



# APPLICATION FOR CERTIFICATION AS A PRIMARY-SECTOR BUSINESS IN THE STATE OF NORTH DAKOTA

NORTH DAKOTA DEPARTMENT OF COMMERCE  
SFN 52998 (03-2017)

## Business Information

Please Print

Applicant (Company Name)			
Contact Name	Title	Telephone	
Business Location	City	State	ZIP Code
Mailing Address	City	State	ZIP Code
Website	<input type="checkbox"/> Facility currently operating in North Dakota <input type="checkbox"/> Planning to operate facility in North Dakota		
Email Address	<input type="checkbox"/> Business is registered with the ND Office of the Secretary of State.		

## Step 1 – Value Added

Does your business **add value** to the product it sells?

(Transforming raw materials and natural resources into goods and services that have greater value. For example, soybean meal is a value-added product relative to soybeans. Farm equipment is value-added to metal. Using human resources to customize software applications is adding value to a process.)

Yes. Briefly describe what your company does to **add value** to your product, process, or service.

No. Stop here. *NDCC 10-30.5-01 stipulates that a primary-sector business must add value to a product, process or service through the employment of knowledge or labor.*

## Step 2 – Sales and Markets

(If this is your first year in operation, please provide projections. If operating for more than one year, please provide actual sales amounts for most recent year available.)

What is the annual gross sale amount generated through your North Dakota facility? \$ \_\_\_\_\_

- This is a projected sales amount. We have not been in operation for a full year.  
 This is our actual sales amount for the most recent year.

Where did you sell your value-added product, process or service? Please provide the percentage breakdown for the categories shown below as sales from your North Dakota facility only. (The total for all four categories must equal 100%. If tourism-related, please provide estimates related to the source of your customer revenues, such as the home states of tourists.)

State (ND) \_\_\_\_\_%

National (rest of U.S.) \_\_\_\_\_%

Regional (SD, MT, MN) \_\_\_\_\_%

International (rest of world) \_\_\_\_\_%

*NDCC 10-30.5-01 also stipulates that a primary-sector business must create new wealth. This means bringing new revenue into the state rather than redistributing funds from one North Dakotan to another.*

### Step 3 – Value Stream

As a supplier or sub-contractor, what percentage of your gross sales results from sales of your goods to other North Dakota companies that further process and ultimately sell those goods outside of the state? \_\_\_\_\_%

(Examples: Producing components that another company uses to build a larger or more complicated piece of equipment. Developing software for a company that incorporates it into its final product and sells it nationally.)

Please list the name, city and state of ND companies to which you sell your product or service. (Maximum of 4 companies needed.)

(Examples: If your company manufactures a product, list companies that purchase your product and use it as a component in their product's manufacture. If your company processes food, list food processors that buy your product and add value to it before taking the item they produce to market.) Do not include strictly wholesale or retail operations.

Company	City/State

*While you might not bring dollars directly into the state, you may be a part of a process that does so.*

The undersigned certifies that the information provided in this document is true and accurate.

Name (Please print)	Title
Signature	Date

***Consistent with North Dakota law, information contained in the shaded areas will be kept confidential within North Dakota government.***

## **Qualifications**

Companies must meet minimum qualifications to be designated a primary-sector business. A primary-sector business means a qualified business that through the employment of knowledge or labor adds value to a product, process, or service and which results in the creation of "new wealth", but does not include "production agriculture".

"New wealth" means revenues to North Dakota businesses which are generated by sales of products or services to customers outside of the state. "New wealth" also includes revenues to qualified businesses, the customers of which previously were unable to acquire or had limited availability of, the product or service from a North Dakota provider.

"Production agriculture" means the production of crops and livestock on or near a farm as part of the regular farm enterprise directed by a farm operator and the farm operator's partners. The term does not include an investor-owned livestock feeding or milking operation located apart from a farm headquarters which is managed by employees.

Please provide responses as it relates to your business location in North Dakota only. Your responses in the shaded areas will be kept confidential with the North Dakota government. You will be notified of your status by letter within two weeks of submitting a completed application form and registering with the Office of Secretary of State. Primary Sector certification is necessary to apply for some financial and tax incentives designated for North Dakota primary-sector businesses.

The North Dakota Department of Commerce has the authority to audit any figures presented, particularly at recertification. Certification is valid for four years from certification date.

## **Instructions for qualified business**

Use this form only for certification by the North Dakota Department of Commerce Division of Economic Development and Finance as a primary-sector business as defined in NDCC 10-30.5-01, 57-39.2 and 57-38.5

Submit a completed application to:

North Dakota Department of Commerce  
Economic Development & Finance Division  
Attention: Research Manager  
PO Box 2057  
Bismarck, ND 58502-2057

## **If you have any questions...**

### **Call:**

701-328-5300

### **Write to:**

North Dakota Department of Commerce  
Economic Development & Finance Division  
PO Box 2057  
Bismarck, ND 58502-2057