



# APPLICATION FOR REGISTRATION AS A BIP BUSINESS

**BIP** BUSINESS  
INCENTIVE  
POLICY

### APPLICANT:

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_

Physical Address: \_\_\_\_\_ NT Postal Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Type:     Sole Proprietorship             Partnership             Corporation             Co-operative

Categories of Goods and Services provided by the business, please indicate on attached appendix:

{ } Appendix A – **Goods**                      { } Appendix B – **Services**                      { } Appendix C – **Construction**

### DOCUMENT REQUIREMENTS:

1.  Northwest Territories (NWT) Corporate Registries - Proof of Registration (required for all applicants)
2.  NWT Corporate Registries - Certificate of Compliance (required for all Corporations)
3.  NWT Business Licence issued by a community (must be current and for annual period)
4.  NWT Proof of Property Ownership or Lease (for the property indicated on the application)
5.  Share Register as outlined in Appendix D (required for Partnerships, Corporations, and Co-operatives)
6.  NWT Proof of Residency for the last twelve months (required for all shareholders of the business)

### DECLARATION:

I, the undersigned, DO SOLEMNLY DECLARE that:

- a) I have read the *Government of the Northwest Territories (GNWT) Business Incentive Policy (BIP) 63.02*;
- b) The information provided in this application is true and correct. If I have misrepresented this or subsequent information in any way, this application will be rejected or disqualified. The period of disqualification may be temporary or permanent according to the decision of the BIP Qualification Committee;
- c) The business complies with and meets all conditions prescribed by law to conduct business in the Northwest Territories;
- d) I agree to maintain the eligibility requirements of the BIP. I will advise the applicable regional office of the Department of Industry, Tourism and Investment of any changes to my registration and provide additional information as may be required to confirm my continued eligibility under the BIP;
- e) The information contained in this application is subject to the *NWT Access to Information and Protection of Privacy Act (ATIPP)*. All information and records, including supporting documents, submitted to the GNWT are in the custody and control of the GNWT and thus subject to the applicable legislation with respect to public accounts as well as protection and disclosure provisions of the ATIPP;
- f) I consent to the business/contact names, address and categories of goods and services provided by the applicant being published at [www.bipregistry.nt.ca](http://www.bipregistry.nt.ca); and
- g) I am authorized to conduct business in the NWT on behalf of the business named in this application.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Only complete applications will be accepted. There is a two-week waiting period from date of approval.**

## INSTRUCTIONS

### APPLICANT:

1. **Business Name** is the legal entity name indicated on the Corporate Registries Proof of Registration document
2. **Mailing Address** is the address where the business receives its mail.
3. **Community** is the name of the NWT community where the business is operating the business
4. **Postal Code** for the mailing address of the business
5. **Street Address** is the physical address of the business
6. **Primary Contact Name** is the individual designated by the business to be the main point of contact.
7. **Phone/Fax** is the NWT phone and fax number of the business
8. **Business Type** is the organizational structure established to operate the business, such as Sole Proprietorship, Partnership, Corporation, or Co-operative.
9. **Categories** outlined in Appendix A, B or C identifies the general description of goods, services and/or construction provided by the business, for purchase by the general public. For goods, a site inspection will be conducted to confirm the public can purchase items directly, from a representative inventory offered for sale to the general public. It should be noted that the applicant is providing the list of **services and construction categories as information only**. Business services provided in the services or construction categories are qualified on a contract by contract basis by GNWT and Public Agencies.

### DOCUMENT REQUIREMENTS:

1. **NWT Corporate Registries - Proof of Registration** is a document evidencing that the business meets this legal requirement to conduct business in the NWT. The document is available from the GNWT Legal Registries Division, telephone: 867-920-8987 or 1-877-743-3302
2. **NWT Corporate Registries - Certificate of Compliance** is a document evidencing that the business is in good standing with the legal requirement to file annual returns with GNWT Legal Registries Division noted above.
3. **NWT Business License** is a document evidencing that the business has been licensed to conduct business in the NWT community indicated on the application. The document is issued by an NWT Municipal Corporation or where applicable, the GNWT Department of Municipal and Community Affairs, Consumer Services Division, telephone: 867-920-8059.
4. **NWT Proof of property ownership or lease** is a document such as a current NWT land titles certificate or current lease agreement for the company covering the last twelve months, that evidences that the applicant operates from a bona fide place of business owned or leased from year to year (or for a longer term of years) in the NWT.
5. **Share Register** (as outlined in Appendix D) is a document evidencing all shareholders of the business. The BIP requires that 51 percent of the voting shares are beneficially owned by NWT residents. An NWT resident is an individual who is ordinarily resident in the NWT and has been so resident for the last twelve months.
6. **NWT Proof of Residency** is a document such as a current NWT Driver's Licence or T2222 Notice of Assessment from Canada Revenue for the last taxation year or current lease agreement/certificate of title in the name of the individual evidencing NWT residency for the last twelve months.

### 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.

## APPENDIX A BIP REGISTRY – GOODS CATEGORIES

**Definition of Goods:** means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) and includes raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

**NWT/ Local Supplier:** is a supplier, to which the public has access and from which the public can purchase directly from a representative inventory of items offered for sale. Businesses applying for this status must identify from the following list, the goods inventoried by the business and submit Appendix A by selecting which category(s) that best describes the goods sold by the business. A Site Inspection will be conducted to confirm the public can purchase these items directly, from a representative inventory offered for sale.

[ ] ADVERTISING EQUIPMENT/SUPPLY (Signs; display units; banners; pens; cups)	28	[ ] ELECTRICAL EQUIPMENT/SUPPLY (Fuses; circuit breakers; switches; relays; solenoids; coils; transformers; electrical wire)	59
[ ] AIR CONDITIONING/VENTILATING EQUIPMENT (Fans; air-conditioning equipment & parts; ventilation systems)	41	[ ] ENTERTAINMENT/ELECTRONIC EQUIPMENT/SUPPLY (Musical instruments & parts; audio tapes; video tapes; recording equipment; televisions; stereos)	77
[ ] AIRCRAFT EQUIPMENT/SUPPLY (Components; navigational aids)	15	[ ] EXPLOSIVES (Dynamite; blasting caps)	13
[ ] ANIMALS/RELATED EQUIPMENT/SUPPLY (Live animals; pet shops; pet supplies; food)	88	[ ] FIRE/RESCUE/SAFETY EQUIPMENT/SUPPLY (Fire retardant; hoses; reels; hydrants; sprinkler heads; extinguishers; protective gear; smoke detectors; first aid kits)	42
[ ] APPLIANCES, MAJOR EQUIPMENT/SUPPLY (Refrigerators; ranges; washers; dryers; dishwashers; freezers)	72	[ ] FLOOR COVERING EQUIPMENT/SUPPLY (Carpets; linoleum; tiles; contact cement)	86
[ ] APPLIANCES, SMALL EQUIPMENT/SUPPLY (Coffee makers; vacuum cleaners; juicers; microwaves)	73	[ ] FLORIST/FLORAL EQUIPMENT/SUPPLY (Flowers; vases; bouquet)	09
[ ] ARTS & CRAFTS EQUIPMENT/SUPPLY (Carvings; paintings; baskets; artist tools)	05	[ ] FOOD/BEVERAGE EQUIPMENT/SUPPLY (Meat, poultry; fish; seafood; dairy; eggs; fruit; vegetables; bakery; candy; coffee; tea; pop)	89
[ ] ATHLETIC/RECREATIONAL EQUIP/SUPPLY (Sports; golf clubs; playground equipment; fishing tackle;	78	[ ] FOOTWEAR (Boots; shoes; sandals; slippers)	87
[ ] AUTOMOBILES (Passenger vehicles; trucks; vans; service trucks)	23	[ ] FORESTRY EQUIPMENT/SUPPLY (Tree pruning equipment; chainsaws; tree felling equipment)	48
[ ] AUTOMOBILE EQUIPMENT/SUPPLY (Filters; antifreeze; air fresheners; spark plugs; engines; tires; accessories)	25	[ ] FUELS, GASES, OILS EQUIPMENT/SUPPLY (Firewood; gasoline; fuel; oils; grease; propane; diesel; aviation fuel; gases; oxygen; helium; carbon dioxide; nitrogen)	91
[ ] BEVERAGES, ALCOHOL EQUIPMENT/SUPPLY (Beer; ale; cider; wine; liquor; liqueurs; beer kits)	90	[ ] FUNERAL/BEREAVEMENT EQUIPMENT/SUPPLY (Caskets; headstones; memorial cards)	29
[ ] BUILDING CONSTRUCTION MATERIALS (Concrete; cement; window glass; wallboard; insulation; roofing & siding materials; fencing)	56	[ ] FURNITURE RESIDENTIAL/COMMERCIAL (Residential; industrial; office furniture; hospital; cabinets; tables; chairs; beds; dressers; desks)	71
[ ] CHEMICALS (Calcium chloride; lime; dyes; sodium chloride; pesticides; de-icer)	68	[ ] GAMES/TOYS EQUIPMENT/SUPPLY (Board games; children's toys)	08
[ ] CLEANING EQUIPMENT/SUPPLY (Polishers; brooms; brushes; mops; cleaning & polishing compounds; detergent)	79	[ ] GEOTEXTILES EQUIPMENT/SUPPLY (Specialty road construction material; geotextiles; geomembranes)	31
[ ] CLOTHING (Outerwear; rainwear; personal wear; sportswear; uniforms)	84	[ ] GIFTS/SOUVENIRS EQUIPMENT/SUPPLY (Figurines; souvenirs; glassware)	27
[ ] COMMUNICATION EQUIPMENT/SUPPLY (Telephones; radios; transceivers; audio systems; public address systems; paging systems; beacons)	58	[ ] HARDWARE/TOOLS EQUIPMENT/SUPPLY (Hand tools; power tools; work gloves; hammers; saws; nails; fasteners; chainsaws; drills)	01
[ ] COMPUTER EQUIPMENT/SUPPLY (Software; printers; hardware; disks; diskettes; cartridges; plotters)	70	[ ] HEATING EQUIPMENT/SUPPLY (Heaters; woodstoves; fireplaces; boilers)	40
[ ] CONTAINERS & PACKING EQUIP/SUPPLY (Drums; cans; boxes; cartons; crates)	81	[ ] HEAVY CONSTRUCTION EQUIPMENT (Bulldozers; excavators; graders; loaders; caterpillar accessories)	38

**APPENDIX A**  
**BIP REGISTRY – GOODS CATEGORIES**

[ ] HOBBY/CRAFT EQUIPMENT/SUPPLY (Silk flowers; glue; molds; Styrofoam forms; beads)	74	[ ] PHOTOGRAPHY EQUIPMENT/SUPPLY (Cameras; film; flashes; video cameras)	67
[ ] HOUSEWARES EQUIPMENT/SUPPLY (Bedding; linen; dishes; cutlery; tableware; glasses)	82	[ ] PLUMBING/SANITATION EQUIPMENT/SUPPLY (Plumbing fixtures; pipes; toilets; elbows; ductwork)	45
[ ] INDUSTRIAL EQUIPMENT/SUPPLY (Pumps; compressors; pipes; hosing; tubing; bearings; valves; ropes; chains; cables; culverts; slings; winches, hoists, cranes; derricks)	30	[ ] PREFABRICATED STRUCTURES/BUILDINGS (Prefabricated and portable buildings; sheds; greenhouses; log buildings; steel building dealers)	54
[ ] INSTRUMENTS/SURVEYING EQUIPMENT/SUPPLY (Soil testing instruments; drafting; thermography units; surveying; mapping instruments)	66	[ ] PROMOTIONAL ITEMS EQUIPMENT/SUPPLY (Trophies; crests; awards; ribbons; plaques)	32
[ ] JEWELLERY EQUIPMENT/SUPPLY (Necklaces; earrings; rings; bracelets)	06	[ ] PUBLICATIONS/BOOKS/MAPS/NEWSPAPERS (Books; pamphlets; newspapers; periodicals; maps; atlases)	76
[ ] LANDSCAPING/AGRICULTURAL EQUIP/SUPPLY (Gardening implements; tools; mowers; seeds; manure; fertilizer; snowblower; topsoil; rakes)	37	[ ] RECREATIONAL VEHICLES (Snowmobiles; motorcycles; bicycles; motor homes)	22
[ ] LIGHTING EQUIPMENT/SUPPLY (Indoor & outdoor lighting; flashlights; lanterns; lamps; ballasts)	60	[ ] RECREATIONAL VEHICLE EQUIPMENT/SUPPLY (Belts; tracks; seats; oil; spark plugs)	21
[ ] LUGGAGE/PORTFOLIOS/BRIEFCASES SUPPLY (Luggage; portfolios; briefcases)	07	[ ] ROAD CONSTRUCTION MATERIAL/SUPPLY (Culverts; sand; gravel; asphalt; aggregate)	57
[ ] LUMBER/PLYWOOD EQUIPMENT/SUPPLY (Lumber; wood flooring; logs; plywood; veneer)	55	[ ] ROCK SAMPLES EQUIPMENT/SUPPLY (Rock samples; prospecting equipment; picks; pans)	92
[ ] MARINE EQUIPMENT/SUPPLY (Marine hardware and hull items; GPS; life jackets; outboard motors)	20	[ ] SECURITY & ALARM EQUIPMENT/SUPPLY (Alarms; locks; locksmithing devices)	33
[ ] MARINE VESSELS (Boats; canoes; pontoons; floating docks)	19	[ ] SOLAR EQUIPMENT/SUPPLY (Panels; cells; storage batteries)	39
[ ] MEDICAL/SURGICAL EQUIPMENT/SUPPLY (Equipment, supplies, apparatus and instruments used in diagnostic, surgical, therapeutic, scientific, and experimental procedures)	65	[ ] SPECIAL INDUSTRY EQUIPMENT/SUPPLY (Tanning & Leather Working; sawmill machinery; laundry & dry cleaning; vending machines; material handling equipment; forklifts)	36
[ ] METALWORKING EQUIPMENT/SUPPLY (Bars; rods; plate & steel sheets; structural shapes; metal fabrication; welding supplies)	34	[ ] TANKS: SEWAGE/WATER/FUEL EQUIP/SUPPLY (Septic tanks; holding tanks; utilidors)	47
[ ] MILLWORK EQUIPMENT/SUPPLY (Windows; doors; frames; trusses; cabinets)	50	[ ] TEXTILES/LEATHER/FURS/FABRIC SUPPLY (Textiles; fabrics; yarn; notions; buttons; furs; leather)	83
[ ] MOBILE HOMES/TRAILERS/HOUSES (Mobile trailers, houses)	26	[ ] TOILETRIES/PAPER EQUIPMENT/SUPPLY (Perfumes; shampoo; combs; hairbrush; toiletry paper products)	85
[ ] MOTORS/GENERATORS EQUIPMENT/SUPPLY (Generator sets; motors)	61	[ ] TRAINING AIDS EQUIPMENT/SUPPLY (Training aids; curriculum material)	69
[ ] NONMETAL MATERIALS EQUIPMENT/SUPPLY (Paperboard; plastics; fibreglass)	93	[ ] WATER PURIFICATION EQUIPMENT/SUPPLY (Water distillers; filters)	46
[ ] OFFICE EQUIPMENT/SUPPLY (Paper; envelopes; ribbons; pens; stationery; forms; calculators; drafting supplies; facsimile equipment; photocopying equipment)	75	[ ] WEAPONS/AMMUNITION EQUIP/SUPPLY (Guns; ammunition; accessories)	10
[ ] PAINTING/DECORATING EQUIPMENT/ SUPPLY (Paint; varnishes; coatings; adhesives; brushes; wallpaper)	80	[ ] WINDOW COVERINGS EQUIPMENT/SUPPLY (Drapes; blinds; curtains)	35

**APPENDIX B**  
**BIP REGISTRY – SERVICE CATEGORIES**

**Services** mean all services and include, but are not limited to, the following: accounting, accommodations, transportation, rentals, insurance, permits, printing, fees and legal, architectural, engineering, consulting or custodial.

- |  |   |
|--|---|
| <input type="checkbox"/> ACCOMODATIONS/ MEALS                  | <input type="checkbox"/> CONCRETE/ CEMENT WORK                |
| <input type="checkbox"/> ADVERTISING                           | <input type="checkbox"/> CONFERENCE PLANNING                  |
| <input type="checkbox"/> AIR CONDITIONING/ VENTILATION         | <input type="checkbox"/> CONSULTING SERVICES – GENERAL        |
| <input type="checkbox"/> AIRCRAFT CHARTERS/ FLIGHTS            | <input type="checkbox"/> CONVENIENCE STORE                    |
| <input type="checkbox"/> AIRPORT GROUND                        | <input type="checkbox"/> CUSTODIAL CAMPGROUND                 |
| <input type="checkbox"/> ALTERNATIVE CUSTODY CENTRE            | <input type="checkbox"/> CUSTOM PICTURE FRAMING               |
| <input type="checkbox"/> AMBULANCE SERVICES                    | <input type="checkbox"/> DENTAL SERVICES                      |
| <input type="checkbox"/> ARCADES                               | <input type="checkbox"/> DESIGN/ GRAPHIC/ ARTWORK             |
| <input type="checkbox"/> ARCHITECTURAL CONSULTING              | <input type="checkbox"/> DIGITAL/ REMOTE SENSING              |
| <input type="checkbox"/> AUCTIONEERING                         | <input type="checkbox"/> DISPLAY SERVICES                     |
| <input type="checkbox"/> AUDIO/ SOUND PRODUCTION/ REPRODUCTION | <input type="checkbox"/> DIVING & SALVAGE                     |
| <input type="checkbox"/> AUTOMOTIVE CLEANING SERVICES          | <input type="checkbox"/> DOCUMENT REPRODUCTION                |
| <input type="checkbox"/> BANKING                               | <input type="checkbox"/> DREDGING SERVICES                    |
| <input type="checkbox"/> BEAUTICIAN/ BARBER                    | <input type="checkbox"/> DRILLING CONTRACTOR                  |
| <input type="checkbox"/> BLASTING CONTRACTOR                   | <input type="checkbox"/> DRY CLEANING & LAUNDRY               |
| <input type="checkbox"/> BOARDING HOME                         | <input type="checkbox"/> DRYWALL/ PLASTERING                  |
| <input type="checkbox"/> BOAT/ WATER TOURS                     | <input type="checkbox"/> DUCTWORK CONTRACTOR                  |
| <input type="checkbox"/> BUILDING INSPECTION                   | <input type="checkbox"/> EARTHMOVING/ EXCAVATING/ BULLDOZING  |
| <input type="checkbox"/> BUILDING MAINTENANCE                  | <input type="checkbox"/> EAVSTROUGHING SERVICES               |
| <input type="checkbox"/> BULK DRY TRUCKING (sand, gravel)      | <input type="checkbox"/> EDUCATIONAL/ TRAINING                |
| <input type="checkbox"/> BULK LIQUID TRUCKING (water, sewer)   | <input type="checkbox"/> ELECTRICAL CONTRACTOR                |
| <input type="checkbox"/> BUS SERVICES                          | <input type="checkbox"/> ELEVATOR INSTALLATION                |
| <input type="checkbox"/> CABINET MAKING                        | <input type="checkbox"/> EMBROIDERY SERVICES                  |
| <input type="checkbox"/> CARPENTRY                             | <input type="checkbox"/> ENERGY MANAGEMENT                    |
| <input type="checkbox"/> CARTRIDGE RECYCLING                   | <input type="checkbox"/> ENGINEERING CONSULTING               |
| <input type="checkbox"/> CAULKING CONTRACTOR                   | <input type="checkbox"/> ENGRAVING SERVICE                    |
| <input type="checkbox"/> CHILD CARE/ PROTECTION/ SHELTER       | <input type="checkbox"/> ENTERTAINMENT                        |
| <input type="checkbox"/> CHIMNEY/ DUCT CLEANING                | <input type="checkbox"/> ENVIRONMENTAL/ ECOLOGICAL CONSULTING |
| <input type="checkbox"/> CLEANING/ JANITORIAL                  | <input type="checkbox"/> FEES/ PAYMENTS                       |
| <input type="checkbox"/> COFFEE CATERING                       | <input type="checkbox"/> FENCE CONSTRUCTION                   |
| <input type="checkbox"/> COLLECTION/ INVESTIGATION AGENCY      | <input type="checkbox"/> FINANCIAL/ ACCOUNTING/ BOOKEEPING    |
| <input type="checkbox"/> COMMUNICATION/ TELECOMMUNICATION      | <input type="checkbox"/> FIRE EQUIPMENT TESTING               |
| <input type="checkbox"/> COMPUTER INTERNET/ WEBPAGE            | <input type="checkbox"/> FIRE SPRINKLER INSTALLATION          |
| <input type="checkbox"/> COMPUTER SOFTWARE/ DRAFTING           | <input type="checkbox"/> FIRST AID TRAINING                   |
| <input type="checkbox"/> COMPUTERS TRAINING                    | <input type="checkbox"/> FISHERIES/ WILDLIFE                  |

**APPENDIX B**  
**BIP REGISTRY – SERVICE CATEGORIES**

- |  |   |
|--|---|
| <input type="checkbox"/> FLOOR COVERING                      | <input type="checkbox"/> MECHANICAL CONTRACTOR                  |
| <input type="checkbox"/> FLYING SCHOOL                       | <input type="checkbox"/> MEDEVAC PERSONNEL                      |
| <input type="checkbox"/> FOOD CATERING                       | <input type="checkbox"/> MEDIATION/ ARBITRATION                 |
| <input type="checkbox"/> FOOD/ NUTRITION CONSULTING          | <input type="checkbox"/> MEDICAL SERVICES (physician/ doctors)  |
| <input type="checkbox"/> FORESTRY                            | <input type="checkbox"/> MENTAL HEALTH                          |
| <input type="checkbox"/> FREIGHT/ CARGO/ MOVING              | <input type="checkbox"/> MICROGRAPHIC/ MICROFICHE               |
| <input type="checkbox"/> FUEL DISTRIBUTION/ UTILITY SERVICES | <input type="checkbox"/> MINING/ PROSPECTING                    |
| <input type="checkbox"/> FUNERAL/ BEREAVEMENT                | <input type="checkbox"/> NEWSPAPER/ MAGAZINE/ SUBSCRIPTIONS     |
| <input type="checkbox"/> GAS SYSTEM CONTRACTOR               | <input type="checkbox"/> NURSING CARE                           |
| <input type="checkbox"/> GENERAL CONTRACTING                 | <input type="checkbox"/> OPTOMETRY/ OPHTHALMOLOGY               |
| <input type="checkbox"/> GLASS & GLAZING                     | <input type="checkbox"/> ORGANIZATIONAL/ DEVELOPMENT CONSULTING |
| <input type="checkbox"/> HAZARDOUS WASTE DISPOSAL            | <input type="checkbox"/> OUTFITTING                             |
| <input type="checkbox"/> HEALTH & WELFARE                    | <input type="checkbox"/> PACKAGING/ CRATING                     |
| <input type="checkbox"/> HEATING CONTRACTOR                  | <input type="checkbox"/> PAINTING/ DECORATING                   |
| <input type="checkbox"/> HIGHWAY MAINTENANCE                 | <input type="checkbox"/> PAVING CONTRACTOR                      |
| <input type="checkbox"/> HOLDING COMPANY                     | <input type="checkbox"/> PHARMACY/ DRUGSTORE                    |
| <input type="checkbox"/> HUMAN RESOURCE PLANNING/ CONSULTING | <input type="checkbox"/> PHOTOGRAPHY/ PHOTOFINISHING            |
| <input type="checkbox"/> IMAGE/ DATA SCANNING                | <input type="checkbox"/> PILING CONTRACTOR                      |
| <input type="checkbox"/> INSULATION CONTRACTOR               | <input type="checkbox"/> PLUMBING CONTRACTOR                    |
| <input type="checkbox"/> INSURANCE AGENCY                    | <input type="checkbox"/> PRINTING/ PRODUCTION                   |
| <input type="checkbox"/> INTERIOR DESIGN CONSULTING          | <input type="checkbox"/> PROJECT MANAGEMENT                     |
| <input type="checkbox"/> LABOUR                              | <input type="checkbox"/> PROPERTY APPRAISER                     |
| <input type="checkbox"/> LAND/ REAL ESTATE DEVELOPMENT       | <input type="checkbox"/> PROPERTY MANAGEMENT                    |
| <input type="checkbox"/> LANDSCAPING/ AGRICULTURAL           | <input type="checkbox"/> PUBLIC RELATIONS                       |
| <input type="checkbox"/> LEATHER/ TANNING                    | <input type="checkbox"/> QUALITY CONTROL CONSULTING             |
| <input type="checkbox"/> LEGAL SERVICES                      | <input type="checkbox"/> RADIO/ PHONE                           |
| <input type="checkbox"/> LIQUOR STORE                        | <input type="checkbox"/> RADIO/ TELEVISION BROADCASTING         |
| <input type="checkbox"/> LOCAL COURIER/ DELIVERY             | <input type="checkbox"/> REAL ESTATE AGENCY                     |
| <input type="checkbox"/> LOCKSMITH                           | <input type="checkbox"/> RECORD MANAGEMENT                      |
| <input type="checkbox"/> MAINTENANCE MANAGEMENT CONSULTING   | <input type="checkbox"/> RECREATIONAL SERVICES                  |
| <input type="checkbox"/> MAP REVISION/ REPRODUCTION          | <input type="checkbox"/> RECYCLING/ SHREDDING                   |
| <input type="checkbox"/> MARINE MOORING                      | <input type="checkbox"/> REFINISHING/ REUPHOLSTERING            |
| <input type="checkbox"/> MARINE VESSEL CONSTRUCTION          | <input type="checkbox"/> REFRIGERATION SERVICES                 |
| <input type="checkbox"/> MARKETING CONSULTING                | <input type="checkbox"/> RENOVATION SERVICES                    |
| <input type="checkbox"/> MARTIAL ARTS TRAINING               | <input type="checkbox"/> RENTAL & LEASING: COMMERCIAL SPACE     |
| <input type="checkbox"/> MASONRY/ BRICKLAYING                | <input type="checkbox"/> RENTAL & LEASING: ENTERTAINMENT        |
| <input type="checkbox"/> MATERIAL MANAGEMENT CONSULTING      | <input type="checkbox"/> RENTAL & LEASING: EQUIPMENT            |

**APPENDIX B**  
**BIP REGISTRY – SERVICE CATEGORIES**

- |  |  |
|--|--|
| <input type="checkbox"/> RENTAL & LEASING: RESIDENTIAL SPACE   | <input type="checkbox"/> TRAINING SERVICES                 |
| <input type="checkbox"/> RENTAL & LEASING: VEHICLES  | <input type="checkbox"/> TRANSLATION/ INTERPRETATION       |
| <input type="checkbox"/> RENTAL & LEASING: APPLIANCES  | <input type="checkbox"/> TRAVEL AGENCY SERVICES            |
| <input type="checkbox"/> REPAIR & MAINTENANCE: APPLIANCES  | <input type="checkbox"/> UTILITY SERVICES                  |
| <input type="checkbox"/> REPAIR & MAINTENANCE: EQUIPMENT   | <input type="checkbox"/> VETERINARY SERVICES               |
| <input type="checkbox"/> REPAIR & MAINTENANCE: VEHICLES/ ENGINES   | <input type="checkbox"/> VIDEO/ FILM/ MOVIE PRODUCTION     |
| <input type="checkbox"/> RESEARCH SERVICES   | <input type="checkbox"/> WATER DISTILLER SERVICES          |
| <input type="checkbox"/> RESTAURANT SERVICES   | <input type="checkbox"/> WATER TRANSPORTATION              |
| <input type="checkbox"/> REMEDIATION SERVICES<br>(ENVIRONMENTAL/ ENGINEERING CONSULTING)                               | <input type="checkbox"/> WATERPROOFING BUILDING            |
| <input type="checkbox"/> REMEDIATION SERVICES<br>(HAZARDOUS SUBSTANCE REMOVAL, CLEANUP,<br>DISPOSAL OPERATION SUPPORT) | <input type="checkbox"/> WEATHER FORECASTING/ PREDICTION   |
| <input type="checkbox"/> REMEDIATION SERVICES<br>(NORTHERN CONTAMINATED SITE ENVIRONMENTAL<br>CLEANUP WORK/ SERVICES)  | <input type="checkbox"/> WELDING CONTRACTOR                |
| <input type="checkbox"/> ROAD MAINTENANCE  | <input type="checkbox"/> WILDERNESS SURVIVAL               |
| <input type="checkbox"/> ROAD TRANSPORTATION   | <input type="checkbox"/> WOODSTOVE/ FIREPLACE INSTALLATION |
| <input type="checkbox"/> ROOFING/ SHINGLING  | <input type="checkbox"/> WORD/ DATA PROCESSING             |
| <input type="checkbox"/> SANDBLASTING  | <input type="checkbox"/> WRECKING/ DEMOLITION              |
| <input type="checkbox"/> SANITATION/ WASTE DISPOSAL  | <input type="checkbox"/> WRITING SERVICES                  |
| <input type="checkbox"/> SECRETARIAL/ CLERICAL   |  |
| <input type="checkbox"/> SECURITY & ALARM  |  |
| <input type="checkbox"/> SERVING LEGAL DOCUMENTS   |  |
| <input type="checkbox"/> SIDING CONTRACTOR   |  |
| <input type="checkbox"/> SILVER/ GOLD PLATING  |  |
| <input type="checkbox"/> SNOW REMOVAL  |  |
| <input type="checkbox"/> SNOWMOBILE/ DOG TEAM TOURS  |  |
| <input type="checkbox"/> SOCIO-ECONOMIC CONSULTING   |  |
| <input type="checkbox"/> SOLAR HEATING CONTRACTOR  |  |
| <input type="checkbox"/> STORAGE/ WAREHOUSING  |  |
| <input type="checkbox"/> SURVEYING/ MAPPING/ DRAFTING  |  |
| <input type="checkbox"/> TAILORING/ SEAMSTRESS   |  |
| <input type="checkbox"/> TAXI SERVICES   |  |
| <input type="checkbox"/> TAXIDERMIST SERVICES  |  |
| <input type="checkbox"/> TECHNICAL SERVICES  |  |
| <input type="checkbox"/> TELEPHONE ANSWERING/ PAGING   |  |
| <input type="checkbox"/> THERAPEUTIC SERVICES  |  |
| <input type="checkbox"/> TOURISM SERVICES  |  |
| <input type="checkbox"/> TOWING SERVICES   |  |

**APPENDIX C**  
**BIP REGISTRY – CONSTRUCTION CATEGORIES**

**Definition of Construction:** means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building or structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

- AIRPORT/ RUNWAY CONSTRUCTION (GENERAL)
- BUILDING CONSTRUCTION (GENERAL)
- MARINE CONSTRUCTION
- ROAD CONSTRUCTION SERVICES

## Appendix D - Share Register

Name of Business: \_\_\_\_\_  
 (As it appears on NWT Corporate Registries – Proof of Registration)

**Note:** If the business has more than four shareholders, please make extra copies of this Appendix as required.

I certify shareholder(s) of this business are/is as follows:

NAME OF ALL SHAREHOLDER(S)	COMPLETE ADDRESS OF ALL SHAREHOLDER(S)	NUMBER BENEFICIAL VOTING SHARES HELD (IN TERMS OF 100%)
1.		
2.		
3.		
4.		

Additional sheet(s) attached    yes    no

\_\_\_\_\_  
 Printed Name and  
 Title of Board of Director

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Current Date