

DOCUMENTATION REQUIREMENTS FOR CERTIFICATION

NOTE: All documents will be treated with the utmost security and confidentiality. Please redact/blackout Personally identifiable information (PII) such as passport and ID Numbers from documents.

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 applicable financial documents
- Business registration document if applicable

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)*

Upload one of the following or an equivalent document:

- Master Client Agreement/Signature Card/Bank Resolution Letter (with PII redacted)
- Bank Confirmation of Authorized Approvers (with PII redacted)
- Corporate Secretary Certificate Listing Authorized Approvers (with PII redacted)
- Notarized Bank Authorization Letter (if other options unavailable)



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)*