

# QUALIFYING CERTIFICATE

## Application Checklist

Applicant: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

No. of Copies Submitted: \_\_\_\_\_ (Original plus 4 copies req'd)

- 1. Completed Qualifying Certificate Application (CDA QC Form 1)
  - Funds to Be Invested in Project: Additional Activity Worksheet (CDA QC Form 2), if applicable
- 2. Current Balance Sheet(s) of Applicant(s) or its Principal(s) (Exhibit 1)
- 3. Certified Copies of Business Organization Documents (i.e. Articles of Incorporation, Bylaws, Certificate of Incorporation or Certificate of Authority, Partnership Registration Form, Partnership Agreement, Trust Agreement, etc.) (Exhibit 2)
- 4. CNMI Business License (Exhibit 3)
- 5. Business Plan (Exhibit 4), including:
  - Market Analysis
  - Direct/Indirect Impact to Industry & Community
  - Project Description
  - Company Portfolio with Goals & Objectives
  - Number of Employees
  - Employee Benefits Package
  - Multi-Year Financial Plan for the years benefits to be received, including:
    - Income, Balance, and Cash Flow Statements
    - Financial Forecast and Assumptions

- 6. Land Documents, including:
  - Recorded Maps showing Project Location and Lot Description (Exhibit 5a)
  - Recorded Land Documents showing Ownership Interest and, if applicable, Current Title Report (Exhibit 5b)
  - Lease Agreement, if Property being Leased (Exhibit 5c)
- 7. Certificate of Tax Compliance (Exhibit 6)
- 8. Economic Impact Study showing the importance of the proposed activities to the economy of the CNMI and to the official economic policies of the CNMI government (Exhibit 7)
- 9. Statement of Entitlement (Exhibit 8)
- 10. Statement of Benefits to the CNMI (Exhibit 9)
- 11. Notarized Affidavit of Qualifying Certificate Applicant (CDA QC Form 3)
- 12. Authorization to Release Information (CDA QC Form 4)

For applications to amend existing Qualifying Certificate, the following additional documents are required:

- 13. Original Qualifying Certificate No.: \_\_\_\_\_
- 14. Explanation of Reason for Amendment (Exhibit 10)

**NOTE: Additional information may be required depending on the specific industry of the applicant.**

**Applicant will be notified when application is certified complete.**

For Office Use Only		
Reviewed by: _____	Date Reviewed: _____	Date Client Contacted: _____