



CGLCC Supplier Diversity Assessment Documentation Checklist

Read carefully to prepare for your CGLCC Supplier Diversity Assessment

All required documents including ownership, shareholder, and financial information must be available for assessor review during the assessment interview. If documents are not available during the assessment, the assessment will be cancelled with forfeiture of all associated fees. An additional fee will be charged for rescheduling an assessment and/or for follow-up due to missing documents. Therefore, it is recommended that you prepare all documents in digital format prior to scheduling your assessment.

A. Owner, partner, shareholder identification and experience

- Proof of Canadian Citizenship or Permanent Residency (passport, birth certificate, immigration documents).
- Resume(s) of owner(s), partners or shareholders.
- Contract or work history for the past three years: name/contact type of work performed or type of contract received.

B. Proof of LGBT identity of owner(s), partners, shareholders (must be a minimum of 51%)

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

C. Financial statements

- Financial statements prepared by a chartered accountant for one year preceding the year of application OR for the time that the applicant has been in business if less than one year.
- Financial statements prepared by a chartered accountant for any holding companies, subsidiaries, and/or affiliates of the applicant for the same period of time.
- If applicant is a new business, provide an opening balance sheet and income projection prepared by a chartered accountant or a statement by a chartered accountant stating the applicant is a viable business concern.

D. Incorporation and/or partnership documents

Corporation:

- Articles of incorporation
- Certificate of corporation
- Minutes of 1st and most recent board meeting
- Copies of stock certificates
- Current stock ledger
- Corporate bylaws
- Proof of stock purchase

Partnership:

- Partnership agreements
- Buy out rights
- Profit sharing agreements
- Current partnership
- Financial statements – current year or since partnership inception
- Third-party agreements/management service agreements
- Proof of capital investment

E. Other documents as applicable and as requested by assessor (including, but not limited to)

- Applicable Operating Business License and/or permits
- Proof of Bonding Capacity