

# NNI Nunavut Business Registry Application

Legal Business Name	
Operating Name(s) <i>If different from legal name</i>	
Resident Manager's Full Name	
Main Office Address	
Legal Registered Office Address	
Operating Community	
Business Type <i>Please circle one</i>	Sole Proprietor / Partnership / Incorporated / Cooperative
Phone	Mailing Address
Fax	Email

Information supplied in this application may be shared with the Designated Inuit Organization, Nunavut Tunngavik Incorporated, for monitoring the implementation and compliance of Article 24 of the Nunavut Land Claims Agreement and the NNI Regulations. For verification purposes, the Government of Nunavut may request confirmation of information from other sources including Nunavut Tunngavik Inc.

**Once approved, it is entirely the responsibility of the business to ensure its online profile accurately reflects its approval status; this includes correct goods listing.**

*I, the undersigned, declare that the information provided in this application is current, correct, and complete. I agree to provide additional information as required, and I further agree to inform the NNI Secretariat in writing of any substantial change(s) in the provided information as soon as reasonably possible. I declare that I comply with, and meet all conditions prescribed by law to conduct business in Nunavut, and in so declaring, I am authorized to do so on behalf of the subject business.*

**Applications may take up to three weeks to be processed.**

Applicant: Name and Title	Signature	Date
<b>Internal Office Use Only</b>		

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1. Do Nunavut Residents control your business?	Y N
2. If your business is incorporated, do Nunavut Residents own all shares?	Y N N/A
3. If your business is a partnership, are all partners Nunavut Residents?	Y N N/A
4. If your business is a sole proprietorship, are you a Nunavut Resident?	Y N N/A
5. If your business is a co-operative, do Nunavut Residents control it?	Y N N/A
6. Does your business undertake the majority of its management and administrative functions related to its Nunavut operations <u>in Nunavut</u> ?	Y N
7. In which community does your business undertake the majority of its management and administrative functions relating to its overall operations? (see page 10 of this application form)	_____ (name of community)
8. How many staff work at this business location?	_____ (# of staff)
9. Does your business have a Resident Manager who resides in the same community as the business you are registering and has final decision-making authority over day-to-day operations of the business?	Y N
<i>A statutory declaration and copy of Nunavut ID will be required from the Resident Manager.</i>	
10. Does your business have any formal agreements that affect ownership or control of the business (ex: shareholder, partnership, management agreements)?	Y N
<i>If yes, we require a list of all existing agreements and a copy of each agreement.</i>	
11. Does your business have any bylaws that affect the control or ownership of the business?	Y N
<i>If yes, we require the most current copy of the bylaws.</i>	

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## SUPPORTING DOCUMENTS

Copies of the following documents are required to complete an NNI Nunavut Business Registry Application.

### For a **SOLE PROPRIETORSHIP:**

- Certified copy of a **Certificate of Status of Business Name** issued by the Department of Justice, Nunavut Legal Registries Office (867) 975-6590
- **Business License** from the local hamlet/municipality
- **Statutory Declaration** and **Nunavut ID** from Owner and Resident Manager

### For a **PARTNERSHIP:**

- Certified copy of a **Declaration of Partnership** issued by the Department of Justice, Nunavut Legal Registries Office (867) 975-6590
- **Business License** from the local hamlet/municipality
- **Statutory Declaration** and **Nunavut ID** from all Owners and Resident Manager

### For an **INCORPORATED BUSINESS:**

- **Certificate of Compliance (annual filings)** issued by the Department of Justice, Nunavut Legal Registries Office (867) 975-6590
- **Articles of Incorporation** issued by the Department of Justice, Nunavut Legal Registries Office (867) 975-6590
- **Business License** from the local hamlet/municipality
- **Statutory Declaration** and **Nunavut ID** from all Owners and Resident Manager
- **Shareholder Register** maintained at the Records Office of the Corporation
- If any, all **agreements** affecting control and ownership of the business
- If any, all **by-laws** affecting control and ownership of the business

### For a **CO-OPERATIVE ASSOCIATION:**

- **Letter of Compliance** issued by the Department of Economic Development and Transportation (867) 975-7800
- **Business License** from the local hamlet/municipality
- **Statutory Declaration** and **Nunavut ID** from Resident Manager
- **List of Members** maintained at the Records Office of the Association
- If any, all **agreements** affecting control and ownership of the business
- If any, all **by-laws** affecting control and ownership of the business

# NNI Nunavut Business Registry Application

## NNI Regulations Economic Sectors of Nunavut

### Agriculture

(Businesses that produce, harvest, or process food products in Nunavut such as wildlife, fish, domesticated livestock and game, dairy products, eggs, poultry, and market crops)

### Arts & Crafts

(Businesses that make or produce arts and crafts including modern activities such as performing artists, professionally organized art festivals, literary artists, multimedia and film artists)

### Construction

(Businesses that develop industrial, commercial and residential infrastructures)

### Fisheries

(Businesses that commercially fish)

### Forestry

(Businesses that commercially harvest forest resources such as processing and manufacturing timber into a variety of products, including site preparation, tree planting, and thinning)

### Manufacturing

(Businesses that produce goods involving substantial transformation of resources into commercial product such as audio recording, bags, banners, benches, bottling, cabinetry, clothing, doors, furniture, luggage, monuments, northern foods, pallets, portfolios, planters, printing, publishers, rubber stamps, sheds, siding, signage, silk screening, tables, tanks, tents, tarps, taxidermy, trusses, tub surrounds, upholstery, windows)

### Minerals, Oil & Gas

(Businesses that prospect, promote and develop mineral property or deposits that businesses that explore and develop explore and develop oil and natural gas resources)

### Trade & Services

(Businesses that provide personal services, professional business services, recreation and retail services, and personal health and social services)

### Transportation, Communications & Utilities

(Businesses such as air transport, truck transport, taxi cabs, radio and television communications, newspapers and magazines, internet, satellite communications, utilities, pipelines, private water services, marine, rail and road transport)

### Travel & Tourism

(This industry is composed of eight tourism trade sectors: Accommodation; Food and Beverage; Adventure Tourism; Transportation; Travel Trade; Events and Conferences; Attractions and Tourism Services)

### Wildlife

(This sector includes activities such as trapping and harvesting wild meat for commercial sales. Wildlife also presents opportunities for recreational hunting as well as non-consumptive activities such as wildlife viewing and photography)

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## Statutory Declaration of Residency

I, \_\_\_\_\_, of \_\_\_\_\_ in Nunavut, do  
(name) (municipality)

solemnly declare that my primary place of residency is

\_\_\_\_\_, Nunavut \_\_\_\_\_;  
(municipality) (residential address)

and over the past 12 months I have spent \_\_\_\_\_ days in  
(number of days)

Nunavut. I make this solemn declaration consciously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Declared before me at \_\_\_\_\_ in \_\_\_\_\_ this \_\_\_\_\_  
(community) (territory)

day of \_\_\_\_20\_\_:

\_\_\_\_\_  
A commissioner for Oaths in and for Nunavut

My commission expires \_\_\_\_\_

# NNI Nunavut Business Registry Application

Before submitting your application form, please take the time to familiarize yourself with the definitions of, “Nunavut Business” and “Local Adjustment.”

Nunavut Business – a business, which complies with the legal requirements to carry on business in Nunavut; and on a biennial basis, demonstrated such compliance and that it meets the following criteria:

- a) is a for profit limited company with 100% percent of the company’s shares beneficially owned by one or more of the following:
  - i. a Nunavut Resident,
  - ii. a Nunavut Business,
  - iii. Nunavut Tunngavik Incorporated,
  - iv. The Nunavut Trust,
  - v. Regional Inuit Organizations, as defined in the Agreement;
- b) Is a co-operative controlled by one or more of the following:
  - i. A Nunavut Resident,
  - ii. A Nunavut Business
- c) Is a sole proprietorship, the proprietor of which is a Nunavut Resident;
- d) Is a partnership of which all partners are Nunavut Residents or Nunavut Businesses.

And the following (i) through (v) applies to the above (a) through (d):

- i) Maintains a registered office in Nunavut by leasing or owning office, commercial or industrial space or in the case of service oriented businesses, residential space, in Nunavut on an annual basis for the primary purpose of operating the subject business;
- ii) Maintains a resident manager that resides in Nunavut and has final decision-making authority over the day-to-day operations for the subject business in Nunavut;
- iii) Conducts the majority of its operations in Nunavut, including its management and administrative functions;
- iv) Has been registered on the NNI Nunavut Business Registry prior to the closing of a Procurement Process; and
- v) Where applicable, is in a position to furnish goods as are listed on its Nunavut Business registration application and is subject to inspection by the responsible department.

Local Adjustment – Applies to a Nunavut Business or an Inuit Firm that complies with the following criteria;

- a) Maintains an approved place of business by leasing or owning office, commercial or industrial space in the community on a year-round basis for the primary purpose of operating the subject business;
- b) Maintains a local resident manager that resides in the Subject Community and has final-decision making authority over the day-to-day operations for the subject business in the Subject Community; and
- c) Undertakes in the Subject Community or Communities the majority of its management and administrative functions relating to its overall operations.