



BUSINESS INCENTIVE POLICY (BIP)

NEW BUSINESS
 UPDATE
 RENEWAL
 NEW LOCATION

APPLICANT:

Business Name (Operating As) _____
Ensure this exact name is used when bidding on GNWT contract opportunities in order to receive the applicable BIP bid adjustments.

Legal Name (if different): _____

Mailing Address: _____ Postal Code: _____

Physical Address: _____ NT

Community _____, NT

E-mail Address: _____ Website Address: _____

Majority Shareholder: _____ Phone: _____ Email: _____

Primary Contact Name: _____ Phone: _____ Email: _____

Business Type: Sole Proprietorship
 General 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**

OFFICE USE ONLY: Vendor ID: _____ Mailing Address ID: _____ Physical Address ID: _____ Location ID: _____
 BIP OFFICER VERIFIED: _____ BIP MANAGER VERIFIED: _____

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; and
- g) I am authorized to conduct business in the NWT on behalf of the business named in this application.

Authorized Signature

Printed Name

Title

Date

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.



INSTRUCTIONS

DOCUMENT REQUIREMENTS (checklist):

1. Proof of Registration (required for all applicants), NWT Corporate Registries
2. Certificate of Compliance, NWT Corporate Registries (required for all corporations)
3. Business License issued by a community (must be current and for annual period)
4. Proof of Property Ownership or Lease (Certificate of Title must be provided by Landlord, Lease requires both parties' signature and dated)
5. Appendix D + Securities Register (for all Classes of Shares) is required for all Partnerships, Corporations, and Co-operatives)
6. NWT Proof of Residency for the last twelve months (required for majority shareholders of the business) Examples include Driver's Licence, or Statutory Declaration.

APPLICANT:

1. **Business Name (Operating As)** is the operating as name indicated on the Corporate Registries Proof of Registration document.
2. **Legal Business Name** is the legal name of the business. It is only required if different from the Business Name.
3. **Mailing Address** is the address where the business receives its mail.
4. **E-mail Address** is that of the primary contact.
5. **Website Address** is the website/URL address for the business.
6. **Community** is the name of the NWT community where the business is operating the business.
7. **Postal Code** for the mailing address of the business.
8. **Street Address** is the physical address and community of the business.
9. **Primary Contact Name** is the individual designated by the business to be the main point of contact.
10. **Phone/Fax** is the primary phone and fax number of the business.
11. **Business Type** is the structure established to operate the business.
12. **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. **Proof of Registration, NWT Corporate Registries** - is a document evidencing that the business meets the legal requirement to conduct business in the NWT. The document is available from the GNWT Legal Registries Division, telephone: 867-767-9304 or 1-877-743-3302 between 9:30 a.m. to 4:00 p.m. from Monday to Friday. Visit www.justice.gov.nt.ca/en/business-registrations/ for additional information and online search options.
2. **Certificate of Compliance, NWT Corporate Registries** - is a document evidencing that the business (corporations only) is in good standing with the legal requirement to file annual returns with the GNWT Legal Registries Division noted above.
3. **NWT Business License, Community Government or Municipal and Community Affairs (MACA – YK)** - 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 a community government or where applicable, obtained from the Public Safety Division, Department of Municipal and Community Affairs in Yellowknife at telephone: 867-767-9161 ext 21021.
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 (Corporations only)** - as outlined in Appendix D) - is a document evidencing all shareholders of the business. The Business Incentive Policy requires that 51 percent of the voting shares are beneficially owned by NWT resident(s). An NWT resident is an individual who is ordinarily resident in the NWT and has been so resident for the last twelve months. Your Securities Register that shows all Classes of Shares must be attached.
6. **NWT Proof of Residency** – for majority shareholder(s) (minimum total 51 percent) is a document such as a current NWT Driver's License **OR** General Identification Card (GIC) issued at least 12 months prior to application **OR** Statutory Declaration evidencing NWT residency for the last twelve months.

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 Supplier - a supplier of goods to which the general public has access and from which the general public can purchase directly from a representative inventory of items offered for sale.

Local Supplier – is an NWT Supplier, which is and has been for the six months prior to application, a supplier of goods in the local community 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 supplier 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. Category codes assigned based on dominant Government of Canada Goods and Services Identification Number (GSIN) in the grouping.

- | | |
|---|--|
| <p><input type="checkbox"/> ADVERTISING EQUIPMENT/SUPPLIES
(Signs; display units; banners; pens; cups)</p> <p><input type="checkbox"/> AIR CONDITIONING/VENTILATING EQUIPMENT
(Fans; air-conditioning equipment & parts; ventilation systems)</p> <p><input type="checkbox"/> AIRCRAFT EQUIPMENT/SUPPLIES
(Components; navigational aids)</p> <p><input type="checkbox"/> ANIMALS/RELATED EQUIPMENT/SUPPLIES
(Live animals; pet shops; pet supplies; food)</p> <p><input type="checkbox"/> APPLIANCES, MAJOR EQUIPMENT/SUPPLIES
(Refrigerators; ranges; washers; dryers; dishwashers; freezers)</p> <p><input type="checkbox"/> APPLIANCES, SMALL EQUIPMENT/SUPPLIES
(Coffee makers; vacuum cleaners; juicers; microwaves)</p> <p><input type="checkbox"/> ARTS & CRAFTS EQUIPMENT/SUPPLY
(Carvings; paintings; baskets; artist tools)</p> <p><input type="checkbox"/> ATHLETIC/RECREATIONAL EQUIPMENT/SUPPLIES
(Sports; golf clubs; playground equipment; fishing tackle;</p> <p><input type="checkbox"/> AUTOMOBILES
(Passenger vehicles; trucks; vans; service trucks)</p> <p><input type="checkbox"/> AUTOMOBILE EQUIPMENT/SUPPLIES
(Filters; antifreeze; air fresheners; spark plugs; engines; tires; accessories)</p> <p><input type="checkbox"/> BEVERAGES, ALCOHOL EQUIPMENT/SUPPLIES
(Beer; ale; cider; wine; liquor; liqueurs; beer kits)</p> <p><input type="checkbox"/> BUILDING CONSTRUCTION MATERIALS
(Concrete; cement; window glass; wallboard; insulation; roofing & siding materials; fencing)</p> <p><input type="checkbox"/> CHEMICALS
(Calcium chloride; lime; dyes; sodium chloride; pesticides; de-icer)</p> <p><input type="checkbox"/> CLEANING EQUIPMENT/SUPPLIES
(Polishers; brooms; brushes; mops; cleaning & polishing compounds; detergent)</p> <p><input type="checkbox"/> CLOTHING
(Outerwear; rainwear; personal wear; sportswear; uniforms)</p> | <p><input type="checkbox"/> COMMUNICATION EQUIPMENT/SUPPLIES
(Telephones; radios; transceivers; audio systems; public address systems; paging systems; beacons)</p> <p><input type="checkbox"/> COMPUTER EQUIPMENT/SUPPLIES
(Software; printers; hardware; disks; diskettes; cartridges; plotters)</p> <p><input type="checkbox"/> CONTAINERS & PACKING EQUIP/SUPPLIES
(Drums; cans; boxes; cartons; crates)</p> <p><input type="checkbox"/> DRONES</p> <p><input type="checkbox"/> EDUCATIONAL/TRAINING AIDS EQUIPMENT/SUPPLIES
(Training aids; curriculum material; supplies)</p> <p><input type="checkbox"/> ELECTRICAL EQUIPMENT/SUPPLIES
(Fuses; circuit breakers; switches; relays; solenoids; coils; transformers; electrical wire)</p> <p><input type="checkbox"/> ENTERTAINMENT/ELECTRONIC EQUIPMENT/SUPPLIES
(Musical instruments & parts; audio tapes; video tapes; recording equipment; televisions; stereos)</p> <p><input type="checkbox"/> EXPLOSIVES
(Dynamite; blasting caps)</p> <p><input type="checkbox"/> FIRE/RESCUE/SAFETY EQUIPMENT/SUPPLIES
(Fire retardant; hoses; reels; hydrants; sprinkler heads; extinguishers; protective gear; smoke detectors; first aid kits)</p> <p><input type="checkbox"/> FLOOR COVERING EQUIPMENT/SUPPLIES
(Carpets; linoleum; tiles; contact cement)</p> <p><input type="checkbox"/> FLORIST/FLORAL EQUIPMENT/SUPPLIES
(Flowers; vases; bouquet)</p> <p><input type="checkbox"/> FOOD/BEVERAGE EQUIPMENT/SUPPLIES
(Meat, poultry; fish; seafood; dairy; eggs; fruit; vegetables; bakery; candy; coffee; tea; pop)</p> <p><input type="checkbox"/> FOOTWEAR
(Boots; shoes; sandals; slippers)</p> <p><input type="checkbox"/> FORESTRY EQUIPMENT/SUPPLIES
(Tree pruning equipment; chainsaws; tree felling equipment)</p> |
|---|--|

APPENDIX A
BIP REGISTRY – GOODS CATEGORIES

- [] FUELS, GASES, OILS EQUIPMENT/SUPPLIES
(Firewood; wood pellets, gasoline; fuel; oils; grease; propane, diesel; aviation fuel; gases; oxygen; helium; carbon dioxide; nitrogen)
- [] FUNERAL/BEREAVEMENT EQUIPMENT/SUPPLIES
(Caskets; headstones; memorial cards)
- [] FURNITURE - RESIDENTIAL/COMMERCIAL
(Residential; industrial; office furniture; hospital; cabinets; tables; chairs; beds; dressers; desks)
- [] GAMES/TOYS EQUIPMENT/SUPPLIES
(Board games; children's toys)
- [] GEOTEXTILES EQUIPMENT/SUPPLIES
(Specialty road construction material; geotextiles; geo-membranes)
- [] GIFTS/SOUVENIRS EQUIPMENT/SUPPLIES
(Figurines; souvenirs; glassware)
- [] HARDWARE/TOOLS EQUIPMENT/SUPPLIES
(Hand tools; power tools; work gloves; hammers; saws; nails; fasteners; chainsaws; drills)
- [] HEATING EQUIPMENT/SUPPLIES
(Heaters; woodstoves; fireplaces; boilers)
- [] HEAVY CONSTRUCTION EQUIPMENT
(Bulldozers; excavators; graders; loaders; caterpillar accessories)
- [] HOBBY/CRAFT EQUIPMENT/SUPPLIES
(Silk flowers; glue; molds; Styrofoam forms; beads)
- [] HOUSEWARES EQUIPMENT/SUPPLIES
(Bedding; linen; dishes; cutlery; tableware; glasses)
- [] INDUSTRIAL EQUIPMENT/SUPPLIES
(Pumps; compressors; pipes; hosing; tubing; bearings; valves; ropes; chains; cables; culverts; slings; winches, hoists, cranes; derricks)
- [] INSTRUMENTS/SURVEYING EQUIPMENT/SUPPLIES
(Soil testing instruments; drafting; thermography units; surveying; mapping instruments)
- [] JEWELLERY EQUIPMENT/SUPPLIES
(Necklaces; earrings; rings; bracelets)
- [] LANDSCAPING/AGRICULTURAL EQUIP/SUPPLIES
(Gardening implements; tools; mowers; seeds; manure; fertilizer; snow blower; topsoil; rakes)
- [] LIGHTING EQUIPMENT/SUPPLIES
(Indoor & outdoor lighting; flashlights; lanterns; lamps; ballasts)
- [] LUGGAGE/PORTFOLIOS/BRIEFCASES SUPPLIES
(Luggage; portfolios; briefcases)
- [] LUMBER/PLYWOOD EQUIPMENT/SUPPLIES
(Lumber; wood flooring; logs; plywood; veneer)
- [] MARINE EQUIPMENT/SUPPLIES
(Marine hardware and hull items; GPS; life jackets; outboard motors)
- [] MARINE VESSELS
(Boats; canoes; pontoons; floating docks)
- [] MEDICAL/SURGICAL EQUIPMENT/SUPPLIES
(Equipment, supplies, apparatus and instruments used in diagnostic, surgical, therapeutic, scientific, and experimental procedures)
- [] METALWORKING EQUIPMENT/SUPPLIES
(Bars; rods; plate & steel sheets; structural shapes; metal fabrication; welding supplies)
- [] MILLWORK EQUIPMENT/SUPPLIES
(Windows; doors; frames; trusses; cabinets)
- [] MOBILE HOMES/TRAILERS/HOUSES
- [] MOTORS/GENERATORS EQUIPMENT/SUPPLIES
(Generator sets; motors)
- [] NONMETAL MATERIALS EQUIPMENT/SUPPLIES
(Paperboard; plastics; fiberglass)
- [] OFFICE EQUIPMENT/SUPPLIES
(Paper; envelopes; ribbons; pens; stationery; forms; calculators; drafting supplies; facsimile equipment; photocopying equipment)
- [] PAINTING/DECORATING EQUIPMENT/ SUPPLIES
(Paint; varnishes; coatings; adhesives; brushes; wallpaper)
- [] PHOTOGRAPHY EQUIPMENT/SUPPLIES
(Cameras; film; flashes; video cameras)
- [] PLUMBING/SANITATION EQUIPMENT/SUPPLIES
(Plumbing fixtures; pipes; toilets; elbows; ductwork)
- [] PREFABRICATED STRUCTURES/BUILDINGS
(prefabricated and portable buildings; sheds; greenhouses; log buildings; steel building dealers)
- [] PROMOTIONAL ITEMS EQUIPMENT/SUPPLIES
(Trophies; crests; awards; ribbons; plaques)
- [] PUBLICATIONS/BOOKS/MAPS/SUPPLIES
(Books; pamphlets; newspapers; periodicals; maps; Atlases; printing supplies)
- [] RECREATIONAL VEHICLES
(Snowmobiles; motorcycles; bicycles; motor homes)
- [] RECREATIONAL VEHICLE EQUIPMENT/SUPPLIES
(Belts; tracks; seats; oil; spark plugs)
- [] RENEWABLE ENERGY SYSTEM
(photoelectric/photo voltaic, solar thermal, micro turbines, wind)
- [] ROAD CONSTRUCTION MATERIAL/SUPPLIES
(Culverts; sand; gravel; asphalt; aggregate)
- [] ROCK SAMPLES EQUIPMENT/SUPPLIES
(Rock samples; prospecting equipment; picks; pans)
- [] SECURITY & ALARM EQUIPMENT/SUPPLIES
(Alarms; locks; locksmith devices)
- [] SOLAR EQUIPMENT/SUPPLIES
(Panels; cells; storage batteries)

APPENDIX A
BIP REGISTRY – GOODS CATEGORIES

- [] SPECIAL INDUSTRY EQUIPMENT/SUPPLIES
(Tanning & Leather Working; sawmill machinery; laundry & dry cleaning; vending machines; material handling equipment; forklifts)
- [] TANKS: SEWAGE/WATER/FUEL EQUIP/SUPPLIES
(Septic tanks; holding tanks; utilidors)
- [] TEXTILES/LEATHER/FURS/FABRIC SUPPLIES
(Textiles; fabrics; yarn; notions; buttons; furs; leather)
- [] TOILETRIES/PAPER EQUIPMENT/SUPPLIES
(Perfumes; shampoo; combs; hairbrush; toiletry paper products)
- [] WATER PURIFICATION EQUIPMENT/SUPPLIES
(Water distillers; filters)
- [] WEAPONS/AMMUNITION EQUIPMENT/SUPPLIES
(Guns; ammunition; accessories)
- [] WINDOW COVERINGS EQUIPMENT/SUPPLY
(Drapes; blinds; curtains)

**APPENDIX B
BIP REGISTRY – SERVICE CATEGORIES**

Services - means all services and includes but is not limited to, the following: accounting, accommodations, transportation, rentals, insurance, permits, printing, fees and legal, architectural, engineering, consulting or custodial.

Categories to be listed for reference on the BIP Registry only, listing not required for application of BIP adjustment.

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

APPENDIX B
BIP REGISTRY – SERVICE CATEGORIES

- | | |
|---|---|
| <input type="checkbox"/> ENVIRONMENTAL/ ECOLOGICAL CONSULTING | <input type="checkbox"/> MAINTENANCE MANAGEMENT CONSULTING |
| <input type="checkbox"/> FEES/ PAYMENTS | <input type="checkbox"/> MAP REVISION/ REPRODUCTION |
| <input type="checkbox"/> FENCE CONSTRUCTION | <input type="checkbox"/> MARINE MOORING |
| <input type="checkbox"/> FINANCIAL/ ACCOUNTING/ BOOKEEPING | <input type="checkbox"/> MARINE VESSEL CONSTRUCTION |
| <input type="checkbox"/> FIRE EQUIPMENT TESTING | <input type="checkbox"/> MARKETING CONSULTING |
| <input type="checkbox"/> FIRE SPRINKLER INSTALLATION | <input type="checkbox"/> MARTIAL ARTS TRAINING |
| <input type="checkbox"/> FIRST AID TRAINING | <input type="checkbox"/> MASONRY/ BRICKLAYING |
| <input type="checkbox"/> FISHERIES/ WILDLIFE | <input type="checkbox"/> MATERIAL MANAGEMENT CONSULTING |
| <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"/> LOCKSMITH | |

**APPENDIX B
BIP REGISTRY – SERVICE CATEGORIES**

- REAL ESTATE AGENCY
- RECORD MANAGEMENT
- RECREATIONAL SERVICES
- RECYCLING/ SHREDDING
- REFINISHING/ REUPHOLSTERING
- REFRIGERATION SERVICES
- REMEDIATION SERVICES
(ENVIRONMENTAL/ ENGINEERING CONSULTING)
- REMEDIATION SERVICES
(HAZARDOUS SUBSTANCE REMOVAL, CLEANUP,
DISPOSAL OPERATION SUPPORT)
- REMEDIATION SERVICES
(NORTHERN CONTAMINATED SITE ENVIRONMENTAL
CLEANUP WORK/ SERVICES)
- RENEWABLE ENERGY SYSTEMS
(PHOTOELECTRIC/PHOTO VOLTAIC, SOLAR THERMAL,
MICROTURBINES, WIND)
- RENOVATION SERVICES
- RENTAL & LEASING: APPLIANCES
- RENTAL & LEASING: COMMERCIAL SPACE
- RENTAL & LEASING: ENTERTAINMENT
- RENTAL & LEASING: EQUIPMENT
- RENTAL & LEASING: RESIDENTIAL SPACE
- RENTAL& LEASING: VEHICLES
- REPAIR & MAINTENANCE: APPLIANCES
- REPAIR & MAINTENANCE: EQUIPMENT
- REPAIR & MAINTENANCE: VEHICLES/ ENGINES
- RESEARCH SERVICES
- RESTAURANT SERVICES
- ROAD MAINTENANCE
- ROAD TRANSPORTATION
- ROOFING/ SHINGLING
- SANDBLASTING
- SANITATION/ WASTE DISPOSAL
- SECRETARIAL/ CLERICAL
- SECURITY & ALARM
- SERVING LEGAL DOCUMENTS
- SIDING CONTRACTOR
- SILVER/ GOLD PLATING
- SNOW REMOVAL
- SNOWMOBILE/ DOG TEAM TOURS
- SOCIO-ECONOMIC CONSULTING
- SOLAR HEATING CONTRACTOR
- STORAGE/ WAREHOUSING
- SURVEYING/ MAPPING/ DRAFTING
- TAILORING/ SEAMSTRESS
- TAXI SERVICES
- TAXIDERMIST SERVICES
- TECHNICAL SERVICES
- TELEPHONE ANSWERING/ PAGING
- THERAPEUTIC SERVICES
- TOURISM SERVICES
- TOWING SERVICES
- TRAINING SERVICES
- TRANSLATION/ INTERPRETATION
- TRAVEL AGENCY SERVICES
- UTILITY SERVICES
- VETERINARY SERVICES
- VIDEO/ FILM/ MOVIE PRODUCTION
- WATER DISTILLER SERVICES
- WATER TRANSPORTATION
- WATERPROOFING BUILDING
- WEATHER FORECASTING/ PREDICTION
- WELDING CONTRACTOR
- WILDERNESS SURVIVAL
- WOODSTOVE/ FIREPLACE INSTALLATION
- WORD/ DATA PROCESSING
- WRECKING/ DEMOLITION
- WRITING SERVICES

APPENDIX C BIP REGISTRY – CONSTRUCTION CATEGORIES

Construction - means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, evacuation, 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, 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.

Categories to be listed for reference on the BIP Registry only, listing not required for application of BIP adjustment.

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

Appendix D - Share Register (Not required for Sole Proprietor)

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

Note: Please attach your Securities Register to illustrate all Classes of Shares held by the corporation. If the business has more than four shareholders, please make extra copies of this Appendix as required.

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

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

Additional sheet(s) attached yes no

Printed Name

Signature

Current Date

Title
Director, Lawyer, Accountant or Other