

DOCUMENTS REQUIRED IN SUPPORT OF APPLICATION FOR REGISTRATION AS AN INUIT FIRM*

SOLE PROPRIETORSHIP

- 1) The name, address, and date of birth of the owner of the business;
- 2) A copy of Form 2 “Declaration of Use of a Business Name” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A completed NTI “Sole Proprietorship Questionnaire”;
- 4) A copy of any business license issued by any municipality in which the business operates;

PARTNERSHIP

- 1) The names, addresses, and dates of birth of each partner;
- 2) A copy of Form 1 “Declaration of Partnership” filed with and approved by the Legal Registries Division of the Department of Justice;
- 3) A copy of the partnership agreement;
- 4) A statement describing the allocation and distribution of earnings of the partnership between the partners;
- 5) NTI Beneficiary Enrollment #
- 6) A copy of any business license issued by any municipality in which the partnership operates;

LIMITED COMPANY (CORPORATION)

- 1) The name, address, and date of birth of each individual shareholder of the corporation;
- 2) If one or more share holders are business entities please provide information, in relation to these business entities, including names, addresses and share holding information
- 3) A sample of the share class, if one or more
- 4)
 - a) The total number of shares of each class issued by the corporation;
 - b) The number of shares of each class held by each shareholder of the corporation;
 - c) A description of which class of shares has voting rights;
- 5) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 6) A copy of any shareholder agreement if any;
- 7) The name and address of each director and officers of the corporation;
- 8) For each person named under paragraph (1), (3), and (6) above, an NTI Beneficiary Enrollment number
- 9) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 10) A copy of the corporation's Articles of Incorporation filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 11) If a corporate applicant was incorporated Federally or outside of Nunavut, a copy of the Articles of Incorporation filed with and approved by the jurisdiction in which the corporation was incorporated, accompanied by a certificate of continuance or a certificate of extra territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice;
- 12) A copy of the corporation's bylaws;
- 13) A copy of any business license issued by any municipality in which the corporation operates;

NOTE:

Where any of the shares of the corporate applicant are held by one or more other corporations, the corporate applicant must submit the information above in relation to every other shareholding corporation.

*****Please note that failure to submit documents required under the appropriate category above, will result in a delay in processing your application for Inuit Firm status.

COOPERATIVE

- 1) If the cooperative does not have share capital, a description of the terms of membership and the basis on which the interest of each member is determined;
- 2) If the cooperative has share capital; the name, address, and date of birth of each individual shareholder/member of the cooperative;
- 3)
 - a) The total number of shares of each class issued by the cooperative;
 - b) The number of shares of each class held by each shareholder of the cooperative;
 - c) A description of which class of shares has voting rights;
- 4) A sample of the share certificate of each class of share;
- 5) If any shares are held in trust, the name and address of the trustee(s) and the name, address, and date of birth of the beneficial owners of the shares;
- 6) The name and address of each director of the cooperative;
- 7) The name and address of each member of the cooperative;
- 8) For each person named under paragraph (2), (5), (7), and (8) above, an NTI Enrollment number
- 9) A certificate of incorporation issued by the Legal Registries Division of the Nunavut Department of Justice;
- 10) A copy of the cooperative's Memorandum of Association filed with and approved by the Legal Registries Division of the Nunavut Department of Justice;
- 11) If an applicant was incorporated federally or outside of Nunavut, a copy of the Memorandum of Association filed with and approved by the jurisdiction in which the cooperative was incorporated, accompanied by a certificate of continuance or a certificate of extra-territorial registration issued by the Legal Registries Division of the Nunavut Department of Justice;
- 12) A copy of the cooperative's bylaws;
- 13) A copy of any business license issued by any municipality in which the cooperative operates;

NOTE:

Where the applicant has associated itself with one or more other cooperatives as a federation, with or without share capital, for the purpose of carrying on a cooperative undertaking, business or industry, the applicant must submit the above information in relation to every other cooperative with which it has associated.