



PART A – Co-operative Information

Name
Address
ID Number
Person to Contact
Telephone
Email
Fax

PART B – Eligibility Information

- 1) Are the shares being issued common voting shares?
2) What percentage of all salaries and wages were paid in NS last year?
3) Are total assets of the co-operative and all associated co-operatives less than \$25,000,000?
4) What are the major business activities of the co-operative and what percentage of the total assets are used in each activity.
5) Is the proposed offering in compliance with the Nova Scotia Securities Law?
6) Estimated amount to be raised?
7) Estimated number of investors?
8) Are funds being used to purchase an existing business?

PART C – Inclusions

The following must be included with the application:

- i) Complete financial statements for the preceding taxation year (Income statement, balance sheet, statement of changes in financial position)
ii) Copy of the T2 income tax return for the preceding taxation year
iii) A copy of the co-operative's constitution/articles of incorporation and memorandum of association
iv) A copy of the current shareholders register
v) A list of at least three proposed investors containing the name, address, social insurance number and occupation of each, accompanied by a signed statement from each investor that the information with respect to that investor is true and correct.
vi) A brief business plan detailing the amount to be raised by the issue, a description of the business including major revenue sources, proposed use of funds and a listing of Directors containing names, addresses and backgrounds.

PART D – Certification

I certify that I am an authorized officer of the applicant company, that the information contained in this application and its inclusions is true and correct, and that applicant business is eligible for Equity Tax Credit registration to the best of my knowledge and belief. I also hereby acknowledge on behalf of the applicant business that any information contained in this application and inclusions has limited confidentiality privileges and the Department of Finance may disclose this information to any legal, regulatory or other authority at its discretion.

Name (please print) Position

Signature

**Equity Tax Credit
Application for Certificate of Registration
Application Guide for Co-operatives**

The following guide should be referred to by co-operatives when completing an application for a certificate of Eligibility pursuant to the Equity Tax Credit Act (the Act). Sections and item numbers listed below refer to identical sections and item numbers on the application form.

PART A – Identification

Please ensure that this area is properly completed. It may be necessary for the Department to contact the co-operative for additional information.

PART B – Eligibility Information

- 1) The issue must be common voting shares.
- 2) At least 25% of wages and salaries must be paid to Nova Scotia residents and the business must have a permanent place of business in Nova Scotia.
- 3) Total assets of the eligible business include assets of all associated co-operatives must be less than \$25,000,000, comprised of:
 - i) the net carrying cost of assets that are not depreciated or amortized, and
 - ii) the undepreciated or unamortized cost of all other assets.
- 4) All or substantially all of the fair market value of the assets of the co-operative, together with the assets of its associated co-operatives, must be used in an active business as defined by the income Tax Act (Canada) or in shares or other eligible businesses. All or substantially all means 90% or more.
- 5) The proposed offering must comply with the provisions of the Nova Scotia *Securities Act and Regulations*. Please contact the Nova Scotia Securities Commission at 424-7768 if you have questions regarding compliance.
- 6) Estimate of amount to be raised.
- 7) Estimate of the number of investors.
- 8) Funds cannot be used to purchase an existing business except under limited conditions.

PART C – Inclusions

Please ensure that all required attachments accompany the application. They are required for certification and will assist in the approval process.

PART D – Certification

An authorized officer of the co-operative must sign the application.

When completed, the application and attachments should be forwarded to:

Nova Scotia Department of Finance
Fiscal Policy Division
P.O. Box 187
Halifax, N.S. B3J 2N3

For more information, contact the Department of Finance at (902) 424-8369