

# DOCUMENTATION REQUIREMENTS FOR CERTIFICATION

NOTE: All documents will be treated with the utmost security and confidentiality.

## TO VERIFY OWNERSHIP *(Requirements differ by business structure)*

### SOLE PROPRIETOR

- Passport, birth certificate or other acceptable identification
- Most recent tax returns
- Current profit and loss statement, or other

### CORPORATION

- Passport or birth certificate or other acceptable identification for all women on application
- Ownership structure
- Resume/biography of owner(s) and senior management
- Certificate of incorporation
- Articles of association or equivalent document e.g. partnership deed or governance documents
- Most recent tax returns
- Current profit and loss statement and other financials
- Bank account authorization

### PARTNERSHIP

- Passport or birth certificate or other acceptable identification for all women on application
- Ownership structure
- Resume/biography of owner(s) and senior management
- Articles of association or equivalent document e.g. partnership deed or governance documents
- Most recent tax returns
- Current profit and loss statement and other financials
- Bank account authorization

### LIMITED LIABILITY COMPANY

- Passport or birth certificate or other acceptable identification for all women on application
- Ownership structure
- Resume/biography of owner(s) and senior management
- Articles of Organization
- Most recent tax returns
- Current profit and loss statement and other financials
- Bank account authorization

## GENERAL DOCUMENTATION



Non-refundable processing fee paid by credit card



Resumes of all owners, board of directors, and key management team



Power of Attorney that affects ownership/management of company



Passport, birth certificate or other acceptable identification

## FINANCIAL STRUCTURE



### FINANCIAL STATEMENTS FOR THE BUSINESS *(Mandatory)*

- Profit & Loss Statement
- Balance Sheet that aligns with the most recent tax return submitted



### MOST RECENT TAX RETURNS *(Mandatory)*

- Submit past two years + current years tax returns
- For businesses less than three years old, substitute personal federal income tax returns for the appropriate number of years with all schedules and statements attached. When submitting personal tax returns, you may black out all social security numbers and all dependent names
- If personal tax returns are being submitted, personal tax returns must be submitted by any individual that owns 10% or more of the company



### BANK AUTHORIZATION LETTER *(Mandatory)*



### PROOF OF CAPITAL AND/OR EQUITY INVESTMENT BY FEMALE OWNER(S) *(Mandatory if applicable)*

## GOVERNANCE *(Requirements differ by business structure)*



### SOLE PROPRIETOR

- Assumed Name Documents



### CORPORATION

*Note: Owning the company 100% does not exempt the owner from providing stock certificates.*

- Certificate of Incorporation
- Articles/Charter of Incorporation *(Mandatory)*
- Current corporate bylaws with all amendments *(Mandatory)*
- Both sides of ALL stock certificates issued, including voided and/or canceled *(Mandatory)*
- Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal



### PARTNERSHIP

- Partnership Agreements *(Mandatory)*
- Buy-Out Rights Agreement
- Profit Sharing Agreements



### LIMITED LIABILITY COMPANY

- Articles of Organization or Articles of Formation and any amendments *(Mandatory)*
- LLC Regulations, Operating Agreement and/or Member Agreement *(Mandatory)*
- Member List with Titles and gender *(Mandatory)*