



Application to Qualify as Member-Owned Business under Procurement Policy

The Tsawwassen First Nation (TFN) Procurement Policy (2022) allows preferential treatment in the evaluation of bids by businesses that are at least 25% owned by one or more TFN Members and otherwise qualify for preferential treatment in accordance with TFN’s procedures at the time. Information outlined in Parts 1 to 3 of this form must be submitted to qualify as a “Pre-Qualified Member Business” under the Procurement Policy and receive that preferential treatment.

Submission Instructions: Please submit completed forms (with the required documentation) to BusinessServices@tsawwassenfirstnation.com.

PART 1 OWNERSHIP

Name of Business:	
Contact Person: (Name and Email Address)	

Names of Member Owners* <small>(List all Members with an ownership interest)</small>	Ownership Percentage	Role in the Business
<i>e.g., Jane Smith</i>	<i>15%</i>	<i>Business development, bookkeeping</i>

Additional pages may be attached if required.

*If ownership is through a company or other entity, please indicate that in the table above (e.g. *Jane Smith (owns 75% of ABC Ltd., which owns 50% of the applicant business)*).



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PART 2 DOCUMENTS

Provide PDF copies of the following documents to verify ownership information.

IF YOUR BUSINESS IS A:	SUBMIT THESE DOCUMENTS:
Sole proprietorship	<input type="checkbox"/> Confirmation/evidence of registered business name
Corporation	<input type="checkbox"/> Articles (or other constating documents) <input type="checkbox"/> Shareholders' Agreement (if applicable) <input type="checkbox"/> Central Securities Register (Shareholder's Register)
Partnership or Limited Partnership	<input type="checkbox"/> Partnership or Limited Partnership Agreement <input type="checkbox"/> Names of all partners, and their respective share of ownership If a limited partnership, name of general partner(s) If a Member-Owned <u>Corporation</u> is a partner, provide: <input type="checkbox"/> Articles (or other constating documents) <input type="checkbox"/> Shareholders' Agreement (if applicable) <input type="checkbox"/> Central Securities Register (Shareholder's Register)
Joint Venture	<input type="checkbox"/> Joint Venture Agreement If a Member-Owned <u>Proprietorship</u> is a member of the joint venture, provide: <input type="checkbox"/> Confirmation/evidence of registered business name If a Member-Owned <u>Corporation</u> is a member of the joint venture, provide: <input type="checkbox"/> Articles (or other constating documents) <input type="checkbox"/> Shareholders' Agreement (if applicable) <input type="checkbox"/> Central Securities Register (Shareholder's Register)



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PART 3 CONSENT

Consent for the collection, use or disclosure of personal information must be obtained from all individuals named in your application submission (including individuals named in the documents submitted as part of your application). Have all such individuals complete the form below and submit according to the instructions on page 1 of this document.

Questions about the collection, use or disclosure of this information may be directed to BusinessServices@tsawwassenfirstnation.com.

Consent for the Collection, Use and Disclosure of Personal Information	
Name of Business or Entity:	
Member Owner's Name:	
Declaration:	<p>By signing and submitting this form I authorize the Tsawwassen First Nation (TFN) to collect my personal information to verify member ownership for the business or entity noted above, for the purpose of obtaining preferential treatment under the TFN Procurement Policy.</p> <p>I understand that the personal information collected is used and disclosed under the authority of TFN <i>Freedom of Information and Protection of Privacy Act</i> (FOIPPA) and that TFN Executive Council, staff, and TFN's external consultants, may have access to the information provided.</p>
Signature:	
Date Signed:	