

QUALIFICATION OF APPLICANTS

In addition to completion of the business questionnaire, all applicants must submit the following:

1. Individual

- a. In the case of a person, an original, signed and dated statement including the bidder's name, current address, telephone number, e-mail address (if used) and a certification that the bidder is of the age of majority; or
- b. In the case of a guardian, trustee, or other legal representative of a person, a certified copy of the court order authorizing the representative to act in that capacity and to fulfill on behalf of the person all obligations arising under the lease and the representative's certification of the age of the person and the representative;

or

- c. In the case of an agent acting on behalf of an individual, an original or certified copy of a notarized power of attorney authorizing the agent to act on behalf of the individual.

2. Corporation

- a. The current name, address, phone and fax number of the corporation. Bidders are also asked to provide e-mail addresses;
- b. A list of the individuals authorized to act on its behalf with respect to the bid;
- c. An original or certified copy of a notarized power of attorney authorizing any agent who is not a current officer but who has been authorized by the corporation to act on its behalf with respect to the bid;
- d. A current Certificate of Compliance for a corporation qualified to do business in Alaska or, if qualifying to do business in Alaska and qualifying for a lease sale for the first time, either:
 - (1). A Certificate of Authority for a foreign corporation qualified to do business in Alaska (a foreign corporation is a corporation incorporated outside Alaska), or
 - (2). A Certificate of Incorporation for a domestic corporation qualified to do business in Alaska.

The Alaska Certificate of Compliance provides written proof that the corporation has paid all taxes, complied with all applicable laws and thus remains qualified to do business in the state. It remains the bidders responsibility to assure that the required certificate is filed with the TLO.

The required Alaska Certificate of Compliance, Certificate of Authority, or Certificate of Incorporation, must be requested from the Alaska Department of Commerce, Community and Economic Development, (DCC&ED). For information on obtaining a certificate, write the Division of Corporations, Business and Professional Licensing, 550 W. 7th Avenue, Suite 1940, Anchorage, Alaska 99501 or call (907) 269-8140. Upon proper application, the DCC&ED will issue the requested certificate. Please allow 3 weeks for the processing of the certificate.

3. Partnership, joint venture, or other unincorporated association

- a. A statement describing the business relationship between the members of the association, joint venture or partnership; and
- b. The documents required for individuals or corporations for each participant as appropriate.

To qualify, the appropriate information and documents must be submitted to or on file at the TLO. It remains the applicant's responsibility to assure that all qualification requirements are fulfilled. Failure to provide the TLO with any of the above required documents or information may result in disqualification and the rejection of any applications or bids submitted.