnership interest and the allocation/distribution of earnings of the partnership amongst the partners;
- 6) NTI Enrollment Number of each partner

COOPERATIVE

- 1) If the cooperative does not have share capital, a description of the terms of membership and the basis on which the interest of each member is determined;
- 2) If the cooperative has share capital; the name, address, and date of birth of each individual shareholder/member of the cooperative;
- 3)
 - a) The total number of shares of each class issued by the cooperative;
 - b) The number of shares of each class held by each shareholder/member of the cooperative;
 - c) A description of rights, privileges and restrictions of each class of shares;
- 4) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 5) The name and address of each director and officer of the cooperation;
- 6) For each Inuk named under paragraph (1), (2), (4) and (5) above, NTI Enrollment number
- 7) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 8) A copy of the cooperative's Memorandum of Association filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 9) If an applicant was incorporated federally or outside of Nunavut, a copy of the Memorandum of Association (or its equivalent) filed with and approved by the jurisdiction in which the cooperative was incorporated, accompanied by a certificate of continuance or a certificate of extra-territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice;
- 10) A copy of the cooperative's bylaws (if any);
- 11) A copy of any agreement amongst the shareholders/members of the cooperative; and
- 12) A copy of any management agreement between the cooperative and one or more third parties (including a shareholder/member of the cooperative and any service agreement between the corporation and one or more shareholders/members.

Note: Where the applicant has associated itself with one or more other cooperatives as a federation, with or without share capital, for the purpose of carrying on a cooperative undertaking, business or industry, the applicant must submit the above information in relation to every other cooperative with which it has associated.

CORPORATION

- 1) The name, address, and date of birth of each individual shareholder of the corporation;
- 2) If one or more share holders are business entities, please provide information about these business entities, including names, addresses and shareholding information;
- 3)
 - a) The total number of shares of each class issued by the corporation;
 - b) The number of shares of each class held by each shareholder of the corporation;
 - c) A description of rights, privileges and restrictions of each class of shares;
- 4) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 5) The name and address of each director and officer of the corporation;
- 6) For each Inuk named under paragraph (1), (2), (4) and (5) above, NTI Enrollment number
- 7) A copy of unanimous shareholder agreement (if not all shareholders are Inuit or 100% Inuit owned entities)). Please note that shareholder agreement amongst all shareholders is a required document if at least one shareholder is not an Inuk or a 100% Inuit owned entity);
- 8) A copy of any management agreement between the corporation and one or more third Parties (including a shareholder) and any service agreement between the corporation and one or more third Parties (including a shareholder);
- 9) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 10) A copy of the corporation's Articles of Incorporation filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 11) If a corporate applicant was incorporated Federally or outside of Nunavut, a copy of the Articles of Incorporation filed with and approved by the jurisdiction in which the corporation was incorporated, accompanied by a certificate of continuance or a certificate of extra territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice; and
- 12) A copy of the corporation's bylaws (if any)..