

Department of Commerce

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
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DEPARTMENT OF COMMERCE FOREIGN INVESTMENT OFFICE

Foreign Investment Certificate/Certificate of Approved Investment

(Reference handout in preparing application for Foreign Investment Certificate)

An application is submitted to the Department of Commerce. Upon submission, the application is reviewed for completeness. All requirements as listed in the Foreign Investment Regulations, Section 1101, are due at the time of submission. Applicants should refer to the following outline as a guideline when preparing documents for the application.

SAMPLE Table of Contents XYZ Corporation

- A. Applicant's Personal Information
 - A.1 Application for Foreign Investor Certificate (Notorized)
 - A.2 Certificate of Birth
 - A.3 Identification Certificate issued by Bureau of Immigration of Foreign Country
 - A.4 Passport Copy (Pages with pertinent information)
 - A.5 Police Clearance from country of origin
 - A.6 Health Certificate
 - A.7 Marriage Certificate (If applicable)
 - A.8 Certificate of Ownership in XYZ Corporation/Stock Certificates
 - A.9 Exit Clearance Supported by Applicant's Entry Permit

- B. Presentation of Exhibits
 - Exhibit A - A brief company history of XYZ Corporation
 - Exhibit B - List of business licenses & permits
 - Exhibit C - Employment opportunities
 - C.1 Existing job employment positions necessary in the business of XYZ Corporation
 - C.2 Employment positions and job descriptions
 - C.3 Personnel training program
 - Exhibit D - Effect which XYZ Corporation will have on ecology of the Commonwealth
 - Exhibit E - Business commitment of XYZ Corporation on a long term basis
 - Exhibit F - XYZ Corporation utilization of local/U.S. contractors in the operation of the enterprise
 - Exhibit G - Impact of XYZ Corporation operation upon water and power

Exhibit H - resources in the CNMI
Plans on employment training program

(Continuation)

- C. All about XYZ Corporation
 - C.1 Sketch of location
 - C.2 Certificate of Incorporation
 - C.3 Corporate Charter
 - C.4 Articles of Incorporation
 - C.5 By-laws
 - C.6 Annual Corporation report for the current year
 - C.7 Certificate of Existence
 - C.8 Listing of Non-resident workers
 - C.9 Statement of Compliance - 20% resident workers as filed with the DoL&I

- D. Financial position of XYZ Corporation
 - D.1 Financial statements - audited or compiled by independent auditories
 - d.1.1. Corporate annual Income Tax Report Form 1120CM
 - d.1.2. Personal Financial statement of applicant
 - d.1.3. Personal Income tax as filed for previous year
 - D.2. Corporate Resolution to borrow in any bank
 - D.3. Approved credit facilities of XYZ Corporation in any bank
 - D.4. Statement of Account
 - d.4.1. Bank of Hawaii
 - d.4.2. Bank of Guam
 - d.4.3. City Trust Bank
 - d.4.4. First Hawaiian Bank
 - d.4.5. Bank Pacific
 - D.5. Merchandise Inventory Summary for the year ended December 31, 20__
 - D.6. BGRT Receipts of XYZ Corporation in previous year
 - D.7. Receipts and Employer's Quarterly Withholding Tax Return in 20__
 - D.8. Lease Agreements, Assignments of leases, subleases, rental agreements, etc.
 - D.9. Canceled checks of XYZ Corporation (showing significant bank transactions)
 - D.10. Vendor's receipts for XYZ Corporation/Shipping Invoices and documents
 - D.11. Vendor's invoices for XYZ Corporation/Tax Clearances
 - D.12. Insurance Policies
 - d.12.1. Automobile Insurance for company vehicles
 - d.12.2. Fire insurance for main building
 - d.12.3 Fire insurance for residential buildings used for employees' housing
 - d.12.4. Public liability for main building
 - D.13. Certificates of donations and contributions for CNMI community

09/02