



Verification Guide

A business must submit the information required for their category of business in order to be verified and listed on the Registry.

When an applicant is submitting personal information of anyone other than themselves, a letter of consent MUST be signed by the owner of that information, and be included in the submission.

<u>Category</u> (based on Yukon First Nations Business Definition)	<u>Information Required</u> <u>for Intake and Verification</u>
(i) a corporation or not-for-profit corporation where one or more Yukon First Nations is the direct or beneficial owner of 100% of the shares of the corporation ("Yukon First Nation Corporation")	<p>Intake:</p> <ul style="list-style-type: none">• Registered name & address• Name of Yukon First Nation with direct or beneficial ownership• Names of all directors and officers• Name and position of primary contact for the corporation• Certificate of Status from Yukon Government's Corporate Registry. Certificate of Status must demonstrate that the business is in good standing. <p>Verification:</p> <ul style="list-style-type: none">• Constituting documents (i.e. articles of incorporation, etc.);• Unanimous Shareholder Agreement;• Shareholders register;• Business License; and <p><u>For Yukon First Nation Shareholder(s):</u></p> <ul style="list-style-type: none">• Yukon First Nation Citizen Cards• Indian Status Card• Letter from an Authorized Official of the YFN

	<p>government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card</p> <ul style="list-style-type: none"> • Consent form for the collection, use and disclosure of personal information
<p>(ii) a sole proprietorship owned by a Yukon First Nation Person (“Yukon First Nation Sole Proprietorship”)</p>	<p>Intake:</p> <ul style="list-style-type: none"> • Given name or Registered business name (if applicable) & address • Name of Yukon First Nation of which sole proprietor is a member • Confirmation/evidence of registered business name (if applicable) <p>Verification:</p> <ul style="list-style-type: none"> • Business License; and <p><u>For Yukon First Nation sole proprietor provide any of the following:</u></p> <ul style="list-style-type: none"> • Yukon First Nation Citizen Cards • Indian Status Card • Letter from an Authorized Official of the YFN <p>government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card</p>
<p>(iii) a partnership or limited partnership where at least 50% of the partnership is owned by a Yukon First Nation Person or an organization described in (i) or (ii)</p>	<p>Intake:</p> <ul style="list-style-type: none"> • Registered business name & address • Confirm whether it is a partnership or limited partnership • Names of all partners, and their respective share of ownership • If a limited partnership, name of general partner(s). <p>Verification:</p> <ul style="list-style-type: none"> • Business License

- Partnership or Limited Partnership Agreement
- Identify which partners are a Yukon First Nation Person, Yukon First Nation Corporation or Yukon First Nation Sole Proprietorship having at least 50% ownership of the partnership, and provide contact information for each
- Where Yukon First Nation Corporation is an owner, provide:
 - Constituting documents (i.e. articles of incorporation, etc.);
 - Unanimous Shareholder Agreement;
 - Shareholders register;
 - Business License; and

For Yukon First Nations Shareholder(s) provide any of the following:

- Yukon First Nation Citizen Cards
- Indian Status Card
- Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card
- Consent form for the collection, use and disclosure of personal information
- Where Yukon First Nation Proprietorship is an owner, provide:
 - Confirmation/evidence of registered business name (if applicable)
 - Business License; and

any one of the following:

- Yukon First Nation Citizen Cards

	<ul style="list-style-type: none"> ○ Indian Status Card ○ Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card ○ Consent form for the collection, use and disclosure of personal information
<p>(iv) a corporation with at least 51% of the corporation's voting shares owned by a Yukon First Nation Person or an organization described in (i) or (ii)</p>	<p><u>Intake:</u></p> <ul style="list-style-type: none"> ● Registered name & address ● Date of incorporation & registration number ● Name of Yukon First Nation, Yukon First Nation Corporation or Yukon First Nation Proprietorship with direct or beneficial ownership (and %) ● Names of all directors and officers ● Name and position of primary contact for the Yukon First Nation, Yukon First Nation Corporation or Yukon First Nation Proprietorship with ownership share. ● Certificate of Status. Certificate of Status must demonstrate that the business is in good standing. <p><u>Verification:</u></p> <ul style="list-style-type: none"> ● Where <u>Yukon First Nation Corporation</u> is an owner, provide: <ul style="list-style-type: none"> ○ Constituting documents (i.e. articles of incorporation, etc.); ○ Unanimous Shareholder Agreement; ○ Shareholders register; ○ Business License; and <p><u>For Yukon First Nation Shareholder(s) provide any of the following:</u></p> <ul style="list-style-type: none"> ○ Yukon First Nation Citizen Cards

	<ul style="list-style-type: none">○ Indian Status Card○ Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card○ Consent form for the collection, use and disclosure of personal information● Where <u>Yukon First Nation Proprietorship</u> is an owner, provide:<ul style="list-style-type: none">○ Confirmation/evidence of registered business name (if applicable)○ Business License; and <u>any one of the following:</u><ul style="list-style-type: none">○ Yukon First Nation Citizen Cards○ Indian Status Card○ Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of a membership/status card○ Consent form for the collection, use and disclosure of personal information● Where <u>Yukon First Nation Person</u> is an owner, provide any of the following:<ul style="list-style-type: none">○ Yukon First Nation Citizen Cards○ Indian Status Card○ Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other) in the absence of, or in replacement of
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	<p>a membership/status card</p> <ul style="list-style-type: none"> ○ Consent form for the collection, use and disclosure of personal information
<p>(v) a not-for-profit organization in good standing under the Societies Act with at least 51% of its membership comprised of Yukon First Nations People.</p>	<p><u>Intake:</u></p> <ul style="list-style-type: none"> ● Registered name & address ● Names of all directors and officers ● Name and position of primary contact for the organization ● Explanation of number of members, and percentage of which are Yukon First Nations People. ● Certificate of Status. Certificate of Status must demonstrate that the business is in good standing. <p><u>Verification:</u></p> <ul style="list-style-type: none"> ● Governing documents (e.g. articles/bylaws, constitution, statement of directors and registered office, etc.) ● Register of Members, or alternatively, seek confirmation from legal counsel to the applicant, confirming they have reviewed the membership list and verified that at least 51% of the members are Yukon First Nations People or Yukon First Nation Businesses
<p>A sole proprietorship owned by a non-Yukon First Nations Person, which supports a Yukon First Nation spouse or common law partner, and/or a Yukon First Nations family</p>	<p><u>Intake:</u></p> <ul style="list-style-type: none"> ● Given name or Registered business name (if applicable) & address ● Name of Yukon First Nation of which the spouse or common law partner, or family is a member ● Confirmation/evidence of registered business name (if



	<p>applicable)</p> <p><u>Verification:</u></p> <ul style="list-style-type: none">• Business License• Letter from an Authorized Official of the YFN government (e.g. Executive Director, enrollment officer, citizenship registrar or other)
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