



CGLCC Supplier Diversity Assessment Documentation Checklist

Read carefully to prepare for your CGLCC Supplier Diversity Assessment

All required documents must be available in digital format for review by and with the Assessor review during the assessment interview.

If all required documents are not available in digital format during the assessment, the assessment may be cancelled with forfeiture of all associated fees.

If there are missing documents, incomplete information, or discrepancies in documents to support ownership and control, recommendation for certification will be delayed. Additional fees will be charged for follow-up and reassessment of additional or revised documents.

Therefore, we recommend that you prepare all documents in digital format before scheduling your assessment. Create a Google Drive shared folder – titled “[your company name], CGLCC Certification”. Organize subfolders titled as following and add required documents to the applicable subfolder.

A. Owner, partner, director, shareholder identification and experience

- Proof of Canadian Citizenship or Permanent Residency (passport, birth certificate, immigration documents, Canadian Provincial Driver’s License).
- Resume, bio, or LinkedIn profile for each owner, partner, director, and shareholder.
- Business contract history for the past three years: client name, contact information, and description of contract or work performed.
 - Applicants in business less than three years are required to provide contract history for period of operation and/or purchase orders or agreements with clients.

B. Proof of LGBT identity of each owner, partner, director, and shareholder

- Please refer to the document “CGLCC LGBT Status Qualifiers” for a list of acceptable documentation

Critical Note: “Ownership, management, and control” must constitute a minimum of 51% LGBT identified persons with officer roles and voting rights within the company.

Important: Some corporate and partnership structures may be complex and/or may be owned by a holding company or a trust. If there is any doubt regarding the ability to prove 51% ownership and control by LGBT persons, please consult with your lawyer and/or your accountant.

C. Financial statements

Financial statements are reviewed to verify the Gross Revenues entered on the application, verify capital stock (Shareholders Equity) and to demonstrate business viability, fiscal responsibility, and implementation of recognized accounting practices. Financial statements produced internally without review by a “certified accountant” (CPA, CA, CGA) are not accepted.

- The following is required for corporations:
 - Financial statements with “Notice to Reader” prepared by a certified accountant (CPA, CA, CGA)
 - for one year preceding the application for the time that the applicant has been in business if less than one full accounting year.
 - for any holding companies, subsidiaries, and/or affiliates of the applicant for the same period of time.
- The following is required new businesses* operating less than one year (*corporations, *partnerships, and *sole proprietors):
 - An opening balance sheet and income projection prepared by a certified accountant (CPA, CA, CGA).
 - A letter on official letterhead signed by a certified accountant stating that the accountant has been engaged by the applicant and that the accountant testifies that the applicant is a viable business concern.
- The following is required for a registered sole proprietor or a partnership:
 - Three years of personal income tax returns plus T2125 Statement of Business and Professional Activities for the years as registered business entity.
 - Current year financial statements or one year since partnership inception as applicable.

D. Incorporation, Partnership, Sole Proprietor documents

Corporation:

Corporate documents are often held, maintained, and regularly updated by the corporation's lawyer. The collection of these documents is often referred to as the Minute Book. These documents are reviewed to assess the corporate structure and to verify majority ownership and control by LGBT persons. Director and shareholder voting rights are examined for consistency and alignment with the capital stock (Shareholders Equity) in the financial statements.

- Certificate of Incorporation
- Articles of Incorporation (Articles)
- Changes to the Articles
- Corporate bylaws in addition to or to support bylaws specified in the Articles
- Resolutions and Minutes of 1st and most recent Board Meetings which may include:
 - Resolutions of the Sole Director (as applicable)
 - Resolutions of the Shareholders
 - Share Subscription
- CURRENT Directors Register & Officers List (also known as List of Directors) in addition to or to support those identified in the Articles
- CURRENT Shareholders Register (also known as List of Shareholders)
- Securities Registers (Proof of stock purchases and transfers)
- Shareholder Agreements (as applicable)
- Share Certificates (also known as Stock Certificates)
- Bank Authorization Letter (Signature Card)
- Evidence of federal business number and tax accounts (Notice of Assessment for HST is acceptable)

Partnership:

Partnership documents are reviewed to assess the current partnership structure and to verify majority and control by LGBT persons. The following documents are examined for consistency and alignment with Owners' Equity in the financial statements and partner rights.

- Business Registration in the Province of operation
- Evidence of federal business number and tax accounts (Notice of Assessment for HST is acceptable)
- Description of Current Partnership Structure
- Partnership Agreements
- Proof of capital investment
- Profit Sharing Agreements
- Dissolution Agreements with Buy-Out Rights
- Third-party Agreements, Management Service Agreements (as applicable)
- Business Licences and permits as required
- Proof of Bonding or Insurance as required
- Other documents as may be requested by the Assessor

Sole Proprietor:

Most businesses need to register with the provinces and territories where they plan to do business. In some cases, sole proprietorships operating under the name of the business owner do not need to register.* The Assessor will review documents based on registration requirements for the provinces or territories where business is conducted. Sole Proprietor documents are reviewed to assess and verify sole ownership and control by an LGBT person. The following documents are examined for consistency and alignment with the owner's Income Tax Return.

- Business Registration in Provinces where required*
- Evidence of federal business number and tax accounts (Notice of Assessment for HST is acceptable)
- Business Licences and permits as required
- Proof of Bonding or Insurance as required
- Business bank account
- Other documents as may be requested by the Assessor