



# APPLICATION FOR REGISTRATION OF AN APPROVED NWT MANUFACTURED PRODUCT

**APPLICANT:**

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

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

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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.
- Comparative pricing for the same product or products named above from southern vendor.
- 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.

Products that are submitted for approval as Northern Manufactured products should not be of construction material for offsite projects and products should be those that the GNWT would procure.

Products submitted for approval as Northern Manufactured Products should not be products that are design built or custom built.

### DOCUMENT REQUIREMENTS (Required for each product):

1. **NWT Value-Added Verification for the product** – The application must include, for each product, a letter from a certified accountant confirming at least 25% NWT value-added, in compliance with section 6.1 of Northwest Territories Manufactured Policy. A letter from any other designation is not accepted.

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** - Must include technical drawings or shop drawings whichever is applicable preferably in AutoCAD with clear dimensions, datasheet and catalog with photos.
3. **Pricing for the product** –
  - a) For inclusion in the Approved NWT Manufactured Products Registry, product prices must not exceed more than 20 percent greater than similar products if f.o.b. the site of manufacture or 25 percent greater than similar products if f.o.b. the destination for final delivery. This can be proved by providing a comparative pricing from the nearest southern vendor's quote;
  - b) Pricing of the product if purchased by the GNWT; and
  - c) Provide comparative pricing from other vendors for similar products to the product submitted for approval.
4. **Copy of any applicable certification-** The application for each product should include relevant QAQC certification for the product from an accredited body such as Canadian Standards Association (CSA), Underwriter Laboratories of Canada (ULC), and Energy Star etc., as appropriate for the product.

### 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) 872-8046