

## About Certification

Many corporations, especially those in the National Minority Supplier Development Council Network, have special programs designed to assist minority owned firms to meet with their needs. In order to ensure that these programs are focused on those for whom they were intended, "Certification" was established a number of years ago.

In order to be certified as a bona fide Minority Business Enterprise (MBE), a firm must be:

- Legally organized.
- Established as a full-time, profit-making entity
- At least 51% owned by a United States Citizen or a Naturalized Citizen who is African-American, Hispanic-American, Native-American, Asian-Pacific American or Asian-Indian American.
- The minority group member(s)' ownership interest in the firm must be real, substantial and continuing.
- Under the day-to-day control and guidance of a minority group member.

At its simplest, certification is a verification of statements that one is a minority, who owns and manages a firm. This verification is established through a thorough examination of various documents, on-site visits and interviews. The documents examined depend on the type of organization that the firm has adopted - sole proprietorship, partnership or corporation.

[See page 7 for Certification fees](#)

## GENERAL INSTRUCTIONS

In order to become a certified minority supplier of the New York & New Jersey Minority Supplier Development Council, Inc. (NY & NJ MSDC) certification is mandatory.

Please complete the **application** in its entirety and forward it to the Council office at the address listed below. Failure to comply may result in a rejection of your **application**.

The following information is required of all applicants for certification:

1. Answer all questions.
2. If a particular question does not apply to your business' operation, please write "not applicable" in the space provided.
3. Where more information is needed than the space permits, write, "see attachment" and attach the information to the application.
4. Complete the certification checklist before submitting the **application**.

All applicants must sign and date the affidavit at the bottom of the **application**. Certification with NY & NJ MSDC is not automatic. It is your responsibility to comply with the requested information and documentation in a prompt and timely manner.

Please return this application, documents, and **non-refundable** application-processing fee. A \$40 returned check fee will be charged for any returned checks. Checks should be made payable to:

**New York & New Jersey Minority Supplier Development Council, Inc.**  
**485 7<sup>th</sup> Avenue, 16<sup>th</sup> Floor – West Atrium**  
**New York, NY 10018**

If you have any questions on any of the above, the content of this application; or the Regional Council in general, please call Dora Reddick at (212) 502-5663 ext.106.

See page 7 for Certification fees

New York & New Jersey Minority Supplier Development Council, Inc.

CERTIFICATION APPLICATION

General Instructions:

When answers require additional space, use plain white paper. Properly identify the item referred to by the appropriate number. At the top of each additional answer and exhibit, state the name of the applicant, date of the application and item number. Please answer all questions as completely as possible: if a particular question does not apply to your business operation, write "not applicable" (NA) in the space provided. You must include all attachments requested on page 8. Also the application must be signed, dated and include non-refundable fee.

Date of application: \_\_\_/\_\_\_/\_\_\_ (Day, Month, Year) D&B Number: \_\_\_\_\_

NAIC Codes: \_\_\_\_\_ 8a Certification Number: \_\_\_\_\_

(To find your NAIC Code please go to: www.census.gov. You must submit your NAIC code with your application to prevent rejection )

(NAICS CODES MUST BE 6 (SIX) DIGITS

BUSINESS INFORMATION

Name of Business

Contact Person Title

Business Street Address

City State Zip

Telephone Number Fax Number

Web site Address E-mail Address

Mailing Address (if different from Business Address)

City State Zip

Date Business Was Established: \_\_\_/\_\_\_/\_\_\_

Date of Acquisition (check one):

- checkbox Bought existing business checkbox Started business checkbox Secured a franchise checkbox Merger or consolidation checkbox Other (please specify) \_\_\_\_\_

Is your business a home-based operation? Yes \_\_\_ No \_\_\_

List or attach location of all additional facilities:

\_\_\_\_\_



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Customer Name

---

City

State

Zip

---

Buyer

---

Telephone Number

Fax Number

---

Product/Service

---

Quality Approvals (if applicable)

---

Customer Name

---

City

State

Zip

---

Buyer

---

Telephone Number

Fax Number

---

Product/Service

---

Quality Approvals (if applicable)

**BANK AND CREDIT REFERENCES**

*List Your Bank and Credit References:\**

---

Name of Institution

---

Address

---

City

State

Zip

---

Type of Account

Credit Line

---

Name of Bank Officer

---

Title

Telephone Number

---

Name of Institution

---

Address

---

City

State

Zip

---

Type of Account

Credit Line

---

Name of Bank Officer

---

Title

Telephone Number

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List Other Credit References:

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Type of Account

\_\_\_\_\_  
Credit Line

\_\_\_\_\_  
Name of Bank Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

**\*Note: Please submit copies of all existing banking resolutions along with signature cards.**

**CONSTRUCTION INFORMATION (if applicable)**

**Trade Specialty:** \_\_\_\_\_

**Bonding Capacity:** \_\_\_\_\_

**Bonding Agent:** \_\_\_\_\_

**\*Please send copy of Bonding Certificate**

**Authorities/Licenses (list all professional licenses):**

\_\_\_\_\_  
**Union Name:** \_\_\_\_\_

\_\_\_\_\_  
**Union Affiliation:** \_\_\_\_\_

\_\_\_\_\_  
**Union Local:** \_\_\_\_\_

\_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
(most recent)

\_\_\_\_\_  
(largest)

\_\_\_\_\_  
**Geographical Area:** \_\_\_\_\_

\_\_\_\_\_  
**Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Finish Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Dollar Value:** \_\_\_\_\_

\_\_\_\_\_

**TRANSPORTATION INFORMATION (Transportation Carriers Only)**

**Operating Status:** Independent Carrier

Common Carrier

**List the Commodities You Normally Transport:**

**Operating Authorities:** Interstate \_\_\_\_\_ Intrastate \_\_\_\_\_

**Insurance Carrier:** \_\_\_\_\_  
**None: Please submit proof of insurance coverage.**

**List All Vehicles and Equipment:**

<u>Vehicles and Equipment*</u>	<u>Owned/Leased?</u>	<u>Registration Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please forward copies of all applicable vehicle title and/or lease agreements with this application.**

**PLANT INFORMATION**

\_\_\_\_\_

Plant Address

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Program Manager

Telephone Number

\_\_\_\_\_

Facilities (Total Available Space)

Office Square Feet

**EQUIPMENT INFORMATION**

**List Your Basic Operating Equipment:**                      Owned                      Leased

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please include a copy of Lease Agreement(s)**

**MANAGEMENT INFORMATION**

**A. List the names of:**

Each proprietor, partner, officer, director and stockholder. The names listed should include Minority Group Members and Non-Minority Group Members. Under ownership column note if **S** (stockholder, proprietor or partner), **D** (director) and/or **O** (officer).

**B. Where the person is a minority group member, insert the appropriate code letter corresponding to the minority group in which he/she claims membership in accordance with the following:**

**Citizenship Status**

- B = Black
- O = Other
- 1 = Birth
- H = Hispanic
- C = Caucasian
- 2 = Naturalized Citizen
- E = Asian Pacific
- X = Non-Minority
- NA = Native American
- AI = Asian Indian

Name/Title	Handles		Ownership	
	Daily Management Yes/No	Minority Group Member	and Percent Ownership	Citizenship Status
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**C. Does the applicant business have any subsidiaries or affiliates or is it a subsidiary or affiliate of another concern? (Check one)  Yes  No** If yes, provide the name, address, telephone number of the subsidiary, affiliate or parent. Also, describe the relationship of applicant company to the subsidiary, affiliate or parent.

**D. Does applicant business concern or any person listed in Management Information (B) above have or intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of the applicant concern? Such agreements include but are not limited to management and joint venture agreements and any arrangement or contract involving the provision of such compensated services as administrative services, marketing, production and other types of compensated services. If yes, attach a copy of any written agreement or an explanation of any oral or intended agreement.**

**E. Is the applicant business concern involved in any present of pending lawsuit? (Check one)  Yes  No** If yes, provide details on a separate sheet.

**F. Is the applicant business concern involved in bankruptcy or insolvency proceeding? (Check one)  Yes  No** If yes, provide details on a separate sheet.

G. Supply a brief history of the applicant business concern on a separate sheet.

H. Supply a copy of the applicant's financial statement for one year preceding the year of application or for the time that the applicant has been in business if less than one year, plus financial statements of any subsidiaries or affiliates of the applicant for the same period of time. If the applicant is a new business concern a copy of an opening balance sheet and projection of income, or a statement by a certified public accountant which states that the applicant is a viable business concern. All financial statements submitted to the Council must show applicable date of information given and must be signed and dated by the proprietor, partner, or authorized officer unless prepared by an independent certified public accountant. All materials will be kept confidential.

I. Have you ever been rejected for certification by anyone? (Check one)  Yes  No If yes, state when, by whom and for what reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Certification Fees

<u>Annual Revenue</u>	<u>Fee</u>
Under 100K	\$300.00
100K – 2M	\$400.00
Over \$2M and under \$10M	\$750.00
\$10M and over	\$1000.00

[ ] I have enclosed the appropriate Certification fee according to my annual sales \_\_\_ check \_\_\_ money order \_\_\_ credit card

Amex \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover

Credit Card Number \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Name and Title (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

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**CHECKLIST OF SUPPORTING DOCUMENTS**

**ALL**

1. \_\_\_ Birth certificates or U.S. Passports for minority owners, directors, and key personnel.
2. \_\_\_ Other proof of minority status of owners: tribal card, family genealogy
3. \_\_\_ Current balance sheet and income statement.
4. \_\_\_ Most Recent federal tax return with all schedules and attachment.  None exists.
5. \_\_\_ **If start-up...**Please provide most recent **personal federal tax returns**
6. \_\_\_ If a new or start-up business-an opening balance sheet, projection of income, sources of capital, and target customers.
7. \_\_\_ Business loan agreements, promissory notes, and any debt instrument Include: repayment schedule, specified interest rate, security or collateral given, maturity date, consideration paid or payable, promissory note.  None exist.
8. \_\_\_ Personal guarantees for any of the above.  None exist.
9. \_\_\_ Copies of all bank signature cards or Bank Resolutions
10. \_\_\_ Lease agreements for all property and equipment.  None exist.
11. \_\_\_ Current resumes for all owners, director, offices, managers, and key personnel.
12. \_\_\_ Any professional service, management, or joint ventures agreements.  None exists.
13. \_\_\_ Signed affidavit. (Page 9)
14. \_\_\_ non-refundable processing fee made payable to the NY & NJ MSDC, Inc.
15. \_\_\_ Third-party agreements, such as rental and management service agreements

**SOLE PROPRIETORSHIP**

16. \_\_\_ Copy of Certificate of Trade Name or Business Trade Name.  None exist.

**PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP**

17. \_\_\_ Business Certificate
18. \_\_\_ Registration of LLP or RLLP.  Not and LLOP or RLLP.
19. \_\_\_ Partnership agreement and all amendments.
20. \_\_\_ Buy-out rights.

**LIMITED LIABILITY COMPANY**

21. \_\_\_ LLC Certificate
22. \_\_\_ Minutes of the annual and special meeting
23. \_\_\_ Operating Agreement.
24. \_\_\_ If out of state, authority to do business as a foreign LLC
25. \_\_\_ Evidence of LLC interests (membership)

**CORPORATION**

26. \_\_\_ All professional and business licenses(s) that are required to do business in state and city where the application is made.
27. \_\_\_ Article of Incorporation and amendments including date approved by state or filing receipt.
28. \_\_\_ Minutes of the first and most recent Shareholders, Board of Directors and Corporate organization meetings
29. \_\_\_ Corporation By-Laws
30. \_\_\_ Both sides of all issued stock certificate(s) and the next consecutive un-issued certificate (not a specimen copy)
31. \_\_\_ Stock Transfer Ledger
32. \_\_\_ Proof of stock purchase
33. \_\_\_ If an out-of-state Corporation, copy of authority to do business in the state where application is made



## CORPORATE MEMBER LIST

ABC  
Accenture  
Adecco USA, Inc.  
ADP  
Aetna, Inc.  
AGL Resources, Inc.  
AIG  
Altria Client Services, Inc.  
American Airlines  
American Express Company  
American Honda Motor Company, Inc.  
American Museum of Natural History  
American Red Cross  
Anheuser-Busch, Inc.  
Anschutz Entertainment Group, Inc.  
Apple, Inc.  
Aramark Corporation  
AT&T  
Avaya Inc.  
Avis Budget Group, Inc.  
Avon Products, Inc.  
AXA Equitable Life Insurance  
Ball Corporation  
Bank of America Corporation  
Bayer Corporation  
BBDO New York  
Bloomingdale's  
BMW Group  
BNY Mellon  
Bon Secours Health System, Inc.  
BorgWarner Corporation - TTS  
Bovis Lend Lease  
Bristol-Myers Squibb Company  
Bronx-Lebanon Hospital Center  
Cadbury Americas  
Capitol One  
CB Richard Ellis, Inc.  
CBS Corporation  
Chubb & Son  
Church Pension Group  
Citgo Petroleum Corporation  
Citi  
CNA Financial Corporation  
Coca-Cola Company, The  
Coca-Cola Enterprises  
Colgate-Palmolive Company  
Columbia University  
Compass Group/Foodbuy  
Computer Services Corporation  
ConEdison Solutions  
ConocoPhillips  
Consolidated Edison Co. of New York  
ConvaTec  
D & B  
Deloitte & Touche Services LLP  
Delta Air Lines, Inc.  
Deutsche Bank  
DuPont Company  
Educational & Institutional Cooperative  
Educational Testing Service  
EmblemHealth  
Energy East Corporation  
Enterprise Rent-A-Car  
Equifax, Inc.  
Ernst & Young  
Express Scripts Inc.  
Exxon Mobil Corporation  
Federal Reserve Bank of N.Y.  
FedEx  
Firmenich, Inc.  
Fox Entertainment Group  
Frito-Lay  
General Electric Company  
Girl Scouts of the USA  
Global Hyatt Corporation  
Goldman Sachs & Company  
Grainger  
Grubb & Ellis Company  
GSD&M Idea City LLC  
Havas North America  
Herman Miller, Inc.  
Hertz Global Holdings, Inc.  
Hess Corporation  
Hewlett-Packard Company  
Hilton Hotels Corporation  
Home Box Office  
Home Depot, The  
Honeywell Aerospace  
IBM Corporation  
ING North America  
Interface, Inc.  
International Paper Company  
Interpublic Group  
J.C. Penney Company, Inc.  
Johnson & Johnson Inc.  
Johnson Controls, Inc.  
Jones Lang LaSalle America  
JPMorgan Chase & Co.  
Konica Minolta Business Solutions  
KPMG LLP  
Kraft Foods, Inc.  
L'Oreal USA, Inc.  
Lancôme Paris  
Liberty Mutual Insurance Companies  
Limited Brands  
Linde Group  
Macy's East  
Macy's Inc.  
Major League Baseball  
Manning Salvage & Lee  
Manpower, Inc.  
Marriott International  
Mars Chocolate North America LLC  
Marsh USA  
MasterCard Worldwide  
McCann-Erickson  
McGraw-Hill Companies, The  
Medco Health Solutions, Inc.  
Memorial Sloan-Kettering Cancer Center  
Merck & Company, Inc.  
MetLife  
Microsoft Corporation  
Morgan Stanley  
MTV Networks  
National Grid  
NBC Universal  
Nestle USA, Inc.  
New Jersey Dept. of the Treasury  
New Jersey Institute of Technology  
New Jersey Transit Corporation  
New Line Cinema  
New York City MTA  
New York City School Construction Auth.  
New York Life Insurance Company  
New York Power Authority  
Nielsen Company, The  
Northrop Grumman Corporation  
Novartis Pharmaceuticals Corp.  
Novo Nordisk, Inc.  
The NYSE Group  
Office Depot  
Office Max  
PepsiCo  
Pfizer Inc.  
PNC Bank Corporation  
Port Authority of NY & NJ, The  
PricewaterhouseCoopers  
Proctor & Gamble Company, The  
Prudential  
Public Service Enterprise Group Inc.  
Quest Diagnostics, Inc.  
Raytheon Company  
Realogy Corporation  
Ricoh Americas Corporation  
Robert Half  
Roche  
Rock-Tenn Company  
Rutgers University  
Saatchi & Saatchi  
Sanofi-Aventis  
Scripps Networks, Inc.  
Sealed Air Corporation  
Securitas Security Services  
Shell Oil Company  
Siemens Corporation  
Sodexo, Inc.  
Sprint Nextel Corporation  
Staples, Inc.  
Starwood Hotels & Resorts Worldwide  
State Farm Insurance Companies  
Steelcase North America  
Telcordia Technologies  
Temple-Inland, Inc.  
TIAA-CREF  
Time Inc.  
Time Warner Inc.  
Time Warner Cable Inc.  
TJX Companies, Inc.  
Turner Construction Company  
Tyco International LTD.  
United Airlines, Inc.  
United Parcel Service of America  
United States Postal Service  
United States Tennis Association  
United Technologies Corporation  
University of Medicine & Dentistry of NJ  
URS Group  
Verizon Communications, Inc.  
Wal-Mart Stores, Inc.  
Walgreen Company  
Walt Disney Company  
Watson Wyatt & Company  
Weichert Relocation Resources  
Weil, Gotshal & Manges LLP  
Wells Fargo & Company  
Wieden & Kenedy, Inc.  
Wyndham Worldwide Corp.  
Xerox Corporation