

Business Information

Primary Sector Certification applies to each individual physical business location in North Dakota.

Certification is granted based on the activities, sales, and value-added operations occurring at the specific site identified in this application.

Businesses with multiple locations must submit a separate application for each physical location seeking certification.

Please Print

Applicant (Company Name)		NAICS Code (if applicable)	
Doing Business As (if applicable)			
Brief Business Description			
Contact Name	Title	Telephone Number	
Business Location (must reflect the specific physical location in North Dakota for which Primary Sector Certification is being requested)	City	State	ZIP Code
Mailing Address	City	State	ZIP Code
Website	☐ Facility currently operating in North Dakota ☐ Planning to operate facility in North Dakota ☐ Business is registered with the ND Office of the Secretary of State		
Email Address			

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 (describe below) ☐ No (stop here)*
Describe what your company does to add value to your product, process, or service.

**NDCC 1-01-49 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*

Annual Gross Sale Amount (generated through this North Dakota facility only) for the most recent year. If this is your first year in operation at this location, please provide projections.		☐ Actual sales ☐ Projected sales	
Are other products or services like yours available in North Dakota? ☐ Yes ☐ Yes, but difficult to obtain in North Dakota. ☐ No, not currently available in North Dakota.			
Where do/will 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. (Total for all four categories must equal 100%.)			
State (ND) %	Regional (SD, MT, MN) %	National (rest of U.S.) %	International (rest of world) %

NDCC 1-01-49 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. Responses in this section must reflect the value stream associated with the specific North Dakota location identified in this application.)

Please list the name, city and state of ND companies to which you sell your product or service (maximum of 4 companies needed). Do not include strictly wholesale or retail operations.
(While you might not bring dollars directly into the state, you may be part of a process that does.)

Company	City/State

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.

***Consistent with North Dakota law, information contained in the steps 2 & 3 will be kept confidential within North Dakota government.**

Step 4 – Production Agriculture

Complete this section only if your product might be considered production agriculture. If not, skip to signature portion below.

Business location ☐ On or near farm ☐ Apart from farm headquarters
Who runs the business? ☐ Farm operator and farm operator's partners ☐ Employees
Business ownership ☐ Part of regular farm enterprise ☐ Investor-owned

Public Listing Acknowledgement (Information Displayed Online)

The following information will be posted/shared on the transparency page (<https://www.commerce.nd.gov/services-assistance/transparency>).

- Applicant/Name at Certification
- Address
- Start Date
- Expiration Date

Public Record Acknowledgement

By submitting this form, you acknowledge that the information provided is required for program administration and will be maintained as part of the public record. Certain information may be accessible through public records or state systems, including the Secretary of State's online business search portal.

Information Accuracy

Businesses are responsible for the accuracy of any information they consent to have displayed publicly and for notifying Commerce of material changes.

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

Name (Please print)	Title
Signature	Date

Qualifications

Companies must meet minimum qualifications to be designated a primary-sector business. This certification is necessary to apply for certain financial and tax incentives designated for North Dakota primary-sector businesses. Primary Sector Certification is issued on a location-by-location basis. Eligibility determinations are based on the operational activities, sales markets, and value-added processes occurring at the specific North Dakota site identified in this application.

If not already registered, it's best to begin by registering your company with the ND Office of the Secretary of State at <https://firststop.sos.nd.gov>. For assistance call 701-328-2904 or email sosbir@nd.gov.

Below are definitions to keep in mind.

"Primary sector business" means an individual, corporation, limited liability company, partnership, or association certified by the department of commerce division of economic development and finance which through the employment of knowledge or labor adds value to a product, process, or service which results in the creation of new wealth.

"New wealth" means revenues generated by a business in this state through the sale of products or services to:

- a. Customers outside of this state; or
- b. Customers in this state if the products or services were previously unavailable or difficult to obtain from a business in this state.

"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 they relate to your business location in North Dakota only. Your responses in the shaded areas will be kept confidential within North Dakota government. You will be notified of your status by letter within two weeks of receiving your application.

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 1-01-49, 10-30.5-01, 57-39.2 and 57-38.5. A separate application is required for each physical North Dakota location seeking Primary Sector Certification.

Submit a completed application to:

Mail to:

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

OR

Email to: NDEDF@nd.gov (preferred)

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