



US PAN ASIAN AMERICAN CHAMBER OF COMMERCE

USPAACC Certification Packet

USPAACC Mission Statement

The US Pan Asian American Chamber of Commerce (USPAACC) was formed in 1984 as a national, non-profit business organization representing all Asian Americans and Asian American-related groups in business, sciences, the arts, sports, education, public and community services.

USPAACC represents more than one ethnic group. Our members' heritage includes China, Hong Kong, Taiwan, Japan, the Philippines, Korea, India, Vietnam, Cambodia, Thailand, Singapore, Malaysia, Pakistan, Mongolia and Indonesia.

We promote, nurture and propel economic growth by opening doors of contract, education and professional opportunities for Asian Americans and their business partners in corporate America and government agencies.



US PAN ASIAN AMERICAN CHAMBER OF COMMERCE

1329 18TH STREET, NW, WASHINGTON, DC, 20036
TEL: (800) 696-7818; (202) 296-5221 FAX: (202) 296-5225
E-mail: info@uspaacc.com www.uspaacc.com

USPAACC CERTIFICATION PROCESS

ASIAN AMERICAN SUPPLIERS COUNCIL (AASC)

1. Complete the application form and make two copies.
2. Follow the order of the documents listed on page 9 and provide all the documents that relate to your business. Separate each category of document with a sheet of color paper (any color will do).
3. Before sending us the completed application packet, please fill out the customer and bank reference letters and send to your preferred customer and bank, on behalf of Asian American Suppliers Council.
4. Include \$300 fee, make check payable to: **USPAACC Education Foundation**, and mail to 1329 18th Street, NW, Washington, DC 20036. If pay by credit card, go to page 8.
5. Your application will be reviewed to ensure that your business is at least 51% owned, controlled, and operated by Asian American(s), or minority (ies).
6. We will contact you for a site visit appointment. Site visits are critical to insure the integrity of our program so our corporate members will be confident that they will be contracting with minority suppliers.
7. If you complete the application form, provide all the required documentation, successfully complete site visit interview if necessary, and the business you apply for certification is, at least, 51% owned, controlled and operated by Asian American(s), your application will be approved and you will receive a USPAACC Certificate.



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USPAACC CERTIFICATION APPLICATION

Application Date: _____

1. Company Information

Name of Business D.B.A. (if applicable)

Mailing Address P.O. Box or Street

City State Zip Code

Phone Number Fax Number

E-mail Address Web Address

Physical Address (if different from mailing address) Street

City State Zip Code

Fed ID Number D & B Number

2. Owner Information

Name & Title

Address Street

City State Zip Code

Phone Number Fax Number E-mail Address

3. Contact Information (if different from owner)

Name & Title

Address

Street

City

State

Zip Code

Phone Number

Fax Number

E-mail Address

4. Legal Structure

Sole Proprietorship Owner's Name & SSN _____

Partnership Partner's Name & SSN/FEI _____

Partner's Name & SSN/FEI _____

Limited Liability Co. State of Incorporation _____

Date Established _____ Years under Current Ownership _____

Corporation State of Incorporation _____

Date Established _____ Years under Current Ownership _____

Started by self A franchise A merge A purchase

Others (specify) _____

5. Ethnicity Background (check at least one)*

- | | | | |
|---|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Laotian | <input type="checkbox"/> Taiwanese |
| <input type="checkbox"/> Bangladesh | <input type="checkbox"/> Guam | <input type="checkbox"/> Nepal | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Bhutan | <input type="checkbox"/> Hmong | <input type="checkbox"/> Pakistan | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Samoan | <input type="checkbox"/> African American |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Korean | <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Others (specify) _____ | | <input type="checkbox"/> | <input type="checkbox"/> Native American |

** When identified as a member of the Asian American ethnic group, USPAACC could consider you for certification as a business owned and managed by an Asian American.*

6. Other Status

Women-owned Veteran-owned Disabled owner HubZone
 Others (specify) _____

7. Ownership Interest

Name & Title	% Ownership	% Voting
Number of Shares Issued & Outstanding	Number of Shares owned by owner	Purchase Date
% time Spent on Daily Management		

8. Citizenship/Legal Resident Information (proof required)

U.S. Citizen (since ___/___/___) Permanent Resident (since ___/___/___)

9. Operation Information

(a)

TITLE	NAME	ETHNICITY
President		
Vice President		
Secretary		
Treasurer		
Other		

(b)

DUTIES	NAME	TITLE	ETHNICITY
Supervision of day to day operation			
Hiring and firing			
Financial decisions			
Estimating			
Contract signature authority			

(c) Who signs for surety/performance bonds?

(e) Who signs for payroll?

(d) Who signs for insurance/certification?

(f) Who does marketing & sales

10. Licenses and Other Certification Information

Type of License License Number Expiration Date

Any current Certifications you have by private companies, organizations, and government agencies:

Certification Type Certification Number (if any) Expiration Date

Are you 8 (a) certified? Yes No If yes, when? _____

11. Procurement Information

NAIC Codes: _____

Not sure? Go to http://www.amtda.org/sic_search.html

Gross Annual Revenue \$ (for the last 3 years) _____

Number of Employees (full time & part time) Number of Minority Employees

Bonding Capacity Yes No \$Amount _____

Geographic Area Served: Local Regional National

Office locations (city, state) with full-time staff

12. Business Type

- Advertising & Media Architecture & Designing Automotive
- Chemicals & Dyes Constructions Cosmetics
- Educational Training Electronics Environmental Services
- Fabrics & Textiles Finance & Insurance Food & Beverage
- Furniture Gifts & Handicrafts Household Consumables
- Hospitality Import/Export Information Technologies
- Laboratory Research Logistic Services Machine Tools & Technology
- Manufacturing Services Musical Instruments Nuclear Technology
- Office Supplies Packaging Plastic & Product
- Printing & Publishing Professional Services Real Estate
- Retail Sporting Goods Telecom Products
- Tools & Tooling Equipment Transportation Travel & Tourism
- Others (please describe) _____

13. Real Estate Information

Main Facility Address	Street	City	State	Zip Code
Telephone #		Name/Title		Plant Manager
Total Available Space		Office Space		Additional Facilities
Shared Space (specify)				

14. Equipment Information - (list basic operating equipment)

Equipment	Owner	Leased

15. Transportation Information (if applicable)

- Independent Carrier
 Common Carrier

What do you normally transport:

- Interstate
 Intrastate

Insurance Carrier (need proof):

Vehicles/Equipment	Owned/Leased	Registration Number

16. Construction Information (if applicable)

Trade Specialty _____

Bonding Capacity/Agent _____

Name Recent Project _____ Project Location _____ Dollar Value _____

Name Largest Project _____ Project Location _____ Dollar Value _____

Name and Location of Union (if applicable) _____

17. Additional Questions

- Are you currently involved in a lawsuit? _____
- Do you have any intention or agreement to give up control of your business at this time? _____
- Do you have or are you a subsidiary of any other company? _____
- Are you currently involved in bankruptcy or insolvency proceedings? _____
- Have you ever been rejected by a certification body before? _____
- If yes, Who? When? Where? _____
- Do you intend to or have any agreements that might relate to or affect the operation, management or sales of the applicant? (Joint ventures etc.) _____
- Have you enclose a check for \$300 made payable to the Asian American Suppliers Council for the non-refundable processing fee? _____
- Have you include all the documentation required on the attached checklist?

18. Affidavit

I certify that all information provided in this application is accurate. I understand omission of any information may delay or cause rejection of my application. I give AASC access to inspect my business premises. I understand that providing false information will be grounds for rejection or denial of my certification. I recognize that AASC can at any time terminate my certification for cause. All materials submitted become the property of AASC and that this information will be kept strictly confidential. If approved for certification, I will abide by the rules promulgated by AASC to be a supplier in good standing. I agree AASC can make inquiries of credit bureaus, banks, lending institutions, bonding companies, vendors, suppliers, insurance companies, past employers and concurrent contractors concerning the financial responsibility of the applicant.

Printed Name _____ Signature _____ Date _____

Title _____ Company Name _____



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USPAACC CERTIFICATION APPLICATION

ASIAN AMERICAN SUPPLIERS COUNCIL (AASC)

A check is enclosed for \$300.00 as a non-refundable processing fee (Payable to USPAACC EF)

Or Charge

VISA No. _____ MasterCard No. _____

American Express No. _____ Discover Card No. _____

Expiration Date _____

Total Charge Amount \$300.00 (non-refundable processing fee)

Billing Address _____

Billing Name _____

Signature _____ **Date** _____

Please mail to

USPAACC Certification

Asian American Suppliers Council

1329 18th Street, NW
Washington, DC 20036

Questions: Please call 202-296-5221; Fax 202-296-5225;
Email info@uspaacc.com

DID YOU REMEMBER TO ENCLOSE? (See “Document Checklist”)

DOCUMENT CHECKLIST

I'm sending my USPAACC Certification Application with the following documents *(Please Check)*

FOR CORPORATION:

1. Proof of Ethnicity, Citizenship or Immigrant Status for each minority partner/shareholder – provide copy of Passport, Birth Certificate, or Certificate of Naturalization
2. Resumes of all principals, owners, and partners showing education, training, and employment with dates to help prospective buyers understand the business owner's experience
3. Bank signature card or statement from bank indicating who is authorized to sign on firm's account
4. Company Federal Tax Returns and all schedules for the past two (2) years, signed by applicant
5. By Laws and all amendments
6. Certificate and Articles of Incorporation and amendments
7. Equipment rental, lease and/or purchase agreements and a list of major equipment owned
8. Property purchase or rental agreements - lease
9. All applicable licenses and/or permits
10. Copies of all stock certificates (front & back) and stock transfer ledgers
11. Proof of stock purchase or equity investment for minority owner(s)
12. Furnish copies of any agreements or board actions relating to: stock options, stockholder voting rights, ownership agreements, and ownership of voting securities.
13. Schedule of advances made to corporation by shareholders for the preceding three (3) years
14. Minutes of the first corporate organizational meeting
15. Minutes of the board of directors' meetings for the past three (3) years
16. Copies of three (3) job contracts
17. Completed USPAACC Certification Application, including \$300 fee and Affidavit signed by Owner(s)

Supporting documents, if they exist:

1. Current financial statements prepared by an independent CPA or accountant or Opening balance sheet
2. Statement by domestic stock corporation
3. Proof of capitalization.
4. Copies of all debt instruments (promissory notes, bonds, indentures)
5. Copies of all management, consulting, and service agreements, third party agreements and/or franchise agreements
6. Minority certification by other organizations
7. Two (2) copies of company brochure

FOR PARTNERSHIP:

1. Partnership Agreements
2. Buy-Out Rights Agreements
3. Profit Sharing Agreements
4. List of manufacturers, including address, phone number, and contact person
5. Inventory list and address of storage site
6. Documentation of all capital investment by all partners
7. If applicable – Limited Partnership Certificate
8. Completed USPAACC Certification Application, including \$300 fee and Affidavit signed by Owner(s)

FOR LIMITED LIABILITY COMPANY (LLC)

1. Proof of Ethnicity, Citizenship or Immigrant Status for each minority partner/shareholder – provide copy of passport, or Birth Certificate, or Certificate of Naturalization
2. Resumes of all principals, owners, and partners showing education, training, and employment with dates. Member List with Titles
3. Bank signature card or statement from bank indicating who is authorized to sign on firm's account
4. Company Federal Tax Returns and all schedules for the past two (2) years – signed by applicant
5. Articles of Incorporation and Certificate of Organization
6. Operating Agreement and/or Regulations and/or Member Agreement for the LLC company
7. All applicable licenses and/or permits
8. Equipment rental, lease and/or purchase agreements and a list of major equipment owned
9. Property purchase or rental agreements – lease
10. Proof of Equity Investment for minority owner(s)
11. Schedule of Advances made to LLC by owners for the preceding three (3) years
12. Completed USPAACC Certification Application, including \$300 processing fee and Affidavit signed by Owner(s)

Please sign and date: _____



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Contact Name _____
Company Name _____
Tel _____
Fax _____

Date _____

IN RE: CUSTOMER REFERENCES

Dear _____,

_____, located at _____ has applied for Asian American Supplier Council (AASC) certification with us as an Asian American-owned business.

They listed your company as a customer reference, and have agreed to our making inquiries with your company. Attached is their release.

We would appreciate your providing us with the following information.

When you began to do business with them: _____

Average annual business volume: _____

Performance rating:

Timeliness of delivery
(worst) 1 2 3 4 5 6 7 8 9 10 (best)

Quality of products/services
(worst) 1 2 3 4 5 6 7 8 9 10 (best)

Responsiveness to inquiries and questions
(worst) 1 2 3 4 5 6 7 8 9 10 (best)

Please return the completed form to us by fax **(301) 776-2552**. Thank you for your cooperation.

Sincerely,
Vern Davis (c/o of Lin Li)
Certification Committee Chair

Signature of Company Representative, Date



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Contact Name _____
Bank Name _____
Tel _____
Fax _____

Date _____

IN RE: BANK AND CREDIT REFERENCES

Dear _____,

_____, located at _____ has applied for Asian American Suppliers Council (AASC) certification with us as an Asian American-owned business.

They listed your bank as a reference, and have agreed to our making inquiries with your bank concerning their financial standing. Attached is their release.

We would appreciate your providing us with the following information.

Date account(s) was opened: _____

Type of account(s): _____

Average daily balance: _____

Average annual deposit: _____

Line of credit: _____

Name of the authorized person(s) for the account: _____

Please return the completed form to us by fax **(301) 776-2552**. Thank you for your cooperation.

Sincerely,
Vern Davis (c/o Lin Li)
Certification Committee Chair

Signature of Bank Representative, Date