



APPLICATION FOR REGISTRATION OF AN APPROVED NWT MANUFACTURED PRODUCT

APPLICANT:

Business Name: _____

Mailing Address: _____

Community: _____ NT Postal Code: _____

Contact Name: _____ Phone: _____ Fax: _____

PRODUCT INFORMATION (Required for each product):

Name of Product: _____

Name of Product: _____

Name of Product: _____

Name of Product: _____

DOCUMENT REQUIREMENTS:

- Proof of Business Incentive Policy (BIP) Registration
- Certification from Applicant's Accountant of 25 percent Northwest Territories (NWT) value-added per product
- Specifications for the product or products named above
- Pricing for the product or products named above
- Copy of any applicable certification (i.e. CSA standard, etc)

ACKNOWLEDGEMENT:

I, the undersigned, acknowledge that:

- a) The information provided in this application is true and correct;
- b) The applicant business complies with and meets all conditions prescribed by law to conduct business in the NWT;
- c) I am authorized to bind, and act on behalf of, the applicant business,
- d) I agree to provide any other related information as may be required to confirm the eligibility of the product or products named above for registration under the *NWT Manufactured Products Policy*;
- e) The information contained in this application is subject to the *NWT Access to Information and Protection of Privacy (ATIPP) Act*. All information and records, including supporting documents, submitted to the Government of the NWT (GNWT) are in the custody and control of the GNWT and thus subject to the protection and disclosure provisions of the ATIPP Act;
- f) Should this application be approved, I consent to the following information being made available to the public: the name and community of the manufacturer of Approved NWT Manufactured Products, the application approval date, a listing of approved products with specifications and pricing for each product, and the publication of statistics in aggregate form; and
- g) I understand that a representative from the GNWT will conduct a site inspection for the purpose of determining eligibility.

Authorized Signature

Printed Name

Date

Only signed and completed applications will be considered.

INSTRUCTIONS

PRODUCT INFORMATION:

Name of Product is the name of the product for which the applicant business seeks registration as an Approved NWT Manufactured Product.

APPLICANT:

1. **Business Name** is the legal name of the applicant business, including any trade or business name under which the business operates.
2. **Mailing Address** is the address where the applicant business receives its mail.
3. **Community** is the NWT community in which the applicant business is located.
4. **Postal Code** is the postal code for the applicant businesses mailing address.
5. **Contact Name** is the individual designated by the applicant business as the contact.
6. **Phone/Fax** is the NWT phone and fax number of the applicant business.

DOCUMENT REQUIREMENTS (Required for each product):

1. **NWT Value Added Verification for the product**– the product must have at least 25 percent NWT value-added to qualify as an Approved NWT Manufactured Product. The amount of value-added will be determined by considering the manufacturer's operation and the specific product for which the application is being made. In particular, the following cost information must be provided on a per unit basis, for each product:
 - a. Variable and fixed costs for NWT inputs, including principle and interest payments for and amortization of facilities or equipment located in the NWT, utilities, NWT property taxes and similar costs; and
 - b. Cost of product components that are themselves Approved NWT Manufactured Products.

The manufacturer is encouraged to discuss its specific situation with the Industry, Tourism and Investment Regional Office to determine what information is required.

2. **Specifications for the product** (may include more detailed descriptions, drawings, etc.)
3. **Pricing for the product** For inclusion in the Approved NWT Manufactured Products Registry, product prices must not exceed more than 20 percent greater than similar product f.o.b. the site of manufacture or 25 percent greater than similar product f.o.b. the destination for final delivery.
4. **Copy of any applicable certification** (such as Canadian Standards Association, Underwriter Laboratories of Canada, etc)

ACKNOWLEDGEMENT:

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

Please contact your local Industry, Tourism and Investment Regional Office, for more information or to submit an application:

Industry, Tourism and Investment Regional Office
Government of the Northwest Territories
Inuvik - (867) 777-7286
Sahtu - (867) 587-7170
Dehcho - (867) 695-7500
North Slave - (867) 920-8967
South Slave - (867) 872-6430