

# Documents Required List

<p>Company Name Address</p> <p>Photo of Address Visited: Y/N</p>	<p>Additional Addresses:</p>	<p>Factory Address:</p>	<p>EIN#</p>
<p><b>OWNER ELIGIBILITY</b> - Requirements are the same for all business structures. One of the documents requested below must be a photo identification for identify verification purposes.</p> <ul style="list-style-type: none"> <li>• Copy of current U.S. Passport, U.S. Birth Certificate, or Driver's License</li> <li>• Copy of current U.S. Passport, U.S. Birth Certificate, naturalization papers, or Permanent Legal Resident Alien Card (green card)</li> <li>• Photo of one of above</li> </ul>			
<p><b>HISTORY OF BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Give a brief explanation of the start and history of your business, including when, where, why, with whom, and how the business was started/acquired, as well as an explanation of the primary business of the company.</li> <li>• Professional and business license(s) (if applicable)</li> <li>• Owner Names and Biographies</li> </ul> <p><b>FINANCIAL STRUCTURE</b> - Requirements are the same for all business structures</p>			
<p><b>SUPPLY MANAGEMENT INFORMATION</b> - Requirements are the same for all business structures</p> <ul style="list-style-type: none"> <li>• Manufacturing Agreement(s) that involve the parts made for registering company(s), dates of outside contractors.</li> <li>• Submit copies of the following documents that are currently active:             <ul style="list-style-type: none"> <li>○ Management/consulting agreements                 <ul style="list-style-type: none"> <li>▪ Any agreements with individuals and/or vendors who are providing parts/ supplies/raw materials for applicant company.</li> <li>▪ These are agreements that influence the management and/or operations of the applicant company</li> </ul> </li> </ul> </li> </ul> <p><b><u>DO NOT</u> submit client agreements between the applicant company and its customers</b></p>			

	<p><b>PRODUCTS</b> - Requirements are the same for all business structures:</p> <ul style="list-style-type: none"> <li>• List of all products manufactured or supplied by applicant company, to include all Product IDs and UPCs.</li> <li>• Any contracts for manufacturing with outside resources, outside of applicant company.</li> <li>• List of all products submitted for application of American Made Certified Verification, with UPCs</li> <li>• List of all imported products and suppliers, must supply company name, address, and contact information.</li> <li>• Import/Export ID #</li> <li>• List of all Packaging Suppliers</li> </ul>
	<p><b>Sole Proprietorship</b></p> <ul style="list-style-type: none"> <li>• Assumed Name Documents</li> <li>• Fictitious Business Name statement</li> </ul>
	<p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Partnership Agreements</li> <li>• Limited Partnership Certificate</li> <li>• Buy-Out Rights Agreement</li> <li>• Profit Sharing Agreements</li> <li>• If an out-of-state corporation, proof of authority to do business in state where corporation is headquartered</li> </ul>
	<p><b>Corporations</b></p> <p><b>Note:</b> Owners are required, and not exempt, to provide stock certificates and ledger if 100% ownership</p> <ul style="list-style-type: none"> <li>• Articles/Charter of Incorporation</li> <li>• Bylaws with all amendments</li> <li>• Minutes from shareholders' meeting establishing current ownership</li> <li>• Minutes from most recent meeting of shareholders</li> <li>• Stock Transfer Ledger (Record of stock certificates issued and transferred)</li> <li>• Certificate or document stating Good Standing from state in which registered. <ul style="list-style-type: none"> <li>▪ An affiliation is a relationship where 5% or more of a company's stock is held by a parent company</li> <li>▪ A subsidiary relationship is one where 50% or more of a company's stock is held by a parent company</li> <li>▪ If the affiliate/subsidiary company is a certified WBE, please include a copy of the WBE certificate; otherwise, include only the agreement</li> </ul> </li> <li>○ Franchise Agreements (if applicable)</li> <li>○ Union Agreement (if applicable)</li> </ul>
	<p><b>Limited Liability Company</b></p> <ul style="list-style-type: none"> <li>• Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)</li> </ul>

- Articles of Organization or Articles of Formation and any amendments
- LLC Regulations, Operating Agreement and/or Member Agreement
- Member List with Titles and gender
- Schedule of Advances made to LLC by members for the preceding three years
- If an out-of-state LLC, proof of authority to do business in state where LLC is headquartered