



MBE CERTIFICATION APPLICATION

CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL



FORTUNE 500 COMPANIES, HOSPITALS, UNIVERSITIES, GOVERNMENT AGENCIES AND SAVVY BUYERS FROM ALL BUSINESSES LARGE AND SMALL ARE INCREASINGLY COMPELLED TO **#BUYDIVERSE**. THEY SEEK QUALIFIED, CERTIFIED MINORITY-OWNED BUSINESSES FROM WHICH TO SOURCE PRODUCTS AND SERVICES TO DIVERSIFY THEIR SUPPLY CHAINS, ENHANCE THEIR OFFERINGS, AND IMPROVE THEIR BOTTOM LINES.

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL (NMSDC) **MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION** IS WIDELY ACCEPTED AS THE GOLD STANDARD BY INSTITUTIONAL BUYERS ACROSS THE NATION. OUR MBEs REPRESENT ALL MAJOR INDUSTRIES WITH ANNUAL REVENUES RANGING FROM UNDER \$1 MILLION TO OVER \$5 BILLION. UNLIKE MANY GOVERNMENT CERTIFICATIONS, OURS HAS NO SIZE LIMITATIONS OR PERSONAL NET WORTH CAPS. ChicagoMSDC ALSO ENJOYS RECIPROCAL AGREEMENTS WITH METRA, CITY OF CHICAGO, COOK COUNTY AND THE STATE OF ILLINOIS - CMS.

NMSDC CERTIFIED MBEs ARE ENTERED INTO OUR **NATIONAL DATABASE** USED BY OUR CORPORATE MEMBERS TO SEARCH FOR CERTIFIED VENDORS. OUR CERTIFIED MBEs ALSO ENJOY DISCOUNTS TO OUR EVENTS INCLUDING FREE ADMISSION TO YOUR FIRST **CHICAGO BUSINESS OPPORTUNITY FAIR**. NMSDC CERTIFIED MBEs ARE ELIGIBLE TO PARTICIPATE IN OUR **ONE-ON-ONE MATCHMAKING SERVICES** AND HAVE FULL ACCESS TO OUR TEAM OF EXPERT BUSINESS AND PROCUREMENT CONSULTANTS. GAIN THE **COMPETITIVE ADVANTAGE** AND APPLY TODAY...

IS YOUR COMPANY ELIGIBLE FOR MBE CERTIFICATION?

IS YOUR FIRM A **FOR-PROFIT** BUSINESS?



IS THE **51%** QUALIFYING APPLICANT(S) AN **ETHNIC MINORITY** (AFRICAN AMERICAN, HISPANIC, ASIAN PACIFIC ISLANDER, AMERICAN INDIAN AND NATIVE AMERICAN)?



IS THE **51%** QUALIFYING APPLICANT(S) A **U.S. CITIZEN**?



IS THE **HIGHEST EXECUTIVE TITLED POSITION** WITHIN THE FIRM (CHAIRMAN, CEO, PRESIDENT, MANAGING MEMBER, ETC.) **HELD BY THE ETHNIC MINORITY OWNER(S)** WHO HOLD MAJORITY OWNERSHIP IN THE FIRM?



NMSDC DOES NOT CERTIFY HOLDING COMPANIES. IF THE COMPANY IS A LEGAL FICTION AND OPERATES UNDER AN ASSUMED NAME OF DBA, THE ENTIRE COMPANY WILL BE RECOGNIZED E.G.: JONES ENTERPRISES, INC. DBA CONSTANCE TRANSPORTATION. CONSULT WITH A ChicagoMSDC CERTIFICATION SPECIALIST FOR FURTHER INFORMATION. SELECT "YES" TO VERIFY THAT THE COMPANY APPLYING FOR MBE CERTIFICATION IS **NOT A HOLDING COMPANY**.



IS THE FIRM APPLYING FOR CERTIFICATION **HEADQUARTERED IN THE US**?

IF YOU ANSWERED "YES" TO ALL OF THESE QUESTIONS, YOU ARE READY TO APPLY...



GET CERTIFIED

1 COMPLETE ONLINE APPLICATION

GO TO www.ChicagoMSDC.org TO REGISTER AND APPLY. YOUR APPLICATION MAY BE SAVED IN PROGRESS UNTIL YOU ARE READY TO SUBMIT.

2 PAY APPLICATION FEE

FEE ANNUAL GROSS SALES

\$500	< \$2 MILLION
\$750	\$2 MILLION - \$8 MILLION
\$950	> \$8 MILLION

(NON-REFUNDABLE. PROCESSING OF YOUR APPLICATION WILL BEGIN UPON RECEIPT.)

3 SITE VISIT

A ChicagoMSDC CERTIFICATION SPECIALIST WILL CONDUCT A PERSONAL INTERVIEW OF THE OWNER(S) AT THEIR PLACE OF BUSINESS.

4 COMMITTEE REVIEW

THE CERTIFICATION COMMITTEE REVIEWS ALL APPLICATIONS AND SUBMITS ITS RECOMMENDATIONS TO THE ChicagoMSDC BOARD OF DIRECTORS.

5 BOARD REVIEW

THE ChicagoMSDC BOARD HAS FINAL APPROVAL OF ALL APPLICATIONS. IF THE BOARD REJECTS THE APPLICATION, YOU MAY SUBMIT A LETTER OF APPEAL. IF APPROVED, YOU WILL BE NOTIFIED BY E-MAIL AND POSTAL MAIL.

ANNUAL RENEWAL

FEE ANNUAL GROSS SALES

\$300	< \$1 MILLION
\$675	\$1 MILLION - \$10 MILLION
\$750	\$10 MILLION - \$50 MILLION
\$950	> \$50 MILLION

NEW APPLICATION PROCESSING GENERALLY TAKES 90-120 DAYS. RE-CERTIFICATION PROCESSING TAKES 3-4 WEEKS.

IN A RUSH?
EXPEDITE YOUR APPLICATION FOR \$500

RUSH NEW CERTIFICATION PROCESSING WITHIN 30 DAYS
RUSH RE-CERTIFICATION PROCESSING WITHIN 1 WEEK

APPLYING ON-LINE IS THE FASTEST AND EASIEST WAY TO GET CERTIFIED. IF YOU PREFER TO USE THIS FORM TO APPLY, PLEASE RESPOND TO ALL QUESTIONS AND CAREFULLY REVIEW THE REQUIRED DOCUMENTATION LIST ON PAGE 9. PLEASE NOTE THAT INCOMPLETE APPLICATIONS ARE SUBJECT TO SIGNIFICANTLY LONGER PROCESSING TIMES.

CERTIFICATION INQUIRIES:

GLORIA BLAKE

CERTIFICATION SPECIALIST

312.755.2560

GBLAKE@CHICAGOMSDC.ORG

RE-CERTIFICATION INQUIRIES:

ANGIE ALONSO BELLO

CERTIFICATION SPECIALIST

312.755.2551

AALONSO@CHICAGOMSDC.ORG

NMSDC DEFINITION OF "MINORITY"

A CITIZEN OF THE UNITED STATES WHO IS BLACK, HISPANIC, OR NATIVE AMERICAN. ASIAN PACIFIC WHOSE ORIGINS ARE IN JAPAN, CHINA, THE PHILIPPINES, VIETNAM, KOREA, SAMOA, GUAM, THE U.S. TRUST TERRITORY AND THE PACIFIC ISLANDS, THE NORTHERN MARINAS ISLANDS, LAOS, KAMPUCHEA (CAMBODIA), TAIWAN, BURMA, THAILAND, MALAYSIA, INDONESIA, SINGAPORE, BRUNEI, REPUBLIC OF THE MARSHALL ISLANDS, OR THE FEDERATED STATES OF MICRONESIA. NATIVE AMERICAN MEANS AMERICAN INDIANS, ESKIMOS, ALEUTS, AND NATIVE HAWAIIANS. ASIAN INDIAN AMERICANS INCLUDE UNITED STATES CITIZENS WHOSE ORIGINS ARE FROM INDIA, PAKISTAN, AND BANGLADESH.



MBE CERTIFICATION APPLICATION



APPLICATION DATE

TODAY'S DATE

1-1 APPLICANT INFORMATION

FIRM'S LEGAL NAME

DOING BUSINESS AS (IF DIFFERENT FROM LEGAL NAME)

FEDERAL EMPLOYER IDENTIFICATION NUMBER (9 DIGIT FEIN)

OFFICE TELEPHONE

FAX NUMBER

WEBSITE

1-2 ADDRESS INFORMATION PHYSICAL ADDRESS | NO P.O. BOXES

STREET #1

STREET #2

CITY

STATE

ZIP

MAILING ADDRESS

STREET #1

STREET #2

CITY

STATE

ZIP

1-3 PRIMARY OWNER'S CONTACT INFO. PRIMARY OWNER'S INFORMATION

FIRST NAME

LAST NAME

TITLE

PHONE NUMBER

MOBILE NUMBER

FAX

e-MAIL

ALTERNATIVE KEY CONTACT'S e-MAIL

SECONDARY CONTACT'S INFORMATION

FIRST NAME

LAST NAME

TITLE

PHONE NUMBER

MOBILE NUMBER

FAX

e-MAIL

ALTERNATIVE KEY CONTACT'S e-MAIL

1-4 BUSINESS INFORMATION

GEOGRAPHIC MARKET:

- LOCAL
- REGIONAL
- NATIONAL
- INTERNATIONAL

HAS YOUR FIRM EVER APPLIED FOR CERTIFICATION BEFORE?

- YES
- NO

1-4 BUSINESS INFORMATION CONTINUED

IF YES...

APPLIED BY _____

DATE _____

EXPLANATION:

1-5 MINORITY CERTIFICATE INFORMATION

PLEASE SELECT THE CERTIFICATIONS YOU HAVE. SELECT ALL THAT APPLY.

- SBA-8(a) - MINORITY & WOMEN OWNED BUSINESS CERTIFICATION FOR SMALL DISADVANTAGED BUSINESS
- STATE - EDGE - GLOBAL BUSINESS CERTIFICATION FOR GENDER EQUALITY
- HUB - WOMEN &/OR MINORITY OWNED BUSINESSES IN NC OR TX
- NBFA - NATIONAL BLACK FARMERS ASSOCIATION
- NLFRTA - NATIONAL LATINO FARMERS & RANCHERS TRADE ASSOCIATION
- AFA - ASIAN FARMERS ASSOCIATION
- TNAFA - TRADITIONAL NATIVE AMERICAN FARMERS ASSOCIATION
- NAMWOLF - THE NATIONAL ASSOCIATION OF MINORITY & WOMEN OWNED LAW FIRMS
- WBENC - WOMEN'S BUSINESS ENTERPRISE COUNCIL - WOMEN OWNED & OPERATED BUSINESS CERTIFICATION
- STATE - SWaM - SMALL, WOMEN-OWNED AND MINORITY OWNED BUSINESSES IN VA
- NGLCC - NATIONAL GAY & LESBIAN CHAMBER OF COMMERCE
- ABILITY ONE - FEDERAL PROGRAM - THE LARGEST SOURCE OF EMPLOYMENT FOR PEOPLE WITH DISABILITIES
- USBLN - DISABILITY SUPPLIER DIVERSITY PROGRAM
- DVBE - DISABLED VETERAN BUSINESSES
- NAVOBA - VBE - NATIONAL VETERANS OWNED BUSINESS ASSOCIATION - VETERAN BUSINESS ENTERPRISE
- NAVOBA - SDVBE - SERVICE DISABLED VETERAN BUSINESS ENTERPRISE
- SDVOB - SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISE
- GFSI - GLOBAL FOOD SAFETY INITIATIVE
- ISO 9000/9001 - ORGANIZATION FOR STANDARDIZATION
- ICBA - INDEPENDENT COMMUNITY OF BANKERS OF AMERICA
- FAA - FEDERAL AVIATION ADMINISTRATION
- NAMC - NATIONAL ASSOCIATION OF MINORITY CONTRACTORS
- DOT - DEPARTMENT OF TRANSPORTATION
- NONE OF THE ABOVE

1-6 ANNUAL SALES

PLEASE ENTER ANNUAL SALES FOR THE LAST 3 YEARS. (IF IN BUSINESS LESS THAN ONE YEAR, PROVIDE GROSS RECEIPTS TO DATE, ENTER "0" FOR YEARS NOT IN BUSINESS.)

2016 ANNUAL SALES _____

2015 ANNUAL SALES _____

2014 ANNUAL SALES _____

1-7 COMPANY SIZE

OF FULL TIME EMPLOYEES _____

OF FULL TIME MINORITY EMPLOYEES _____

OF PART TIME EMPLOYEES _____

OF PART TIME MINORITY EMPLOYEES _____

OF CONTRACT (1099) EMPLOYEES _____

OF CONTRACT (1099) MINORITY EMPLOYEES _____

DUN & BRADSTREET NUMBER _____

2-1 BUSINESS STRUCTURE & ACQUISITION

- CORPORATION
- LIMITED LIABILITY CORPORATION OR COMPANY
- LIMITED LIABILITY PARTNERSHIP
- GENERAL PARTNERSHIP
- SOLE PROPRIETORSHIP

DATE WHEN BUSINESS WAS STARTED, ACQUIRED, PURCHASED, OR SECURED. _____

ACQUISITION TYPE

- BOUGHT EXISTING BUSINESS
- STARTED BUSINESS
- MERGER OR CONSOLIDATION
- SECURED A FRANCHISE
- OTHER (PLEASE SPECIFY) _____

BASED ON THE LEGAL ENTITY YOU HAVE SELECTED, PLEASE ENSURE TO ATTACH THE APPROPRIATE TAX FORMS INCLUDING ALL SCHEDULES FOR THE LAST 2 YEARS. NOTE: IF THE PREVIOUS YEARS FEDERAL INCOME TAX RETURNS (INCLUDING ALL SCHEDULES) ARE NOT FILED AT THE TIME OF YOUR APPLICATION SUBMISSION, A CERTIFIED COPY OF YOUR FINANCIAL STATEMENTS (BALANCE SHEET, PROFIT & LOSS, AND INCOME STATEMENT) FOR THE PREVIOUS TAX YEAR MUST BE SUBMITTED AND AN EXECUTED FEDERAL FILING EXTENSION FORM.

BUSINESS STRUCTURE

TAX FORMS

INDIVIDUAL (SOLE PROPRIETORSHIP)

FORM 1040

PARTNERSHIP

FORM 1065F

C CORPORATION

FORM 1120 OR FORM 1120A

S CORPORATION

FORM

PARTNERSHIP LLC

PARTNERSHIP LLC

CORPORATION LLC

CORPORATION LLC

2.2 OWNERSHIP INFORMATION

PLEASE LIST **ALL** OWNERS, PROPRIETORS, PARTNERS, OFFICERS, MEMBERS, DIRECTORS, STOCKHOLDERS, AND MANAGERS. THE NAMES LISTED SHOULD INCLUDE MINORITY GROUP MEMBERS AND NON-MINORITY GROUP MEMBERS.

#1

NAME TITLE

ETHNIC ORIGIN GENDER

CITIZENSHIP YEARS OF OWNERSHIP ROLE OWNERSHIP PERCENTAGE VOTING PERCENTAGE

#2

NAME TITLE

ETHNIC ORIGIN GENDER

CITIZENSHIP YEARS OF OWNERSHIP ROLE OWNERSHIP PERCENTAGE VOTING PERCENTAGE

#3

NAME TITLE

ETHNIC ORIGIN GENDER

CITIZENSHIP YEARS OF OWNERSHIP ROLE OWNERSHIP PERCENTAGE VOTING PERCENTAGE

#4

NAME TITLE

ETHNIC ORIGIN GENDER

CITIZENSHIP YEARS OF OWNERSHIP ROLE OWNERSHIP PERCENTAGE VOTING PERCENTAGE

#5

NAME TITLE

ETHNIC ORIGIN GENDER

CITIZENSHIP YEARS OF OWNERSHIP ROLE OWNERSHIP PERCENTAGE VOTING PERCENTAGE

OWNERSHIP ROLE DESCRIPTIONS

CD = CORPORATE DIRECTOR

CO = CORPORATE OFFICER

CS = CORPORATE STOCK OR SHAREHOLDER

MA = LLC MANAGER (AGENT/EMPLOYEE)

ME = LLC/LLP MEMBER & UNIT HOLDER

PART = GENERAL PARTNER OR PARTNERS

SPROP = SOLE PROPRIETOR

ETHNIC ORIGIN

ASIAN/PACIFIC AMERICAN

ASIAN/INDIAN AMERICAN

BLACK AMERICAN

HISPANIC AMERICAN

NATIVE AMERICAN

WHITE AMERICAN

CITIZENSHIP

BY BIRTH

NATURALIZED CITIZEN

OWNERSHIP & VOTING

OWNERSHIP & VOTING PERCENTAGES MUST **EACH** TOTAL 99, 99.1 OR 100.

2.3 APPLICANT INFORMATION

ARE BUSINESS PREMISES:

- HOME-BASED
- LEASED
- OWNED

WHAT STATE IS THE APPLICANT A LEGAL RESIDENT?

LIST THE SITE ADDRESS(ES) WHERE APPLICANT'S ASSETS ARE LOCATED:

#1

ASSET SITE ADDRESS

CITY, STATE, ZIP

#2

ASSET SITE ADDRESS

CITY, STATE, ZIP

LOCATION OF ADDITIONAL FACILITIES:

#1

ASSET SITE ADDRESS

CITY, STATE, ZIP

#2

ASSET SITE ADDRESS

CITY, STATE, ZIP

2.4 MANAGING EMPLOYEES

PLEASE LIST **ALL** OFFICERS, MEMBERS OR KEY EMPLOYEES RESPONSIBLE FOR MANAGING EMPLOYEES (e.g.: DAY-TO-DAY MANAGEMENT).

#1

NAME TITLE

ETHNIC ORIGIN

#2

NAME TITLE

ETHNIC ORIGIN

#3

NAME TITLE

ETHNIC ORIGIN

#4

NAME TITLE

ETHNIC ORIGIN

2.5 OWNER CONTRIBUTIONS

LIST CONTRIBUTIONS FROM EACH OF THE OWNERS. **FOR EQUIPMENT VALUE, ENTER THE VALUE OF THE EQUIPMENT CONTRIBUTED. FOR REAL ESTATE VALUE, ENTER THE VALUE OF THE REAL ESTATE USED FOR BUSINESS.**

#1

NAME

INITIAL CAPITAL CONTRIBUTION	EQUIPMENT VALUE	REAL ESTATE VALUE	EXPERTISE (YEARS)
------------------------------	-----------------	-------------------	-------------------

#2

NAME

INITIAL CAPITAL CONTRIBUTION	EQUIPMENT VALUE	REAL ESTATE VALUE	EXPERTISE (YEARS)
------------------------------	-----------------	-------------------	-------------------

#3

NAME

INITIAL CAPITAL CONTRIBUTION	EQUIPMENT VALUE	REAL ESTATE VALUE	EXPERTISE (YEARS)
------------------------------	-----------------	-------------------	-------------------

IF A PROFESSIONAL LICENSE OR PERMIT IS REQUIRED TO PROVIDE THE PRODUCT OR SERVICE, GIVE INFORMATION AS FOLLOWS [THE LICENSE OR PERMIT SHALL BE OWNED BY THE ETHNIC-MINORITY APPLICANT]:

#1

LICENSE HOLDER

LICENSE/PERMIT TYPE LICENSE NUMBER

#2

LICENSE HOLDER

LICENSE/PERMIT TYPE LICENSE NUMBER

DOES YOUR COMPANY SHARE ANY RESOURCES WITH ANY OTHER FIRM OR INDIVIDUAL (OFFICE FACILITIES, STORAGE SPACE, EQUIPMENT, PERSONNEL, INVENTORY, FINANCING, ETC.)?

- YES IF YES, PLEASE IDENTIFY AND EXPLAIN FULLY:
- NO

IS THE SP, MEMBER/MANAGER, OFFICER/DIRECTOR, PARTNER OR EMPLOYEE OF THE APPLICANT FIRM ASSOCIATED WITH ANY OTHER BUSINESS THAT WILL BENEFIT FROM THIS CERTIFICATION?

- YES IF YES, EXPLAIN FULLY AND IDENTIFY THE BUSINESS OR PERSON WITH WHOM YOU HAVE AN AGREEMENT AND EXPLAIN ANY ORAL OR INTENDED AGREEMENT:
- NO

2.5 OWNER CONTRIBUTIONS CONTINUED

IDENTIFY THOSE INDIVIDUALS [PRINCIPALS (P); NON-PRINCIPALS (NP); AND KEY EMPLOYEES/AGENTS (KE)] WHO ARE RESPONSIBLE FOR THE DAY-TO-DAY OPERATIONS AND POLICY DECISION-MAKING, INCLUDING THOSE WITH PRIME RESPONSIBILITIES FOR:

FINANCIAL DECISIONS

NAME TITLE ETHNIC ORIGIN

SIGNATORY ON MAJOR DOCUMENTS

NAME TITLE ETHNIC ORIGIN

PERSONNEL MANAGEMENT

NAME TITLE ETHNIC ORIGIN

MARKETING/SALES

NAME TITLE ETHNIC ORIGIN

PAYROLL

NAME TITLE ETHNIC ORIGIN

ESTIMATING

NAME TITLE ETHNIC ORIGIN

PURCHASING OF MAJOR ITEMS

NAME TITLE ETHNIC ORIGIN

SUPERVISION OF FIELD OPERATIONS

NAME TITLE ETHNIC ORIGIN

WHO DETERMINES WHAT JOB/PROJECTS ENTERPRISE WILL UNDERTAKE?

NAME TITLE ETHNIC ORIGIN

2.6 PARENT/SUBSIDIARY

DOES THE APPLICANT HAVE ANY SUBSIDIARIES OR AFFILIATES OR IS THE APPLICANT A SUBSIDIARY OF ANOTHER FIRM?

- YES IF YES, PROVIDE THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE SUBSIDIARY, AFFILIATE, OR PARENT COMPANY. ALSO DESCRIBE THE RELATIONSHIP OF THE APPLICANT TO THE SUBSIDIARY.
- NO

NAME
 ADDRESS
 TELEPHONE RELATIONSHIP FEIN

2.6 PARENT/SUBSIDIARY CONTINUED

HAS YOUR FIRM, ITS PARENT COMPANY OR SUBSIDIARY BEEN DENIED CERTIFICATION BY ANY CERTIFYING ENTITY (e.g.: MUNICIPALITY OR ORGANIZATION)?

- YES IF YES, PROVIDE THE NAME OF THE AGENCY OR ORGANIZATION AND THE DATE OF DENIAL
- NO

NAME OF AGENCY/ORGANIZATION DATE

IS THE FIRM, PARENT, BRANCH/SUBSIDIARY CURRENTLY CERTIFIED BY OTHER NMSDC AFFILIATE COUNCILS?

- YES IF YES, PROVIDE THE NAME OF THE COUNCIL AND DATE OF CERTIFICATION.
- NO

NAME OF COUNCIL DATE

IS THE COMPANY BONDED?

- YES IF YES, PLEASE LIST THE COMPANY NAME AND THE DOLLAR AMOUNT OF EACH BONDING OR SECURITY COMPANY.
- NO

#1

COMPANY NAME AMOUNT

#2

COMPANY NAME AMOUNT

IS THE APPLICANT BUSINESS AND/OR OWNER CONCERN INVOLVED IN ANY PRESENT OR PENDING LAWSUIT?

- YES IF YES, PLEASE PROVIDE YOUR EXPLANATION BELOW:
- NO

DOES APPLICANT BUSINESS CONCERN OR ANY PERSON, LISTED UNDER OWNERSHIP, 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 SERVICE, MARKETING, PRODUCTION AND OTHER TYPE OF COMPENSATED SERVICES.

- YES IF YES, PLEASE PROVIDE YOUR EXPLANATION BELOW:
- NO

3.1 NAICS CODES

LOOK UP NAICS CODES AT: WWW.NAICS.COM/SEARCH

LIST UP TO 10 CODES

NAICS CODE #1

NAICS CODE #2

NAICS CODE #3

NAICS CODE #4

NAICS CODE #5

NAICS CODE #6

NAICS CODE #7

NAICS CODE #8

NAICS CODE #9

NAICS CODE #10

3.2 BUSINESS DESCRIPTION & TYPE

IN THE SPACE BELOW, PLEASE GIVE A "CONCISE" DESCRIPTION OF COMPANY'S PRODUCT(S) OR SERVICE(S). THE DESCRIPTION (S) SHOULD FIT WITH APPLICANT'S ANSWER(S) ABOUT NAICS CODE(S) AND CORRESPOND WITH THE RESOURCES (ASSETS) ON THE BALANCE SHEET. TO FUNCTION IN MOST CORPORATE-MEMBER SUPPLY CHAINS IN THE CURRENT ECONOMIC ENVIRONMENT, BUYERS EXPECT SUPPLIERS TO BE AN EXPERT OR PROFICIENT IN SPECIFIC SKILLS. BUYERS ARE NOT LOOKING FOR A 'JACK-OF-ALL-TRADES'. NOTE: DO NOT REFERENCE BROCHURES, FLYERS OR OTHER ATTACHMENTS - YOUR TEXT HAS TO FIT THE SPACE BELOW.

TYPE OF BUSINESS:

- BROKER/AGENTS
- CONSTRUCTION CONTRACTOR
- CONSULTANT/PROFESSIONALS
- DISTRIBUTOR
- MANUFACTURER
- MANUFACTURER REP
- SERVICE CONTRACTOR

3.3 SPECIAL BUSINESS INSTRUCTIONS

IF SOLE PROPRIETOR OR FIRM IS A **DISTRIBUTOR** - AND THE APPLICANT SHALL HAVE WAREHOUSE ASSETS ON THE BALANCE SHEET - THEN PLEASE PROVIDE THE AVERAGE DOLLAR VALUE OF INVENTORY IN THE APPLICANT'S WAREHOUSE.

AVERAGE DOLLAR VALUE OF INVENTORY IN WAREHOUSE

3.4 BASIC EQUIPMENT

IF SOLE PROPRIETOR OR FIRM IS A **MANUFACTURER** - AND THE APPLICANT SHALL HAVE PLANT AND EQUIPMENT ASSETS ON THE BALANCE SHEET - THEN PLEASE LIST BASIC EQUIPMENT AND INDICATE WHETHER EQUIPMENT IS LEASED (ON P&L) OR OWNED (ON BALANCE SHEET).

#1

BASIC EQUIPMENT

LEASED/OWNED

#2

BASIC EQUIPMENT

LEASED/OWNED

#3

BASIC EQUIPMENT

LEASED/OWNED

3.5 BUILDING TRADE CONTRACTORS ONLY- COMPLETE 3.5, 3.8 & 3.9

LICENSE #

UNION AFFILIATION

LICENSE CERTIFICATION

MOST RECENT PROJECT NAME

TRADE SPECIALTY

START DATE

UNION NAME/LOCAL

FINISH DATE

GEOGRAPHICAL AREA

DOLLAR VALUE

3.6 BROKER/AGENTS ONLY

FOR DISTRIBUTORS OR BROKERS, PLEASE PROVIDE A LIST OF VENDORS AND SUPPLIERS.

#1

NAME

SPECIALTY

#2

NAME

SPECIALTY

3.7 MANUFACTURERS

IF SOLE PROPRIETOR OR FIRM IS A **MANUFACTURER'S REPRESENTATIVE**, PROVIDE A LIST OF MANUFACTURERS.

#1

NAME

SPECIALTY

#2

NAME

SPECIALTY

3.8 SUBCONTRACTORS

IF SOLE PROPRIETOR OR FIRM IS A **GENERAL CONTRACTOR**, PROVIDE A LIST OF SUB-CONTRACTORS AND SPECIALTY.

#1

NAME SPECIALTY

#2

NAME SPECIALTY

3.9 GENERAL CONTRACTORS

IF SOLE PROPRIETOR OR FIRM IS A **SUB-CONTRACTOR**, PROVIDE A LIST OF GENERAL CONTRACTORS YOU HAVE WORKED WITH OVER THE LAST 36 MONTHS.

#1

NAME SPECIALTY

#2

NAME SPECIALTY

3.10 TRANSPORTATION INFORMATION

IS THE SOLE PROPRIETOR OR FIRM IN THE TRANSPORTATION OR LOGISTICS SECTOR?

- YES IF YES, PLEASE PROVIDE ADDITIONAL INFORMATION BELOW..
- NO

TRANSPORTATION INFORMATION: OPERATING STATUS

- INDEPENDENT CARRIER
- INSURANCE CARRIER

COMMON CARRIER OPERATING AUTHORITIES:

- INTERSTATE
- INTRASTATE

LIST THE COMMODITIES YOU NORMALLY TRANSPORT:

COMMERCIAL/BUSINESS VEHICLE(S): [PLEASE FORWARD COPIES OF ALL APPLICABLE VEHICLE TITLE AND/OR LEASE AGREEMENTS WITH THIS APPLICATION.

#1

VEHICLES/EQUIPMENT OWNED/LEASED

QUANTITY REGISTRATION NUMBER

#2

VEHICLES/EQUIPMENT OWNED/LEASED

QUANTITY REGISTRATION NUMBER

#3

VEHICLES/EQUIPMENT OWNED/LEASED

QUANTITY REGISTRATION NUMBER

#4

VEHICLES/EQUIPMENT OWNED/LEASED

QUANTITY REGISTRATION NUMBER

#5

VEHICLES/EQUIPMENT OWNED/LEASED

QUANTITY REGISTRATION NUMBER

4.1 PRIMARY CUSTOMER INDUSTRIES

PLEASE SELECT AT LEAST ONE AND UP TO THREE INDUSTRIES IN WHICH YOUR CUSTOMERS FALL.

- ADVERTISING, ENTERTAINMENT, MEDIA AND SPORTS
- AUTOMOTIVE
- CONSUMER PRODUCTS
- FINANCIAL SERVICES
- FOOD & BEVERAGE
- HEALTHCARE
- MANUFACTURING SUPPLIERS
- PETROCHEMICAL AND ENERGY
- PROFESSIONAL SERVICES
- RETAIL AND APPAREL
- TECHNOLOGY
- TRANSPORTATION
- UTILITIES

4.2 CUSTOMER REFERENCES

PROVIDE THREE (3) CURRENT CUSTOMER REFERENCES:

#1

COMPANY NAME

ADDRESS

CITY | STATE | ZIP

BUYER

PHONE

PRODUCT/SERVICE

DOLLAR VOLUME (\$)

#2

COMPANY NAME

ADDRESS

CITY | STATE | ZIP

BUYER

PHONE

PRODUCT/SERVICE

DOLLAR VOLUME (\$)

#3

COMPANY NAME

ADDRESS

CITY | STATE | ZIP

BUYER

PHONE

PRODUCT/SERVICE

DOLLAR VOLUME (\$)

4.3 BANK REFERENCES

PROVIDE TWO CURRENT BANK REFERENCES:

#1

NAME OF INSTITUTION

BUYER

PHONE

ADDRESS

CITY | STATE | ZIP

PRODUCT/SERVICE

DOLLAR VOLUME (\$)

#2

COMPANY NAME

ADDRESS

CITY | STATE | ZIP

BUYER

PHONE

PRODUCT/SERVICE

DOLLAR VOLUME (\$)

5.0 SURVEY

HOW DID YOU HEAR ABOUT THE CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL?

- ChicagoMSDC MBE
- EVENT OR PRESENTATION
- CORPORATE MEMBER
- NEWSPAPER | RADIO | TELEVISION
- OTHER PLEASE SPECIFY:

ATTACHMENT CHECKLIST

PROVIDING PROPER DOCUMENTATION IS REQUIRED FOR MBE CERTIFICATION. FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION. PLEASE SUBMIT ONLY REQUIRED DOCUMENTS IN CHRONOLOGICAL ORDER. THE SUBMISSION OF A NEATLY ORGANIZED APPLICATION ACCOMPANIED WITH THE REQUIRED DOCUMENTS WILL EXPEDITE THE PROCESSING OF YOUR APPLICATION. PLEASE PROVIDE AN EXPLANATION FOR ANY DOCUMENTATION YOU CANNOT PROVIDE. INCOMPLETE APPLICATIONS WILL PROMPTLY BE RETURNED.

ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- FICTITIOUS BUSINESS STATEMENT (IF APPLICABLE)
- PROOF OF U.S. CITIZENSHIP FOR ALL OWNER(S), PARTNERS, SHAREHOLDERS (U.S. PASSPORT, U.S. NATURALIZATION CERTIFICATE, U.S. BIRTH CERTIFICATE) * IF DOCUMENT(S) ARE IN A DIFFERENT LANGUAGE OTHER THAN ENGLISH ITEMS NEED TO BE TRANSLATED & NOTARIZED
- PROOF OF ETHNICITY FOR ALL OWNER(S), PARTNERS, SHAREHOLDERS (BIRTH CERTIFICATE, PARENT.S BIRTH CERTIFICATE AND/OR DEATH CERTIFICATE) * IF DOCUMENT(S) ARE IN A DIFFERENT LANGUAGE OTHER THAN ENGLISH ITEMS NEED TO BE TRANSLATED & NOTARIZED
- TWO YEARS OF BUSINESS TAX RETURNS (*2 YEARS OF PERSONAL TAX RETURNS IF BUSINESS IS LESS THAN 1 YEAR) ACCEPTABLE BUSINESS TAX FORMS: FORM 1040, FORM 1065, FORM 1065F, FORM 1120, FORM 1120A OR FORM 1120
- FINANCIAL STATEMENTS (PROFIT & LOSS, STATEMENT OF CASH FLOWS, BALANCE SHEET). FINANCIAL STATEMENTS MUST BE PREPARED ACCORDING TO GAAP STANDARDS (GENERALLY ACCEPTED ACCOUNTING PRINCIPLES) AND SIGNED BY THE PRESIDENT.
- NOTES PAYABLE (IF ANY)
- APPLICABLE OPERATING BUSINESS LICENSE AND/OR PERMITS
- BUSINESS LEASE AGREEMENTS(S) (IF HOME BASED, SUBMIT SECURITY DEEDS, TITLE DEED, PROPERTY TAXES AND/OR LEASE AGREEMENT)
- CURRENT RESUME(S) OF ALL OWNER(S), PARTNERS OR SHAREHOLDERS (INCLUDE EDUCATION, TRAINING AND EMPLOYMENT DETAILS)
- EQUIPMENT RENTAL AND PURCHASE AGREEMENTS (IF APPLICABLE)
- CONTRACT OR WORK HISTORY FOR THE PAST THREE YEARS (IF APPLICABLE) (NAME/CONTACT, TYPE OF WORK PERFORMED OR TYPE OF CONTRACT RECEIVED)
- EQUIPMENT OWNED OR AVAILABLE (INCLUDE DESCRIPTION OF EQUIPMENT, YEAR ACQUIRED, AND CURRENT VALUE)
- PROOF OF BONDING CAPACITY (IF APPLICABLE)
- BANK SIGNATURE CARD (COPY SIGNATURE CARD OR LETTER FROM BANK INDICATING AUTHORIZED SIGNERS)
- INDIAN/NATIVE AMERICANS BLOOD DEGREE CERTIFICATE (I.E. TRIBAL REGISTRY LETTER, TRIBAL ROLL REGISTER NUMBER) [IF APPLICABLE]
- \$500/\$650/\$950 NON-REFUNDABLE PROCESSING FEE

LLCs SUBMIT:

- INCOME STATEMENT
- ARTICLES OF ORGANIZATION
- OPERATING LICENSE
- OPERATIONAL AGREEMENT OR ORGANIZATIONAL AGREEMENT

PARTNERSHIPS SUBMIT:

- PARTNERSHIP AGREEMENTS
- CURRENT PARTNERSHIP
- BUY OUT RIGHTS
- THIRD-PARTY AGREEMENTS: MANAGEMENT SERVICE AGREEMENTS
- PROFIT SHARING
- PROOF OF CAPITAL INVESTMENT

CORPORATIONS SUBMIT:

- ARTICLES OF INCORPORATION
- CURRENT STOCK LEDGER
- MINUTES OF FIRST BOARD MEETING
- CORPORATE BY-LAWS
- COPIES OF STOCK CERTIFICATE (FRONT AND BACK)
- PROOF OF STOCK PURCHASE



CERTIFICATION PAYMENT AUTHORIZATION FORM

TODAY'S DATE

CREDIT CARD INFORMATION

- AMERICAN EXPRESS DINERS CLUB/CARTE BLANCHE DISCOVER
 MASTER CARD VISA

COMPANY

CONTACT

BILLING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

E-MAIL ADDRESS

CREDIT CARD NUMBER

EXPIRATION DATE

VERIFICATION CODE

CARDHOLDER'S SIGNATURE *(ChicagoMSDC will not process payment without cardholder's signature)*

CARDHOLDER'S NAME (TYPED/PRINTED)

ENCLOSED, PLEASE FIND MY CHECK FOR \$_____ PAYABLE TO ChicagoMSDC.

RETURN TO:

ChicagoMSDC
105 W. Adams Street
Suite 2300
Chicago, IL 60603
Attn: Finance Department

FAX: 312-755-8892
E-MAIL: GBLAKE@ChicagoMSDC.ORG

If you have any questions, please contact ChicagoMSDC at 312-755-8880.