



## MEMBERSHIP APPLICATION

Complete all the information below and email a copy to:

memberrelations@ccab.com or fax: 416.961.3995  
Canadian Council for Aboriginal Business  
2 Berkeley Street, Suite 202, Toronto, Ontario M5A 4J5

Organization/ Company:			
Representative Name:		Title:	
Address:	City:	Province:	Postal Code:
Phone:		Fax:	
Email:		Website:	

### MEMBERSHIP CATEGORIES *Patron member benefits are available upon request.*

#### ABORIGINAL BUSINESS MEMBERS

Must be at least 51% Aboriginal owned and controlled  YES  NO

CCAB's definition is intended to correspond with that of the Government of Canada, Procurement Strategy for Aboriginal Business (PSAB).

Are you applying to be a Certified Aboriginal Business (CAB) Member?  
 YES  NO If yes, please proceed to pages 2 - 5

Which of the three recognized Canadian Aboriginal groups is represented in business ownership?  First Nation  Métis  Inuit

#### Membership Category, Number of Employees & Annual Fee

- Aboriginal Business Member: \$350 Annual Fee** - 20 employees or less
- Aboriginal Business Member Plus: \$1,000 Annual Fee** - 21 employees or more, and/or Aboriginal community owned development corporations (EDC)

#### NON-ABORIGINAL BUSINESS MEMBERS

##### Membership Category, Number of Employees & Annual Fee

- Small Business Enterprise Member: \$1,000 Annual Fee**  
5 employees or less, and/or Non-Profit Organization/Charity
- Business Member: \$2,500 Annual Fee**  
6 - 2,499 employees
- Business Member Plus: \$5,000 Annual Fee**  
2,500 - 4,999 employees
- Partner Business Member: \$7,500 Annual Fee**  
5,000 - 9,999 employees
- Partner Business Member Plus: \$10,000 Annual Fee**  
10,000 or more employees
- Patron Member: \$25,000 Annual Fee**  
Unlimited employees

#### Business Type (Choose One):

- |   |  |  |   |
|---|--|--|---|
| <input type="radio"/> Arts/ Entertainment                 | <input type="radio"/> Employment/ Training             | <input type="radio"/> Information Technology | <input type="radio"/> Mining                      |
| <input type="radio"/> Business Services                   | <input type="radio"/> Energy Generation & Transmission | <input type="radio"/> Law                    | <input type="radio"/> Oil & Gas                   |
| <input type="radio"/> Community Economic Development Corp | <input type="radio"/> Finance/ Banking                 | <input type="radio"/> Logistics              | <input type="radio"/> Retail                      |
| <input type="radio"/> Construction                        | <input type="radio"/> Forestry                         | <input type="radio"/> Management Consulting  | <input type="radio"/> Transportation              |
| <input type="radio"/> Consulting Engineer                 | <input type="radio"/> Hospitality                      | <input type="radio"/> Manufacturing          | <input type="radio"/> Other: please specify _____ |
|   |  | <input type="radio"/> Media/ Communications  |   |

#### Membership Terms & Conditions:

Membership fees are payable in advance; non-refundable from the start month of the membership term for twelve consecutive months. All Members are fully responsible and accountable for all actions of, and all charges incurred, by their designated representative. Membership services, privileges, and benefits shall be deemed active from the date of receipt of annual membership fees. **Renewal of Membership:** Fees are payable in full on or before the start of each membership renewal term. **Member Suspension:** Membership services, privileges, and benefits shall be suspended to any Member who is delinquent in payment of dues for a period of thirty (30) days or such time as is determined by the Canadian Council for Aboriginal Business. Suspension of membership due to late payment of fees will not result in a corresponding adjustment or extension of the membership term. Members are advised to pay dues on or before they are due to avoid suspension or interruption to membership services, privileges, and benefits.

**Payment Options:** If paying by cheque: make cheque payable to the Canadian Council for Aboriginal Business  Cheque  VISA  MasterCard  OAMEX

Credit Card Holder's Name: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Credit Card Holder's Signature: \_\_\_\_\_ Expiry month/year: \_\_\_\_\_

**For more information:** please do not hesitate to contact us: 416.961.8663

**Please note:** Upon receipt of your application you will be contacted for additional information for your Member Directory listing in the CCAB website.

Signature of Applicant: \_\_\_\_\_ Date: Month / Day / Year \_\_\_\_\_

# CERTIFIED Aboriginal Business

Canadian Council for  
Aboriginal Business 

## CERTIFIED ABORIGINAL BUSINESS APPLICATION

Complete all the information below and email a copy to:

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Canadian Council for Aboriginal Business

2 Berkeley Street, Suite 202, Toronto, Ontario M5A 4J5

Phone: 416.961.8663

### Proof of Ownership Structure Type (Choose One):

- Sole Proprietorship   
  Limited Liability Partnership   
  Non-Profit Corporation   
  Joint Venture  
 Partnership   
  Corporation   
  Co-Operative

Aboriginal Business Owner	Aboriginal Ancestry	Percentage of Ownership and Control
Business Owner (s)		
Business Owner (s)		
Business Owner (s)		
Business Owner (s)		
Business Owner (s)		

### Proof of Aboriginal Heritage – Please attach the required information for each Aboriginal Business owner listed above.

- Proof of Acceptable documents include the following:
  - ▶ Indian status Card, or valid identification provided by the following:
  - ▶ Métis National Council Governing Membership
  - ▶ Inuit Beneficiary Card
  - ▶ Congress of Aboriginal Peoples (CAP) Affiliate Membership
  - ▶ Northwest Territories Land Claim Settlement Beneficiaries
  - ▶ Confirmed Alberta Métis Settlement Members
  - ▶ Northwest Territory Métis Nation Membership
  - ▶ Membership in a historic Métis community recognized as independent and rights-bearing by a provincial or Canadian federal government
- Proof of ownership and control documents demonstrating a minimum 51% Aboriginal ownership; acceptable documents required:
  - ▶ Sole Proprietorship
    - Master Business License or Provincial Equivalent
  - ▶ Corporation
    - Articles of Incorporation
    - Shareholders Agreement
    - Shareholders Registry
    - Corporate Tax Return – Schedule 50\*
  - ▶ Partnership
    - Partnership Agreement
    - Corporate Tax Return – Schedule 50\*
  - ▶ Limited Liability Partnership
    - Partnership Agreement
    - Corporate Tax Return – Schedule 50\*
  - ▶ Joint Venture
    - Joint Venture Agreement
    - Corporate Tax Return – Schedule 50\*

\*Please submit if available

**Please note:** Your CAB Certification will correspond with your CCAB membership. Renewal will occur at the same time annual for the term.

The owner(s) of the Aboriginal Business applying for the CAB Certification are legally and beneficially owned and controlled by 51% or more Aboriginal person(s). I certify that the above information is true and consent to its verification if needed.

Signature of Applicant: \_\_\_\_\_ Date: Month / Day / Year \_\_\_\_\_

## CERTIFIED Aboriginal Business

Canadian Council for  
Aboriginal Business 

## CERTIFIED ABORIGINAL BUSINESS ("CAB") CERTIFICATION & PROCUREMENT PARTICIPATION AGREEMENT (THE "AGREEMENT")

Between Canadian Council for Aboriginal Business ("CCAB") and

Legal Name of Company (the "Company")

### CAB Certification Program Participation Terms and Conditions

Please read the following terms and conditions carefully before signing at the bottom.

#### THE COMPANY AGREES AS FOLLOWS:

1. This Agreement replaces and supersedes any prior agreement entered into between CCAB and the Company with respect to the subject-matter hereof.
2. As a business participating in the CAB program, the Company agrees to maintain its underlying membership with CCAB in good standing. Accessing CAB online is a benefit of CCAB membership.
3. The Company agrees to comply with all terms and conditions of CAB participation, including the CAB Logo Use Guidelines, as posted on the CCAB website and which may be updated from time to time.
4. The Company acknowledges that (i) CAB certification requires annual renewal of CCAB membership and that written notification of a successful certification from CCAB is required before using the CAB logo on all external communications, and (ii) CAB certification is effective upon the date of receipt of written notification from CCAB. The Company agrees that it will be required, as a condition of renewal, to fill out a Renewal Waiver confirming that nothing has changed in terms of its ownership within one month of the expiry of its CAB certification, otherwise it must cease using the CAB logo and otherwise holding itself out as a CAB certified business.
5. Information submitted by the Company through the online tools provided to Company as part of CCAB membership and/or CAB certification may be combined with that of other reporting companies for the purposes of identifying trends.
6. The Company is, to the best of its knowledge, materially compliant with all laws, regulations, and contractual applicable to its existence and ongoing operations.
7. The Company certifies that all of the information which it has provided to CCAB in connection with its application to the CAB program is true and accurate to the best of its knowledge.
8. As a condition of maintaining the Company's CAB certification, the Company shall have an ongoing obligation to inform CCAB forthwith if any information relevant to such certification becomes outdated, expires, or otherwise changes (a "Material Change").
9. If the information provided by the Company in connection with its CCAB membership and/or CAB certification is determined, in the sole judgment of CCAB, to be misleading, false, or otherwise inaccurate, CCAB may elect, in its sole discretion, to suspend or terminate the membership and/or certification of the Company or take other action in relation to its membership and/or certification that it considers appropriate in the circumstances.
10. CCAB shall have a right of audit which it may exercise at any time. The Company agrees to cooperate with any such audit. Without limiting the generality of the foregoing, the Company hereby agrees to promptly provide CCAB with any books, records and/or other documents or things relating to the Company's CCAB membership and/or CAB certification which, in the sole judgment of CCAB, are necessary to conduct the audit.
11. Any failure by the Company to abide by the terms contained in this Agreement or any other part of the materials associated with the Company's application for CCAB membership or CAB certification including, without limitation, misrepresenting any information submitted to CCAB and/or failing to inform CCAB of any Material Change (a "Default"), shall provide CCAB with the right, upon giving 14 calendar days' written notice to the Company, to terminate the membership and/or certification of the Company in their entirety without providing any opportunity to cure the Default.
12. CCAB is the owner of the full right, title and interest in and to the Trademarks as hereinafter defined. Company's use of the Trademarks shall be deemed to be use by CCAB and at all times be under the control of CCAB and, with the exception of the limited rights granted above, all other rights relating thereto are expressly reserved by CCAB.

13. The Company shall adhere to the CAB Logo Use Guidelines and to any and all other standards governing the Trademarks as dictated from time to time by CCAB and shall not, at any time, do, or cause to be done, any act which affects the use, ownership, validity or goodwill of the Trademarks or to use the Trademarks in a manner not authorized under this Agreement.
14. Except with the written approval of CCAB, materials bearing the Trademarks must state that the Trademarks are owned by CCAB and used under license. The Company shall not have any right to sublicense or assign the use of the Trademarks to any other party in any circumstance or for any reason without the prior written approval of CCAB.
15. CCAB shall have the right to make changes to the terms and conditions contained in this Agreement (the "Revised Terms") and will notify the Company by regular mail or other electronic means of CCAB's choosing before making such changes, give the Company opportunity to review the Revised Terms, and ask for the Company's confirmation in writing that it accepts the new terms to continue to maintain its CAB certification and right to use the Trademarks.
16. If CCAB notifies the Company of Revised Terms but does not receive confirmation back from the Company within the time stipulated by CCAB, the Company's right to maintain its CAB certification and use the Trademarks shall automatically continue in accordance with the Revised Terms, subject to termination in accordance with the terms of this Agreement.

**CCAB AGREES AS FOLLOWS:**

1. CCAB hereby grants to the Company a non exclusive right to display and advertise the CAB logo and any other trademark(s) which CCAB may designate in writing from time to time (collectively, the "Trademarks") on official documents related to promotion of the Company's business.
2. Other than as provided for in (5) above, to maintain as confidential all information submitted by the Company, unless disclosure has been otherwise approved by the Company in writing.
3. To support the Company, with commercially reasonable efforts, through the process of achieving recognition as a CAB certified business.
4. To promote the Company's participation on the CCAB web site and in other communications to stakeholder groups from time to time.

Signature in \_\_\_\_\_, \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

**SIGNATURE OF COMPANY:**

**CCAB SIGNATURE:**

Per: \_\_\_\_\_  
*I am authorized to bind the Company*

\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



Congratulations! Your CAB certification ensures that your business is recognized as an Aboriginal business. With this accreditation, your company can benefit from being easily identified by industry, government and other organizations. To leverage this designation, it's a good idea to promote it by making extensive use of the designated CAB logo in any internal or external communications.

## **PROMOTING YOUR CERTIFICATION**

Here are some initiatives that you can undertake to promote your status as a Certified Aboriginal Business:

- ▶ Issue a press release upon receipt of CAB certification or recertification. This public notice will make others recognize and affirm that your company has been vetted by CCAB.
- ▶ Link the CAB logo with the announcement of all other communications
- ▶ Communicate the significance of being a CAB company in internal and external newsletters
- ▶ Speak about the certification in your company's presentations
- ▶ Explain the significance of CAB on your company's website
- ▶ Use the CAB logo liberally through such mediums as:
  - Your organization's intranet
  - Company letterhead, envelopes, faxes, receipts, bill payments, and other stationery
  - Company promotional materials, including recruitment, and marketing materials
  - Company website, providing links to CCAB's CAB webpage
  - Business cards

- Presentations
- Advertisements, such as print, online, radio, or television
- Requests for proposals
- Proposals
- Email signature
- Promotional items distributed at tradeshow

This is not an exhaustive list of CAB promotional practices and we encourage you to go beyond these suggestions.

## **PLEASE NOTE RE EXPIRY:**

There are no time limits to the participation of CAB companies, however, companies must recertify and repay the appropriate fee every year on the anniversary of registration. Companies not recertifying are to cease using the assigned CAB logo and referencing their participation in CAB in external or internal communications upon expiration. The expiration date is outlined on the CAB certificate issued by the CCAB office.

