

APPLICATION
for
NATIONAL CERTIFICATION
as a
WOMEN BUSINESS ENTERPRISE

APPLICATION FOR NATIONAL CERTIFICATION AS A WOMAN-OWNED AND CONTROLLED BUSINESS

Introduction

We welcome your interest in National Women Business Owners Corporation's (NWBOC) national certification as a woman-owned and controlled business. Certification can result in a marketing opportunity for your business to develop supplier relationships with larger companies and the public sector. Certification also enables contractors to identify, quantify and report the extent to which they utilize woman-owned and controlled businesses as suppliers.

In order to be certified, the woman business owner must: be in business at least six months and have customers/clients; be a U.S. citizen or have Legal Resident Status; and, be active in daily management in addition to the following:

Ownership A woman or women own(s) one of the following:

- 100% of the assets of a sole proprietorship,
- at least 51.0% of the equity interests in a partnership;
- at least 51.0% of each of the classes of voting stock and 51.0% of the aggregate of all stock outstanding determined by the percentage that would be distributed to the woman if the corporation was liquidated; or
- at least 51.0% of the membership interests in a limited liability company.

Control A woman or women actively participates in the management of and controls one of the following:

- 100% of the control of a sole proprietorship;
- at least 51.0% of the control of a general partnership;
- woman owner is the general partner and, if there is more than one general partner, the managing general partner, of a limited partnership or limited liability partnership, or
- A woman or women is the sole manager, able to appoint unconditionally the majority of managers of a manager managed LLC or has 51.0% control of a member managed LLC.

If your business meets these basic criteria, please proceed with the completion of this application. If your business does not meet these basic criteria, it is ineligible for certification as woman-owned and controlled, and you should not complete this application until such time as the criteria can be met.

If you have questions on any aspect of our certification process or the application, please telephone NWBOC at **800/675-5066** to speak with a certification specialist.

Instructions for Completing the Application

1. Complete all the items on the following pages. If an item does not apply to your business, record N/A in the space provided. Your application will not be processed unless complete.
2. If an answer to a question runs longer than the allotted space, attach a page with the rest of the answer. Be sure, though, to note the question number and record the business' name and date of application on each additional page or exhibit. Please use a notebook and dividers to organize your information.
3. Sign and date the application.
4. Enclose a check for \$350 made payable to NWBOC to offset processing costs. Occasionally, there are additional minor travel costs incurred by the site visit. If during the process, you withdraw your application, close/sell your business, or are denied certification, the \$350 is non-refundable. If your application is returned for incompleteness because you have failed to provide the required information within the time allowed, \$50 will be retained from your original fee for the preliminary processing.
5. Submit one copy of the application, sworn affidavit and supporting documentation and application fee to:

National Women Business Owners Corporation
1001 W. Jasmine Drive, Suite G
Lake Park, FL 33403

Missouri Applicants Only – Consent for WBE Certification with Local Government Entities

NWBOC has begun pursuing agreements with government entities that allow them to accept the NWBOC certification process as their own, with the consent of the business owners. NWBOC has pursued agreements with government entities for the purpose of reducing paperwork and duplication of effort for the woman business owner.

By signing below, you agree that:

1. Everything you provide to NWBOC is true and correct, and all information establishing ownership and control has been provided, as requested.
2. The government entity has the right to review and obtain copies of any materials provided to NWBOC as a basis for certification, but only under these circumstances:
 - Under our agreement with the government entity, we will not release copies of your application documents without your consent.
 - In the event of a copy of your application is requested by the government entity (because of Freedom of Information Law request, for instance) you will be notified of the request, and you will have the option to give your consent for the release of records.
 - If you do not give your consent, NWBOC will not release your records. However, the government entity will then have the right to revoke your certification with them. (This would not revoke your NWBOC certification.)

If you are likely to do business with the State of Missouri, please sign below.

Signature

Date

If you would like NWBOC to talk with your city or state about adopting this agreement, please let us know by e-mail to info@nwbo.org

The Standards & Procedures and this application form comprise living documents that will be continuously refined to meet the evolving need of NWBOC's stakeholders. NWBOC and its certification committees reserve the right to revise documents at any time without notice to any Applicant or other party.

General Information and History please print or type

1 Date

2 Applicant's Business Name

3 Contact Person and Title

4 Headquarters Address

5 City 6 State 7 Zip Code

8 Mailing Address (if different than headquarters address)

9 Telephone (including area code)

10 Facsimile (including area code)

11 E-Mail Address

12 WWW Site

13 NAICS Code(s) (refer to www.census.gov)
 (Maximum of 5, with the most relevant first, the second most important next, and so on)

13a

13b 13c

13d 13e

14 Construction Specification Institute Code(s)

13a 13b 13c

15 Other Secondary Industry Code(s)

16 Other Secondary Industry Code(s)

17 Federal Supply Classification Code

18 Commercial and Government Entity Code

19 D-U-N-S Number

19a Nature of Business: Specify major services/products

19b Is applicant a member of the National Association of Women Business Owners? Yes No

19c If the answer to 19(b) is yes, specify chapter

General Information and History (continued)

please print or type

20a Is Applicant currently operating under a fictitious business name or has Applicant previously operated under another name?

Yes

No

If yes, complete the items below

20b Fictitious business name or prior name of business

Period of Time

 20c

to

 20d

20e Address

20f City

State 20g

Zip Code 20h

List all of Applicant's facilities in addition to headquarters listed in item 4 above (attach additional sheets if necessary):

21a Facility 1 Address

21b City

State 21c

Zip Code 21d

21e Telephone (including area code)

21f Facility 2 Address

21g City

State 21h

Zip Code 21i

21j Telephone (including area code)

22 Provide a brief history of Applicant's facilities on a separate sheet of paper, or attach a brochure or other document which provides this information. (Note: this history may be edited for inclusion in the Database.)

23 Number of employees of Applicant

Legal Structure and Internal Relationships

24 Legal structure (check one)

Sole Proprietorship

General Partnership Limited Liability Partnership Limited Liability Company

Limited Partnership S Corporation C Corporation

24a Date of Incorporation or Establishment:

24b Who controls management and daily operations of the business?

List each proprietor, partner, shareholder or member within the 12 months preceding the date of this application, and complete each of the following columns for each person listed (attach additional sheets if necessary).

	Name	Marital Status	Indicate whether ownership interest is separate (S) or community (C) property	Gender		Ownership & Current Status	
				Male	Female	%	Active
25a		25b		25c	25d	25e	25f
26a		26b		26c	26d	26e	26f
27a		27b		27c	27d	27e	27f
28a		28b		28c	28d	28e	28f
29a		29b		29c	29d	29e	29f
30a		30b		30c	30d	30e	30f
31a		31b		31c	31d	31e	31f

32a Does Applicant have a parent company, subsidiaries, or any other affiliate? Yes No

If yes, complete the following on each affiliate. Attach additional sheets as needed.

32b Affiliate's Name

32c Contact Person and Title 32d

32e Headquarters Address

32f City

State 32g

Zip Code
32h

32i Telephone (including area code)

32j E-Mail Address

32k Describe relationship of Affiliate on a separate sheet of paper.

32l Number of employees of
Affiliate:

Legal Structure and Internal Relationships (continued)

33a Has Applicant previously applied for certification of ownership and control with any government agency or private organization? If yes, provide the following

Yes

No

33b Name of agency/organization

33c Type of certification sought, e.g. women business enterprise or size determination

33d Status of determination on the application (Note: Granted certifications will be noted on the Database.)

33e Name of agency/organization

33f Type of certification sought, e.g. women business enterprise or size determination (i.e., small business)

33g Status of determination on the application (Note: Granted certifications will be noted on the Database.)

Applicant intends to use NWBOC Certification, if granted, with the following corporations and government agencies

34a	34b
34c	34d

Two customers/clients with which Applicant has transacted the most business in the 12 months preceding the date of this application:

35a Customer/Client Name

Contact Person and Title 35b 35c

35d Address

35e City 35f State 35g Zip Code

35h Telephone (including area code) 35i Facsimile Number

36a Customer/Client Name

Contact Person and 36b 36c

Title

^{36d} Address

^{36e} City

^{36f} State

^{36g} Zip Code

^{36h} Telephone (including area code)

³⁶ⁱ Facsimile Number

External Relationships

Two largest current projects:

37a	Customer/Client Name	<input type="text"/>			
37b	Project Name/Type	<input type="text"/>			
	Contact Person and Title	37c <input type="text"/>	37d <input type="text"/>		
37e	Address	<input type="text"/>			
37f	City	<input type="text"/>	State 37g <input type="text"/>	Zip Code 37h <input type="text"/>	<input type="text"/>
37i	Telephone (including area code)	<input type="text"/>	Facsimile Number 37j <input type="text"/>	<input type="text"/>	

38a	Customer/Client Name	<input type="text"/>			
38b	Project Name/Type	<input type="text"/>			
	Contact Person and Title	38c <input type="text"/>	38d <input type="text"/>		
38e	Address	<input type="text"/>			
38f	City	<input type="text"/>	State 38g <input type="text"/>	Zip Code 38h <input type="text"/>	<input type="text"/>
38i	Telephone (including area code)	<input type="text"/>	Facsimile Number 38j <input type="text"/>	<input type="text"/>	

Loans currently outstanding or outstanding within the 12 months preceding the date of the application (check all that apply):

39a	Owners to Applicant	<input type="checkbox"/>	Applicant to owner(s)	39b	<input type="checkbox"/>
39c	Financial institution(s) to Applicant	<input type="checkbox"/>	Other, including private lenders or affiliates (specify)	39d	<input type="text"/>
39e	Applicant has not received any loans	<input type="checkbox"/>			

External Relationships (continued)

Has Applicant shared any of the following with other businesses or individuals within the 12 months preceding the date of this application?

		Yes	No	If yes, identify and describe the sharing arrangements
40a	Employees			
40b	Financing			
40c	Equipment			
40d	Vehicles			
40e	Inventory			
40f	Insurance coverage			
40g	Accounting services			
40h	Legal services			
40i	Office/Plant			
40j	Storage facilities			
40k	Other			

		Yes	No	If yes, furnish details and copies of applicable documents
41	Has Applicant agreed to combine with or merge with another concern in the future or sell its stock or assets?			
42	Does Applicant issue or operate under a franchise, license or other contractual agreement with another concern?			

Documents Required to Supplement Application

Applicant's Name _____

Applicant must show that a woman (or women) owns and controls Applicant through responses to the application questions, supporting documentation, interviews and site visit(s). Supporting documentation may include third-party analyses, such as legal opinions, audits, appraisals and valuations.

The submission of certain documents may depend on whether Applicant is a sole proprietorship (SP); a partnership (P); a corporation (C); or a limited liability company (LLC). If Applicant is a limited liability partnership, complete as though a partnership. Check the "included" boxes to note you have provided the copies or note "NA". Please submit one copy of each required document, plus any others requested within the application, with the completed application.

	Document	SP	P	C	LLC	Included
1.	Bank resolutions by Applicant's board of directors (deposit accounts and loans)			X		
2.	Credit authorization and signature authority	X	X	X	X	
3.	Current financial institution statements for all deposit accounts and loans	X	X	X	X	
4.	Signature cards authenticated by financial institutions	X	X	X	X	
5.	Birth certificates for each woman owner	X	X	X	X	
6.	Driver's licenses or other legal photo identification of all women owners	X	X	X	X	
7.	Documentation re: affiliates not shown in stock register		X	X	X	
8.	All iterations of by-laws in effect at any time in the 12 months preceding the date of the application certified by Secretary of corporation			X		
9.	Major equipment leases	X	X	X	X	
10.	Financial statement, including balance sheet and profit and loss statement, for current period ending no later than 90 days prior to date of application and for three immediately preceding fiscal years, or for the time Applicant has operated, if less than one year, certified by highest ranking officer, manager or partner of Applicant	X	X	X	X	
11.	If Applicant was established in the 12 months preceding the date of application, an opening balance sheet and projection of income	X	X	X	X	
12.	Financial statements of any affiliates of Applicant in existence in the 12 months preceding the date of application	X	X	X	X	
13.	All iterations of articles of incorporation in effect at any time in the 12 months preceding the date of the application			X		
14.	Articles or certificate of incorporation filed with the Secretary of State including all amendments thereto			X		
15.	Authority to conduct business in state of operation and/or Certificate of Good Standing by the Secretary of State of state of incorporation, if different (if issued)	X				
16.	Statement of Information (showing officers and directors of corporation, managers or members of LLC, or general partners) filed with the Secretary of State		X	X	X	

	Document	SP	P	C	LLC	Included
17.	Minutes of corporate shareholders and board of directors meetings, or written consent to actions without meetings, which occurred in the 12 months preceding the date of this application, including minutes reflecting board resolutions appointing directors and officers, certified by secretary as true and correct copy of validly held meeting and original organizational minutes and any subsequent Minutes which record changes in ownership, control and/or management of corporation			X		
18.	<p>Tax returns for the three previous fiscal years. The submitted tax returns must include ALL schedules, forms and support statements, as required by and filed with the IRS. Tax returns under any previous ownership type(s) within the same current 3-year period must also be submitted. Please ensure all submitted returns cover a full 36-month period.</p> <ul style="list-style-type: none"> ◆ Federal tax form 1065 (including K(1)) ◆ Federal tax form 1120C (corporations) ◆ Federal tax form 1120S (plus K(s)) (S corporations) ◆ Federal tax form 1040 including Schedule C 	X	X	X	X	
19.	Partnership Agreement including all amendments thereto		X			
20.	LLC Operating Agreement including all amendments thereto				X	
21.	LLC Management Agreement (if any) including all amendments thereto				X	
22.	If LLC is manager managed, copies of minutes of meetings or written consents which record any change in ownership, control or management of LLC, or when manager(s) were appointed				X	
23.	LLC Articles of Organization including all amendments thereto				X	
24.	Authority to conduct business in state of operation and certificate of good standing filed with Secretary of State including all amendments thereto				X	
25.	<p>Agreements effective within 12 months preceding the date of this application and reflecting:</p> <p>a. Purchases and sales of ownership interests in Applicant and options to purchase including:</p> <ul style="list-style-type: none"> ◆ acquisitions of stock or other ownership interest ◆ purchases of franchises <p>b. Loan agreements or credit agreements and any security agreements relating thereto pursuant to which equity interests or assets of Applicant are pledged as security, promissory notes, bonding, indentures and other debt instruments with the following information:</p> <ul style="list-style-type: none"> ◆ repayment schedule ◆ specified interest rate ◆ security or collateral given ◆ maturity date ◆ amount of consideration paid or payable for the debt 	X	X	X	X	

	Document	SP	P	C	LLC	Included
	♦ guarantees of debt and contract information for guarantors					
	c. Ownership voting (i.e. proxies and voting trust agreements)		X	X	X	
	d. Management services	X	X	X	X	
	e. Distributorship	X	X	X	X	
	f. Sharing arrangement	X	X	X	X	
	g. Employment of key personnel	X	X	X	X	
	h. Joint venture	X	X	X	X	
	i. Equity participation or phantom equity plans, restricted stock or ownership interests or options for stock or ownership interest or plans therefore (attach a separate sheet and identify all holders of options and/or participants in such plans)	X	X	X	X	
	j. Buy-Sell or other inter-owner agreements that restrict or affect in any way disposition of ownership interests in business entity	X	X	X	X	
	k. Agreements allocating distributions of profits of the business or from a sale or liquidation of the business or a basis other than or the basis of the percentages of ownership indicated					
26.	Copies of all stock certificates ever issued, including those that are canceled, transferred and surrendered (front and back), and any stock assignments separate from certificate relating to canceled shares which are not endorsed on the back			X		
27.	Stock registers for Applicant or stock ledgers showing listing of share issuance			X		
28.	Documentation (e.g., canceled checks, bank deposit slips, promissory notes, purchase agreements, wills, gift notes, judgments, settlement agreements) of how Applicant is capitalized, amount of each owner's contribution to capitalization, and sources of capital, and written explanation of capitalization to explain documentation, if necessary	X	X	X	X	
29.	Third-party analyses including legal opinions, audits, appraisals and valuations	X	X	X	X	
30.	Resumes of all owners, directors, partners, officers and other key personnel, which include: <ul style="list-style-type: none"> ♦ education and training received ♦ former employers, dates of employment, position titles and responsibilities ♦ present employer, date of hire, position title and responsibilities 	X	X	X	X	
31.	IRS Form SS-4 application and IRS letter providing Employer's taxpayer identification number	X	X	X	X	
32.	Social security form with social security number	X				
33.	Judgments affecting ownership and/or control of Applicant, including bankruptcy and insolvency judgments	X	X	X	X	
34.	Professional, industry, business and other licenses, permits or accreditations held by Applicant and/or its employees which are required for Applicant to do business	X	X	X	X	
35.	Provide whatever of the following is relevant:	X	X	X	X	

	Document	SP	P	C	LLC	Included
	a. Lease/rental agreement for business site(s)/office(s), or b. copy of trust deed and/or purchase loan agreement for ownership of business site(s)/office(s), or c. if residence is used for business site/office, a letter so stating.					
36.	Names and addresses of partners (Street, City, State and Zip Code), including position held and percentage of voting stock or ownership of concern		X			
37.	Names and addresses of officers and directors (Street, City, State and Zip Code), including position held and percentage of voting stock or ownership of concern if owner - if not owner, indicate owner			X		
38.	Names and addresses of members and managers, if any (Street, City, State and Zip Code), including position held and percentage of voting stock or ownership of concern if owner - if not owner, indicate owner				X	
39.	Any other documents specifically requested in application or needed to answer application questions	X	X	X	X	

Sworn or Affirmed Affidavit

The undersigned swear(s) or affirm(s), under penalty of perjury in her state's domicile, that all statements made in this application and supporting documentation are true. Any misrepresentation or omission of information in this application and supporting documentation will be grounds for denial of NWBOC Certification and, if discovered after certification is granted, grounds for decertification.

Applicant acknowledges that there will be site visits to confirm Applicant's status as a woman owned and controlled business and that such site visits may be without advance notice. Applicant agrees to cooperate with the site visitor and make available all relevant information and personnel.

The undersigned agrees to hold harmless NWBOC, any certification committee, or other officers, directors, employees and volunteers from any liability resulting from any action related to its application. Applicant agrees to fully cooperate with NWBOC and respond to all questions and requests for information. Applicant also agrees to respond to future surveys by NWBOC or its certification committees. The undersigned acknowledge(s) that submission of an application does not guarantee NWBOC certification. If certification is denied, NWBOC or its appropriate certification committee will advise Applicant of the reasons for denial, and Applicant agrees to arbitrate any disputes related to denial of NWBOC Certification.

Whether or not certified, Applicant agrees to be bound by all of the terms and conditions of the Standards & Procedures of NWBOC, including the arbitration provision.

Applicant acknowledges and agrees that it will notify NWBOC of a change of ownership and control that could result in Applicant no longer qualifying for NWBOC certification within thirty (30) days of the occurrence of the event and that it will not represent itself to third parties after the occurrence of such event as being certified and acknowledges that its certification will automatically terminate on such change of ownership and control.

Signature	Name	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Next Steps

Upon receipt of the completed application for certification and related documentation, the NWBOC staff will review these documents for completeness. Every attempt will be made to complete the certification process within 90 days. It is important for Applicant to cooperate with

NWBOC and any certification committee to ensure that this deadline can be met. We may call Applicant's contact person with questions and requests for information, and to schedule site visits by a staff, or Certification Committee, member. Applicant may be asked to direct appropriate third parties, such as its attorneys, accountants and other professional advisors to provide and discuss information needed during the certification process.

The Applicant may at any time send a request to NWBOC, or its related certification committee by certified mail, return receipt requested, that its application be withdrawn.

Applicant will be notified of the certification decision in writing.