

SUPPLIER **DIVERSITY**

Document Submission Guidelines
For Sole Proprietors

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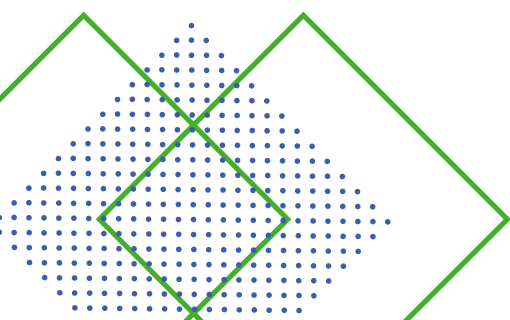
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GETTING STARTED

Read carefully to prepare for your CGLCC Supplier Diversity Assessment

The Following document Is intended to help you gather all the required supporting documentation for the certification of your business. The following list also provides a brief description as to why the requested document is required.

All required documents must be available in readable digital format for efficient review by the Assessor prior to and during the assessment interview.

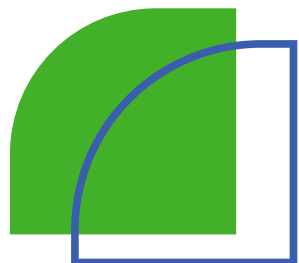


If all required documents are not available in appropriate digital format prior to the assessment, the assessment may be cancelled with forfeiture of all associated fees.

If there are missing documents, incomplete information, or discrepancies in documents to support ownership, operation, 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 and organize all documents in digital format before scheduling your assessment. Create a Google Drive or Dropbox shared folder – titled “[your company name], CGLCC Certification”. Organize subfolders titled as following and add required documents to the applicable subfolder.

The documents that are submitted during this process are intended to create a snapshot of the current structure of your business. Any changes to your business (incorporation, name changes, rebranding, etc.) should happen before or after you are certified. It is not recommended that the certification process be initiated while changes to your organization are underway as it can complicate your application.





A Quick Guide to CGLCC Document Submission

Document Preparation

Get Ready! Gather all your necessary documents. Make sure they're complete, clear, and scanned. Think of it as gathering the pieces of your success puzzle!

Choose Your Cloud

Your Digital Space! Pick a cloud storage service like Google Drive, Dropbox, or OneDrive. Choose the one that feels like home for your documents

Upload & Organize

Sort It Out! Upload your documents. Now, organize them into specific subfolders for easy navigation.

Example: Create folders like "Ownership Proof," "Operational Control," and "Financials" to keep things tidy!

Grant Access

Share with Care! Adjust your drive's settings to provide read-only access to supplierdiversity@cglcc.ca. It's like giving a key to a trusted friend, but keeping the master key with you!

Confirmation & Review

Almost There! Notify the CGLCC team about your submission. Sit back and relax while we confirm receipt and review your documents. We'll reach out if we need anything more.

- Folder A -


• Owner, partner, director, shareholder identification and experience

- These documents are required to attest that the applying business is an active and authentic business that is owned, operated, and controlled by Canadian citizens or permanent residents.

	Requirement	Reason
<input type="checkbox"/>	Proof of Canadian Citizenship or Permanent Residency for the owner(s) (passport, birth certificate, immigration documents,). At least one piece of photo ID. Must be valid and current.	<i>Business owners must be a Canadian Citizen or Resident in order to be certified with the CGLCC.</i>
<input type="checkbox"/>	Resume, bio, or link to LinkedIn profile for each owner, partner, director, and shareholder.	<i>These documents show evidence of the owners' direct involvement and management of the business</i>
<input type="checkbox"/>	<p>Business contract history for the past three years: client name, contact information, and description of contract or work performed. This could be either a written summary, contracts, or invoices.</p> <ul style="list-style-type: none"> ◦ 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. 	<i>We use this information to verify your business is an operating entity providing goods or services.</i>

- Folder B -

- **Proof of LGBTQ identity of each owner, partner, director, and shareholder**
 - These documents are required to attest the LGBTQ status of individuals who own, operate, and control the applying business.

	Requirement	Reason
	<p>Please refer to the document “CGLCC LGBTQ Status Qualifiers” for a list of acceptable documentation</p> <ul style="list-style-type: none"> • Critical Note: “Ownership, management, and control” must constitute a minimum of 51% LGBTQ 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, operation, and control by LGBTQ persons, please consult with your lawyer and/or your accountant. 	<p><i>CGLCC requires proof of LGBTQ status in order to meet certifying criteria. The CGLCC only certifies for profit companies that are at least 51% owned, operated, and controlled by a member or members of the LGBTQ community. For more information on the certifying bodies for other diverse owned businesses please see SDAC Canada</i></p>

- Folder C -

- **Financial statements (Income Statement and Balance Sheet) and Tax Returns**

- These documents are required to attest the business is in a position to work with our Corporate Partners. Financial statements include the full package of Income Statement, the Balance Sheet, and applicable Notes. Financial Statements are reviewed to verify the Gross Revenues entered on the application, verify capital stock (Shareholders Equity), identify associated or related companies when applicable.

	Requirement	Reason
<input type="checkbox"/>	<p><i>If the applying business is a registered sole proprietor or a partnership:</i></p> <ul style="list-style-type: none"> • <i>Three years of personal income tax returns plus T2125 Statement of Business and Professional Activities for the years as a registered business entity.</i> • <i>Current year financial statements or one year since partnership inception as applicable</i> 	<p><i>Financial statements provide evidence that you are conducting business as described in the application. Governance document and financial information are used collectively to verify the ownership, management and control by LGBTQ owners. Please note that the assessment process does not evaluate the company's profitability, financial viability or ability to undertake contracts. This is the purview of a buyer. - CGLCC is able to provide alternative submission options for sensitive supporting documents upon request. Please contact supplierdiversity@cglcc.ca for more information.</i></p>

- Folder D -


• Sole proprietor documents

- These documents are required to attest that the LGBTQ individuals own, operate, and control at least 51% of the applying business. We acknowledged that certain sizes of companies may not have some of these documents (i.e. Corporate bylaws, or a comprehensive Minute Book. In general, The more documentation you can provide for this section, the better. The documentation provided in part D helps to satisfy the owned, operated, and controlled criteria of the certification process. (For example, Corporate bylaws or minutes from board meetings and resolutions are reviewed to show that there are no restrictions on control placed on the LGBTQ owner or owners.)

	Requirement	Reason
<input type="checkbox"/>	Business Registration in Provinces, as required.	<i>These documents are used to verify that the business is sufficiently registered in the province of operation. CGLCC can only work with businesses that are sufficiently registered.</i>
<input type="checkbox"/>	Evidence of federal business number and tax accounts. A Notice of Assessment issued by CRA is acceptable for this purpose.	
<input type="checkbox"/>	Business Licences and permits as required.	<i>This is a global supplier diversity standard to verify that the business is in compliance within the industry in which it operates. Some businesses require specific insurance coverage and riders.</i>
<input type="checkbox"/>	Proof of Bonding or Insurance as required.	

- Folder D -

- Sole proprietor documents

	Requirement	Reason
	Bank Signature Authorization Document	<i>The bank signature authorization document issued by your bank shows who has signing authority on the accounts of the company including any special instructions and conditions. This document also corroborates your day-to-day involvement and control of operations. In rare cases where there is an additional signer on a sole proprietor business account, the assessor will assess any risk to control of the company by the LGBTQ owner.</i>

WHAT'S NEXT



Your Documents Are Reviewed By Our Team

At this stage our Supplier Diversity team will review your documentation to ensure all required items have been received. This is a high level overview, a deeper review will be conducted by our third party assessors.



You Will Be Connected With A Third Party Assessor

we will schedule a 90 minute virtual assessment with vetted third-party assessor. They will review your documentation, and ask any questions they may have pertaining to your application. Assessments take approximately 90 minutes, however it is recommended that you set aside 2 hours for the meeting. We also recommend you allot yourself some prep time immediately before your virtual assessment. Your assessor will then deliver an assessment report back to CGLCC.



Your Application Is Brought Before The Certification Committee

As a final step, our supplier diversity team bring your application before our certification committee. The committee will review your application and take a final vote on certification. Our supplier team will then connect with you on next steps.

**A detailed Flow Chart of the Certification process has
been included in the following pages**

QUESTIONS?

Please direct any inquiries to:

- Certification related: supplierdiversity@cglcc.ca
- All other inquiries: office@cglcc.ca

Contact CGLCC



1-866-300-7556



office@cglcc.ca



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