

LOUISIANA MINORITY SUPPLIER DEVELOPMENT COUNCIL MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION

SUMMARY

CERTIFYING AGENCY	LOUISIANA MINORITY SUPPLIER DEVELOPMENT COUNCIL
DESIGNATIONS	MBE
RACE CONSCIOUS	YES (ETHNIC MINORITIES ONLY)
GENDER CONSCIOUS	NO
RE-CERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	\$300.00 (CERTIFICATION); \$200.00 (ANNUAL RE-CERTIFICATION)
CERTIFICATION PROCESS TIMEFRAME	30-90 DAYS

OVERVIEW

Certification with the Louisiana Minority Supplier Development Council (LAMSDC) provides minority-owned businesses with valuable resources to help them grow and succeed. LAMSDC offers minority-owned businesses an excellent opportunity to meet with corporate buyers who are interested in working with qualified and certified minority business enterprises (MBEs). LAMSDC offers formal and informal venues to meet with corporate buyers so MBEs can learn about state and local opportunities and expand professional networks. LAMSDC is an affiliate of the National Minority Supplier Development Council (NMSDC), the largest national organization whose certification is recognized uniformly by corporate America.

Benefits of MBE certification:

- More than two-thirds of MBEs confirm an increase in revenues as a result of partnership with corporate members of the NMSDC
- Access to over 3,500 leading global, national, regional and local companies and their buyers
- Listing in the regional and national certified MBE database
- The ability to participate in education programs and workshops to assist in personal, financial and professional growth
- Opportunities to network with corporate members, MBEs and business owners at LAMSDC events and activities
- Second tier and MBE to MBE business opportunities

ELIGIBILITY

To become a certified MBE, a business must meet the following requirements. Both current and historical facts are considered in determining ownership qualifications and participation in the management and operations of the company.

- The business is a for-profit enterprise organized for a legal purpose
- The business is physically located in the United States or one of its trust territories
- The business is at least 51% ethnic minority owned
 - Ethnic minority owned is defined as any business having owner(s) belonging to the following minority groups: African-American, Hispanic-American, Native American, Asian and Pacific Islander American (Asian-Indian included)
- The ethnic minority owner must be a U.S. citizen
- The ethnic minority owner must be active in the day-to-day operations of the business

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CERTIFICATION PROCESS

1. Register as a user online at www.lamsdc.org
2. **Complete the online Certification application.** Certification starts with the online application. You may take as long as necessary to complete the application. Your information will be saved for your next session and is completely confidential.
3. **Pay the application fee.** You may pay by credit card or send a check. Your application will be processed after payment is received.
4. **Send or hand deliver the required supporting documentation (Page 3) to LAMSDC's office.** LAMSDCC requires specific documents to complete the Certification process. The documentation must be sent through postal mail. Upon receipt, the application and supporting documents are reviewed for completeness.
5. **Site Visit.** LAMSDC will perform a site visit of your business office and conduct a personal interview of the owner(s).
6. **Committee Review.** The Certification Committee will review your application for MBE certification and must approve the application before it can be submitted to the Board for final approval.
7. **Board Review.** The Board will review the Certification Committee's recommendation and make the final decision. If the Board rejects the application, you may submit a letter of appeal. If approved, you will be notified by e-mail and postal mail.

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CONTACT

MBE Certification
Louisiana Minority Supplier Development Council
400 Poydras St., Suite 1960
New Orleans, LA 70122
Office: 504.293.0400

**LOUISIANA MINORITY SUPPLIER DEVELOPMENT COUNCIL
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SUPPORTING DOCUMENTS REQUIREMENTS

Limited Liability Companies

- Articles of Organization
- Unit Certificates (front and rear) for all principals and Unit Ledger Book
- Operating Agreement (executed and attested)
- Amendments (if applicable)
- Any agreements pertaining to the ownership, operation and control of LLC
- Business cards on all principals with appropriate LLC titles
- Resumes of all principals
- Copy of Driver's Licenses on all principals
- Proof of Citizenships (Birth certificates or U.S. Passports only) on all principals
- Bank Resolution Agreements including Bank Signature Card
- Business Location Lease Agreement(s)
- Equipment Lease Agreement(s)
- Insurance Agreement(s)
- Copy of executed cancelled check on the LLC's bank account
- Minutes to Board of Manager's Meeting

Corporations

- Articles of Incorporation
- Stock Certificates (front and rear) and Stock Ledger**
- Minutes to Board of Director's meetings and Shareholder's meetings
- Bylaws (executed and attested)
- Amendments (if applicable)
- Any agreement(s) pertaining to the ownership, operation, and control of business
- Business cards of all principals with appropriate corporate titles
- Resumes of all principals
- Copy of Driver's Licenses of all principals
- Proof of US Citizenship (Birth certificates or U.S. Passports only) of all principals
- Corporate Bank Resolution Agreement(s) including Bank Signature Card
- Business Location Lease Agreement(s) (Security Deeds, it home-based)
- Equipment Lease Agreement(s) if applicable
- Insurance Agreement(s) if applicable
- Copy of the businesses' executed cancelled check (front and rear)

Visit the **FAQs** page on www.lamsdc.org for supporting documents requirements for other business types.