

Introduction to Certification

About certification

The purpose of certification is to assure MSDUK corporate members that the ethnic minority businesses (EMBs) they seek to contract with are majority owned as well as managed and controlled by people of ethnic minority origin.

Defining Ethnic Minority Business:

In order to be certified as a bona fide MSDUK certified ethnic minority business (EMB), a firm must be a for profit enterprise, regardless of size, physically located in the United Kingdom, which is owned, operated and controlled by an ethnic minority group.

“Ethnic Minority” for the purposes of this application shall mean individuals whose ethnic origin is:

- Asian– (a) Bangladeshi (b) Indian (c) Pakistani (d) Asian Other;
- Black– (a) Black African (b) Black Caribbean (c) Black Other;
- Chinese or
- Mixed Heritage- (a) White &Asian (b) White & Black African (c) White and Black Caribbean (d) Mixed Background Other

provided that such individuals are British Nationals and/or who permanently reside (with indefinite leave to remain status) in the United Kingdom.

“**Ownership or Owned**” by Ethnic Minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, that Ethnic Minority individuals control the management and daily business operations.

Benefits of certification

Becoming a MSDUK certified supplier provides EMBs with greater opportunities to compete for business in the corporate and government sectors. Below are the benefits of becoming a MSDUK Certified EMB:

- Validation of EMB status
- MSDUK Certified businesses will only be referred for any contract opportunities
- Only MSDUK certified EMBs will have access to one-to-one meetings with buyers at MSDUK ‘Meet the Buyer’ event.

Certification criteria

To be eligible for MSDUK certification, applicant suppliers must meet the following criteria:

- Your business is a for profit enterprise
- Your business is physically located in the UK
- Your business is at least 51% ethnic minority owned
- The minority/ethnic owner(s) of the business must be active in management and daily business operations
- The minority/ethnic owner(s) of the business are UK citizens or permanent residents

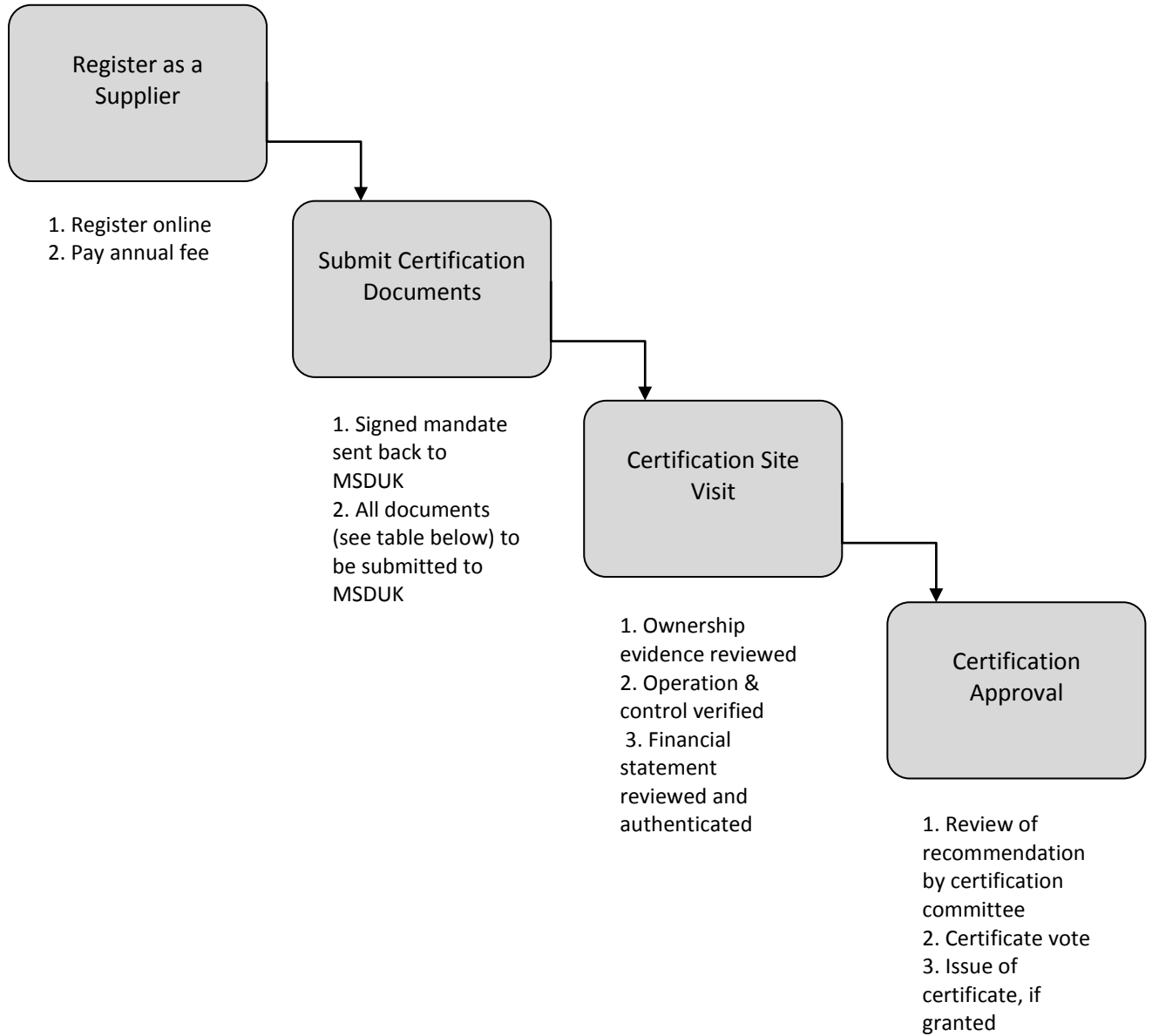
The evidence applicant suppliers will be asked to provide to support the above claims include:

- Copy of valid passport
- If not a British citizen, copy of passport with clear evidence of 'indefinite leave to remain in the UK' status
- Copy of certificate of company registration
- Copy of register of shareholders
- Copy of register of office holders
- Copy of company Constitution/partnership agreement/trust deed/joint venture agreement
- Copy of previous year's income tax statement
- Copy of certificates of insurance

Why we are asking for supporting documents:

Businesses are required to submit a list of documents including their financial statements to help us establish that the business is 51% owned, controlled and managed by people of ethnic minority origin and also develop a comprehensive and accurate profile of their business for regular referrals to corporate members. A copy of your current passport is required to establish your citizenship or resident status in the UK.

Certification Process



Documents required to be submitted for certification:

Documents Required	Sole Proprietor	Partnerships	Company
Proof of UK Citizenship/Permanent Residency – proof of indefinite leave to remain in the UK(copy of a valid passport)	√	√	√
Audited Financial Statements (P&L, statement of cash flows, balance sheet)*	√	√	√
Letter from Bank identifying signatories of the account	√	√	√
Copy of Partnership Agreements or Letter from accountant or auditor declaring the names of partners and their shares in the firm	x	√	x
Copy of Buy Out Rights Agreements	x	√	x
Copy of Profit Sharing Agreements	x	√	x
Certificate of Incorporation	x	x	√
List of Directors and Shares owned	x	x	√

***Supply a copy of the applicant’s financial statement for one year preceding the year of application or for the time that the applicant has been in business if less than one year, plus financial statement of any subsidiaries of affiliates of the applicant for the same period of time.** If the applicant is a new business concern, enclose a copy of an opening balance sheet and projection of income, or a statement by a certified public accountant, which states that the applicant is a viable business concern. All financial statements submitted to MSDUK must show applicable date of the information given and must be signed and dated by the proprietor, partner or authorized officer unless prepared by an independent certified public accountant. All materials will be kept confidential.

Important note:

Please submit only required documents in chronological order. The submission of a neatly organised application accompanied with the required documents will expedite the processing of your application. Please provide an explanation for any documentation you cannot provide.

All applications become the property of MSDUK, kept under lock and key, and will not be returned.

If you have questions pertaining to this application or any of its contents, please contact Malvika Patel on 07989 308606 or malvika@msduk.org.uk