



**National Minority Supplier Development Council, Inc.  
2009 GMSDC RECIPROCAL SERVICES REQUEST**

Submit along with current "home council" certificate and the Reciprocal Services fee of \$350.00 to the Georgia Minority Supplier Development Council (GMSDC), Inc., 58 Edgewood Ave., 5<sup>th</sup> Floor, Atlanta, GA 30303. An incomplete request, or a request without the required fee, will not be processed. No Reciprocal Services certificate will be issued.

**PLEASE PRINT ALL INFORMATION**

**DATE:** \_\_\_\_\_

**LEGAL NAME OF FIRM** (including d/b/a \_\_\_\_\_ name) &  
**FEDERAL ID #** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **CITY, STATE, ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **OWNER'S NAME:** \_\_\_\_\_  
**CONTACT EMAIL:** \_\_\_\_\_ **OWNER EMAIL:** \_\_\_\_\_  
**BUSINESS PHONE** \_\_\_\_\_ **FAX NO** \_\_\_\_\_

**AFFIDAVIT**

As a certified MBE of an NMSDC affiliate, I hereby request Reciprocal Services with the GMSDC. I affirm that the preceding information is true and correct; I acknowledge I information shall be verified by my home council. I further understand that I cannot apply for service offerings - NAICS codes - other than what is currently granted by my home council.

Any material misrepresentation will be grounds for initiating action under Federal or State laws concerning false statements.

\_\_\_\_\_  
SIGNATURE

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
 ----- (Information below is for completion by NMSDC Staffers, only) -----

Date: \_\_\_\_\_  
To: Certifications (Reciprocal Services) Council: \_\_\_\_\_

The company above, a MBE already certified by your council, has requested reciprocal services from our council. Please fax/email to our office a copy of their MBISYS profile form and a copy of the certificate for verification purposes.



GMSDC, Inc.  
Attn: Certifications  
58 Edgewood Ave., 5<sup>th</sup> Floor • Atlanta, GA 30303  
404-589-4929 x2104 • 404-589-4925 (fax)  
[karlb@gmsdc.org](mailto:karlb@gmsdc.org)

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**Section 2 (From: GMSDC -- Home Council)**

The above referenced MBE is certified with GMSDC. Required documents attached. **Staffer's Initials:** \_\_\_\_\_

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**Section 3 (To: Requesting/Gaining RMSDC)**

We have granted reciprocal services; please add our RMSDC Code **AT**, to your MBISYS Profile. **Staffer's Initial:** \_\_\_\_\_  
Comments: \_\_\_\_\_

- ❖ Present your MBE current "home" certificate (if your home council certificate expires within the next 90 days, get recertified first, and then apply with the GMSDC). The GMSDC certificate will include the same NAICS codes and expire on the same date as the certificate you provide. Per NMSDC Policy, we do not hold your Reciprocal Services application waiting for you to recertify with your home council. **RECERTIFY** before you apply.
- ❖ Present a completed & signed Reciprocal Services Request.
- ❖ Present payment of Reciprocal Service fee. Please pay with a business check or business credit card (i.e., name of enterprise must be embossed or printed on financial instrument). For credit cards payments please call 404.589.4929 ext 2111 and speak with Rose.
- ❖ If applicable, please present a local occupational or business license permit (from the Georgia county or city-- where your business will reside or operates). This is required in Georgia, if you have a physical office. Please call the local county or city for specific details.
- ❖ If applicable, if your enterprise is a chartered entity (i.e., limited partnership, corporation or LLC), please present a **Certificate of Authority to Transact Business** from the Office of the Georgia Secretary of State. This certification will allow your enterprise to do business as a "foreign" entity in Georgia. Please speak with your legal advisor or call the Office of the Georgia Secretary of State at 404.656.2817 for specifics. **(NOTE: per the Official Code of Georgia Annotated (O.C.G.A.), Title 14 – Corporations, Partnerships and Associations, Section 14-2-101 Georgia Business Corporation Code, Section 14-2-122, Number – 7, "the Civil penalty for a foreign corporation (LLC) transacting business in this state without a certificate of authority is \$500.00")**
- ❖ Please have your enterprise's documents signed by the appropriate company officer.

## Here is the 2009 certification process timeline

### I. "Pre-application certification: A Technical Briefing" – This will include Reciprocal Services information

This activity is held the first Tuesday of each month -- 3:00 pm to 5:00 pm

<i>Jan. 6, 2009*</i>	<i>Feb. 3, 2009</i>
<i>Mar. 3, 2009</i>	<i>Apr. 7, 2009</i>
<i>May 5, 2009</i>	<i>Jun. 2, 2009</i>
<i>Jul. 7, 2009**</i>	<i>Aug. 4, 2009</i>
<i>Sep. 1, 2009</i>	<i>Oct. 6, 2009</i>
<i>Nov. 3, 2009</i>	<i>Dec. 1, 2009</i>

<i>Jan. 5, 2010</i>	<i>Feb. 2, 2010</i>
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\* If you want to exhibit at the GMSDC's Business Opportunity Expo at the GA International Convention Center in College Park, GA (Mar 17-18, 2009), your certification materials must be turned in before this date (Jan 8, 2009).

\*\* If you want to exhibit at the NMSDC's Business Opportunity Expo in New Orleans, LA (October 25-28, 2009), your certification materials must be turned in before this date (July 2, 2009).

### II. "All Certification Application Due Dates"

**NOTE: Reciprocal Services applications MUST be approved by the GMSDC Board of Directors before the certificate is issued.**

The due date is normally the 1<sup>st</sup> Thursday of each month unless noted.

<i>Jan. 8, 2009*</i>	<i>Feb. 5, 2009</i>
<i>Mar. 5, 2009</i>	<i>Apr. 2, 2009</i>
<i>May 7, 2009</i>	<i>Jun. 4, 2009</i>
<i>Jul. 2, 2009**</i>	<i>Aug. 6, 2009</i>
<i>Sep. 3, 2009</i>	<i>Oct. 1, 2009</i>
<i>Nov. 5, 2009</i>	<i>Dec. 3, 2009</i>

<i>Jan. 7, 2010</i>	<i>Feb. 4, 2010</i>
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The office hours are from 9:00 am to 5:00 pm daily – Monday to Friday. You may leave you certification package at the front desk with the Office Manager – Ms. Doris Holmes.

### III. "Certification Committee Review Dates"

**NOTE: The certification Committee makes a recommendation to the Board of Directors.**

This date is normally the 2<sup>nd</sup> Thursday of each month unless noted.

<i>Jan. 15, 2009*</i>	<i>Feb. 12, 2009</i>
<i>Mar. 12, 2009</i>	<i>Apr. 9, 2009</i>
<i>May 14, 2009</i>	<i>Jun. 11, 2009</i>
<i>Jul. 9, 2009**</i>	<i>Aug. 13, 2009</i>
<i>Sep. 10, 2009</i>	<i>Oct. 8, 2009</i>
<i>Nov. 12, 2009</i>	<i>Dec. 10, 2009</i>

<i>Jan. 14, 2010</i>	<i>Feb. 11, 2010</i>
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