

Puyallup Tribe of Indians
Tribal Employment Rights Office
Tribal Employment Rights Ordinance



Application for Certification
As An Indian Preference Firm

1423 E 29th St | Tacoma, WA | 98404
Office: (253) 573-7846 | Fax: (253) 680-5997

Please use this checklist when completing your TERO application for Indian Preference

- Business profile & valid License
- Type of ownership & % of Indian ownership
- Provide for each owner
 - Name, position in firm & resume
 - Proof of Tribal enrollment
 - Two Forms of ID
 - Percent of ownership & voting control
 - Amount and method of investments in firm
- * If loan or promissory note, indicate source and any outstanding balances **
 - Current or past ownership interest in other firms
- Current balance report
 - Detailed summary indicating capital/profit distribution process
 - Outstanding balances and party liable for payment
 - Stocks & process for distribution
 - Any arrangements intended to provide payment to owners beyond regular compensations provided to employees
- Agreements entered into between owners and/or third parties
- Other TERO's where firm has applied for certification, status of application
- * If firm was denied certification through any TERO, list grounds for denial**
- Valid insurance & bonding coverage, carrier must be identified
- Itemized inventory list for all items valued at \$300.00 and above (when purchased new)
- Original application with all required enclosures (Copies are not accepted

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1. FIRM IDENTIFICATION

Name of firm: _____
Exactly as you want it to appear on all documents

Address: _____

Business Phone: () _____ Fax Number: () _____
E-mail or Website: _____

Contact Person: _____ Phone: () _____
Tribal affiliation: _____
Enrollment number: _____

Date of Submission: _____

Single business: _____ Joint Venture: _____

Type of business (list all areas of business in which the firm intends to engage):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Federal ID No: _____ Puyallup Tribes Business No: _____

SBA 8(a) Certification No: _____ Exp: _____

Other Certifications: _____

Number of employees: _____ Number of Indian employees: _____

Year business was established: _____

11. OWNERSHIP

A. Type of ownership (check one)

_____ Sole proprietorship

_____ Partnership (attach a copy of partnership agreement with all amendments since date partnership was created)

_____ Corporation (attach copy of the Certificate of Incorporation, Articles of Incorporations and Bylaws, including all amendments since date of Incorporation.

- B. Percent of Indian ownership: _____ %
- C. Provide for each Indian owner, his or her name, address, tribal affiliation, enrollment number, percent of ownership, amount of investment in the firm, method of investment (cash, equipment, loan or promissory note indicating who the loan is from), percent of voting control and position in the firm.
- D. List for each non-Indian owner, his or her name, address, percent of ownership, amount of investment in firm, method of investment (cash, equipment, loan or promissory note indicating who the loan is from), percent of voting control, position in the firm, name of all other firms in which the owner holds or had held an ownership interest within the past year (other than publicly-held corporations and similar ownerships held solely for investment purposes) or a management position.
- E. List any management fee, equipment rental, bonuses or other arrangements that will provide payment to non-Indian owners beyond their share of profits and salaries, as indicated above.
- F. Describe or attach any stock options or other ownership options that are outstanding and any agreements between owners or between owners and third parties, which restrict ownership or control of Indian owners.
- G. Identify any owner or management official of the named company who is or has been an employee of another company that has an ownership interest in or a present business relationship with the named company; present business relationships include shared space, equipment, financing, or employees as well as both companies having some of the same owners.
- H. Indicate if this company or other companies with any of the same officers have previously received or been denied certification or participation as an Indian preference firm and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.

III. MANAGEMENT

- A. Provide for each owner of more than 5% interest, all senior management personnel and members of the Board of Directors the following:
- Name, address and social security number.
 - If Indian, please include his/her Tribe and enrollment number
 - Present position and description of duties
 - Previous business experience
 - Previous work experience in areas in which the firm intends to engage
 - Other previous work experience
 - Education and training

- Other jobs presently held
- B. Control of company – Identify by name, race, sex and title in the company those individuals (owners and non-owners) who are responsible for the day-to-day management, including but not limited to, those with prime responsibility for:
- Financial decisions
 - Management decisions, such as:
 - Marketing and sales
 - Hiring and termination
 - Purchase of major equipment or supplies
 - Supervision of field personnel

IV. CAPITAL AND EQUIPMENT

A. Equipment – List all equipment, which costs \$300.00 or more when new.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>HOW OBTAINED</u>

B. Capital

- Attach a current balance sheet
- Identify amount and source of original and present capital. (e.g. contributed by owner, bank loan – if loan, indicate name(s) of those legally bound to repay if other than organization).

C. Additional submissions – Each applicant must submit with this application the following:

- List of officers, principal stockholders and directors with mailing addresses and number of shares held by each
- A sworn statement of the proper officer showing:
 - The total number of shares of the capital stock actually issued and the amount of cash paid into the treasury on each share sold; or if paid in property, the kind, quantity and value of the same per share
 - Of the stock sold, how much remains unpaid and subject to assessment
 - The amount of cash the company has in its treasury and elsewhere

- The property, exclusive of cash, owned by the company and its value
- The total indebtedness of the company and the nature of its' obligation

V. CERTIFICATION

I hereby certify that the information provided in this application is true and complete to the best of my knowledge and belief. I further certify that I have read the applicable ordinances, regulations, criteria and procedures of the Puyallup Tribe of Indians and do hereby submit to the jurisdiction provided for therein.

Name of Firm: _____

By: _____
(Signature of Authorized Officer)

Name: _____
(Print name of authorized signer)

Title: _____

For official use only

Received by: _____ Date: _____

Reviewed by: _____ Title: _____

TERO Commission Approved _____ Denied: _____ Date: _____

If denied, reason _____