



Puerto Rico
Minority Supplier
Development Council

Hands-On MBE Certification Workshop

Complete your application step by step with our certification specialists



Tuesday, March 26, 2019

1:00 PM – 3:00 PM

PRMSDC

1225 Ponce de Leon Avenue,
Stop 18, VIG Tower, Suite 1505,
Santurce, San Juan, 00907

Free workshop for suppliers
applying for the MBE Certification.

For registration go to
[www.prmsdc.org /](http://www.prmsdc.org/)
Events and select
Admission.

Bring your laptop and
previously scanned
documents.

☎ 787-627-7272 ext. 923

   www.prmsdc.org

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NATIONAL
Minority Supplier
Development Council

PRMSDC is a nonprofit organization affiliated with the National Minority Supplier Development Council, Inc. that operates under Section 501 (c) (3) of the Internal Revenue Code. The contributions are deductible under Section 170 (3) (2), of the same regulation. It promotes economic development and certifies more than 500 suppliers in Puerto Rico, such as Minority Business Enterprises (MBE), for ethnic reasons.

Please include appropriate relevant documentation with the application. Providing proper is required for MBE Certification. Failure to submit the required documentation may result in delays in processing your application.

The documentation required for certification is listed below but is not limited to:

A. ALL BUSINESS ARE REQUIRED TO SUBMIT:

- ___ 1. Driver's license (colored copy)
- ___ 2. Proof of US Citizenship for all Owner(s), Partners, Shareholders (passport)
- ___ 3. Proof of Ethnicity for all Owner(s), Partners, Shareholders (birth certificate) (For PR- please new format)
- ___ 4. Current resume(s) of all Owner(s), Partners or Shareholders (must include education, training and previous employment details)
- ___ 5. Two Years of Business Tax Returns (2016 & 2015) (Hacienda tax return) (Forms 480.1, 480.2, 480.3- including all attachments)¹
- ___ 6. Financial Statements (Profit & Loss, Statements of Cash Flows, Balance Sheet)² (Must be a compilation or audit-as applicable- and signed by the President)
- ___ 7. Notes Payable (if any)
- ___ 8. Applicable Operating Business License and/or Permits (*Patente municipal y Registro de Comerciantes*)
- ___ 9. Business Lease Agreements-Office (if applicable)
- ___ 10. Occupational License (professional and/or required to the specific business)
- ___ 11. Contract or work history for the past three years (if applicable) (name/contact, type of work performed or type of contract received)
- ___ 12. Equipment owned or available (include description of equipment, year acquired, and current value)
- ___ 13. Proof of Bonding Capacity (if applicable)
- ___ 14. Bank Signature Card (letter from bank indicating authorized signers)
- ___ 15. Non-refundable processing fee at the name of Puerto Rico Supplier Development Council, Inc as per:

Class 1	Class 2	Class 3	Class 4
(-\$1 MM)	(\$1MM-\$10MM)	(\$10MM-\$50MM)	(\$50MM+)
\$300	\$550	\$850	\$950

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IN ADDITION, DEPENDING ON YOUR LEGAL BUSINESS STRUCTURE, PLEASE INCLUDE:

B. CORPORATIONS SUBMIT:

1. Certificate of Incorporation and Good Standing
2. Certificate of Existence (amendments, if applicable)
3. Corporate Bylaws
4. Minutes of 1st Organizational Board Meeting³
5. Copies of both sides of all Stock Certificates issued plus the next consecutive blank certificate (front and back) and Stock Ledger – if applicable³
6. Proof of Stock Purchase – if applicable

C. LLCs SUBMIT:

1. Certificate of Organization
2. Article of Organization
3. Operational Agreement and Organizational Agreement
4. Member/Unit Certificate
5. Minutes of Meetings

D. PARTNERSHIP SUBMIT:

1. Partnership Agreements
 - a. Buy Out Rights
 - b. Profit Sharing
2. Current Partnership
3. Third-party agreements management service agreements
4. Proof of Capital investment

**** REMEMBER TO INCLUDE NOTARIZED DECLARATION ****

If you have any questions regarding the documents listed above, please contact certify1@prmsdc.org and/or rreyes@prmsdc.org

¹ Personal taxes if in business less than 1 year

² Financial Statements must be in accordance with GAAP Standards (General Accepted Accounting Principles)

³ If you do not have minutes or actions, you must document it (Example: A corporate resolution)

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