**Please note that providing AltaGas with your business information or successfully completing the prequalification process in no way obligates AltaGas to provide work or enter a contractual relationship with any supplier**.

|  |
| --- |
| ***Instructions: Email the completed form along with all requested attachments to newsuppliers@altagas.ca.*** |
| **COMPANY INFORMATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Legal Name/ No:** |  | | **Parent Company Legal Name/ No:** | | |  | |
| **Street Address:** |  | | | | | | |
| **Contact Name:** |  | | **Phone:** | | |  | |
| **Email:** |  | | **Company Website:** | | |  | |
| **Type of Company** | Private Corporation  Public Corporation  Sole Proprietor (not incorporated)  Limited Partnership  Joint Venture | | | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | | |
| **SUPPLIER DIVERSITY (see Definitions below)** | | | | | | | |
| Is your company an Indigenous Business? Y/N: | | | | | | | |
| Is your company affiliated with an Indigenous Business Y/N: | | | | | | | |
| If yes, please provide the Indigenous community your company is affiliated with. | | | | | | | |
| Is your company a Diverse Supplier or Certified Diverse Supplier? Y/N: | | | | | | | |
| If yes, please provide the diverse category (e.g., Women owned, Veteran owned, etc.) | | | | | | | |
| Does your company have Diverse Supplier initiatives? Y/N: | | | | | | | |
| **GOODS AND/OR SERVICES** | | | | | | | |
| Describe the goods and/or services that your company provides: | | | | | | | |
| Describe the area(s) that your company operates in: | | | | | | | |
| Has your company provided goods and/or services to AltaGas or any of it’s affiliates in the past? Y/N:  If yes, please provide the name of the company along with a description the goods and/or services provided | | | | | | | |
| **BUSINESS INFORMATION** | | | | | | | |
| *Sales literature, brochures, etc. to be returned with this document* | | | | | | | |
| *Provide three (3) current customers* | | | | | | | |
| **Company Legal Name:** |  | | | | | | |
| **Company Legal Name:** |  | | | | | | |
| **Company Legal Name:** |  | | | | | | |
| **RISK MANAGEMENT** | | | | | | | |
| Is your company registered in ISN? | | | | | | | Yes  No |
| If no, what system is your company registered in? | | | | | | | |
| Does your company have WCB coverage? | | | | | | | Yes  No |
| **Industry Rate:** | |  | | **Company Rate:** | |  | |
| **Province:** | |  | | **Rate Adjustment:** | | % | |
| **Industry Code(s):** | |  | | | | | |
| Does your company have a current COR or SECOR? | | | | | | | Yes  No  COR  SECOR |
| **DEFINITIONS** | | | | | | | |
| **Certified Diverse Supplier:** A Supplier that receives certification from a third-party certification agency (usually an organization that promotes the development of minority-owned and/or small businesses) confirming that they are at least 51 percent owned, controlled and managed by an individual (or multiple people) of a diverse background. | | | | | | | |
| **Diverse Supplier:** A supplier or non-profit organization that is at least 51 percent owned, operated, and controlled by Indigenous peoples, members of a visible minority group, women, those who identify as LGBTQ+ or people with a disability. | | | | | | | |
| **Indigenous Business:** A business which is at least 51 percent or more owned and controlled by an Indigenous person(s) (First Nations, Métis, Inuit, and mixed identities). | | | | | | | |
| **Indigenous Business Affiliates:** A joint venture or business relationship consisting of an Indigenous business and a non-Indigenous business intended to assist the Indigenous Group in participating in development activity. | | | | | | | |
| **Supplier Diversity:** A business practice that encourages the use of a Diverse Supplier base in its sourcing process of goods and services. | | | | | | | |