

Recertification Application

Note: This application cannot be processed until OSMBA receives this completed application and the required documents listed on the Check-Off List.

Please provide the following information:

1. Business Information

Federal Employer I.D. Number _____ Social Security Number _____

Name of Business _____

Business Address _____

Street

PO Box

City

State

Zip Code

Mailing Address _____

Street

PO Box

City

State

Zip Code

Contact Person _____ Title _____

County _____ Telephone _____ Fax _____

2. Legal Structure (check one)

____ Sole Proprietorship

____ Partnership

____ Corporation

____ Joint Venture

Date business Started _____

Date Incorporated _____

3. Type of Business (check one)

____ Manufacturing

____ Service

____ Broker

____ Construction

____ Distributing

____ Other _____

(please specify)

4. This company is applying for certified status as a:

____ Minority Owned Business (MBE)
(WBE)

____ Woman Owned Business

5. Minority Status of Owner(s) (check one)

____ Black

____ Asian

____ Hispanic

____ Aleut

____ Native American

____ Eskimo

____ East Indian

____ Caucasian Female

6. Citizenship Status of Minority Owner(s) (check one)

____ United States ____ Resident Alien ____ Other (explain in attachments)

7. Is your company bonded? ____yes ____no

Bonding carrier _____ Capacity \$ _____

8. Business References

Name Address City, State, Zip

9. Indicate product information (commodities your business sells) (Please be specific)

10. Indicate services your business offers (Attach additional information if necessary)

11. Indicate number of years firm has been in business under present name__

Ownership of Firm Identify those who own 5% or more of the firm. Attach list of others if necessary.

Name	Race	Sex	Years of Ownership	ownership%
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Identify any owner or management official of the named business who is or has been an employee of another firm that has an ownership interest in or a present business relationship with the named business. Present business

relationships (Affidavits) include shared space, equipment, financing, or employees, as well as businesses having some of the same owners. Attach a list and explain relationship.

Describe or attach a copy of any stock options or other ownership options that are outstanding and any agreements between owners and third parties that restrict or control minority owners.

12. Are you Certified 8(a) by the U.S. Small Business Administration yes no
Certified by the S.C. Department of Transportation yes no

13. How many employees do you currently have on Payroll?

Full Time_____ Part Time_____

14. What geographical area do you serve?_____

15. State your company's present net worth \$_____

16. List the type of equipment owned by your company_____

17. Where is the equipment stored?_____

Control of Firm: Identify by name, race, sex, and title those individuals (including owners and non-owners) who are responsible for day-to-day management and policy decision-making, including but not limited to those with prime financial responsibility for:

18. Financial Decisions

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For each person listed under **Financial Decisions**, provide a brief summary of the person's experience and number of years with the firm, indicating the person's qualifications for the responsibility given to him or her. Attach list and explain.

19. Management Decisions

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. Marketing and Sales

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

21. Hiring and Firing of Management Personnel

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

22. Purchase of Major Items or Supplies

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

23. Supervising (of field operations)

Name	Race	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

24. Are you licensed to do business in South Carolina as well as locally, including all business licenses?

_____ yes _____ no

25. Indicate if this firm or any other firms with the same officers have previously received or been denied certification. If so, attach a copy of Notice of Certification or describe the circumstances of the denial.

OFFICE OF SMALL AND MINORITY BUSINESS ASSISTANCE

CHECKLIST FOR CERTIFICATION MATERIAL

Any firm desiring to be certified as a minority firm must complete the attached application package and submit the following documents:

1. A copy of incorporation papers or partnership agreement;
(if applicable);
2. Copies of your business licenses; (if applicable)
3. MMO Vendor Registration Application completed online at:
<https://webprod.cio.sc.gov/SCVendorWeb/mainNewFrame.do>
4. Copies of issued stock certificates - from inception and numerical order;
5. A copy of your personal financial statement for the last two (2) years
and a copy of the personal financial statement on each owner;
6. A copy of your signed tax records for the past three (3) years (business
and personal); and
7. Completed signed and notarized Affidavit.

The documents requested above must be returned to the following address:

Office of Small and Minority Business Assistance
Edgar A. Brown Building, Suite 474
1205 Pendleton Street
Columbia, South Carolina 29201

Telephone: (803) 734-5010

Revised November 3, 2008



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone _____

Residence Address _____ Residence Phone _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks	\$	_____	Accounts Payable	\$	_____
Savings Accounts	\$	_____	Notes Payable to Banks and Others	\$	_____
IRA or Other Retirement Account	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable	\$	_____	Installment Account (Auto)	\$	_____
Life Insurance-Cash Surrender Value Only	\$	_____	Mo. Payments \$ _____		
(Complete Section 8)			Installment Account (Other)	\$	_____
Stocks and Bonds	\$	_____	Mo. Payments \$ _____		
(Describe in Section 3)			Loan on Life Insurance	\$	_____
Real Estate	\$	_____	Mortgages on Real Estate	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value	\$	_____	Unpaid Taxes	\$	_____
Other Personal Property	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities	\$	_____
Other Assets	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities	\$	_____
Total	\$	_____	Net Worth	\$	_____
			Total	\$	_____

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral



Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

AFFIDAVIT

I, _____, attest that the foregoing statements are true
(your name)
and correct and include all material information necessary to identify and explain the
operations of _____ as well as the ownership thereof.
(name of firm)
Any materials misrepresented will be grounds for terminating any contract that may be
awarded and for initiating action under laws concerning false statements.

Signature _____

Name of Firm _____

Title _____

Date _____

Corporate Seal (where appropriate)

Date _____

State of _____

County of _____

On this _____ day of _____ before me appeared
(day) (month) (year)
_____ to me personally known, who, being duly sworn,
(name)
did execute the foregoing affidavit, and did state that he or she was properly authorized
by _____ to execute the affidavit and did so as his or
(name of firm)
her free act and deed.

Notary Public _____

Commission Expires _____

(SEAL)