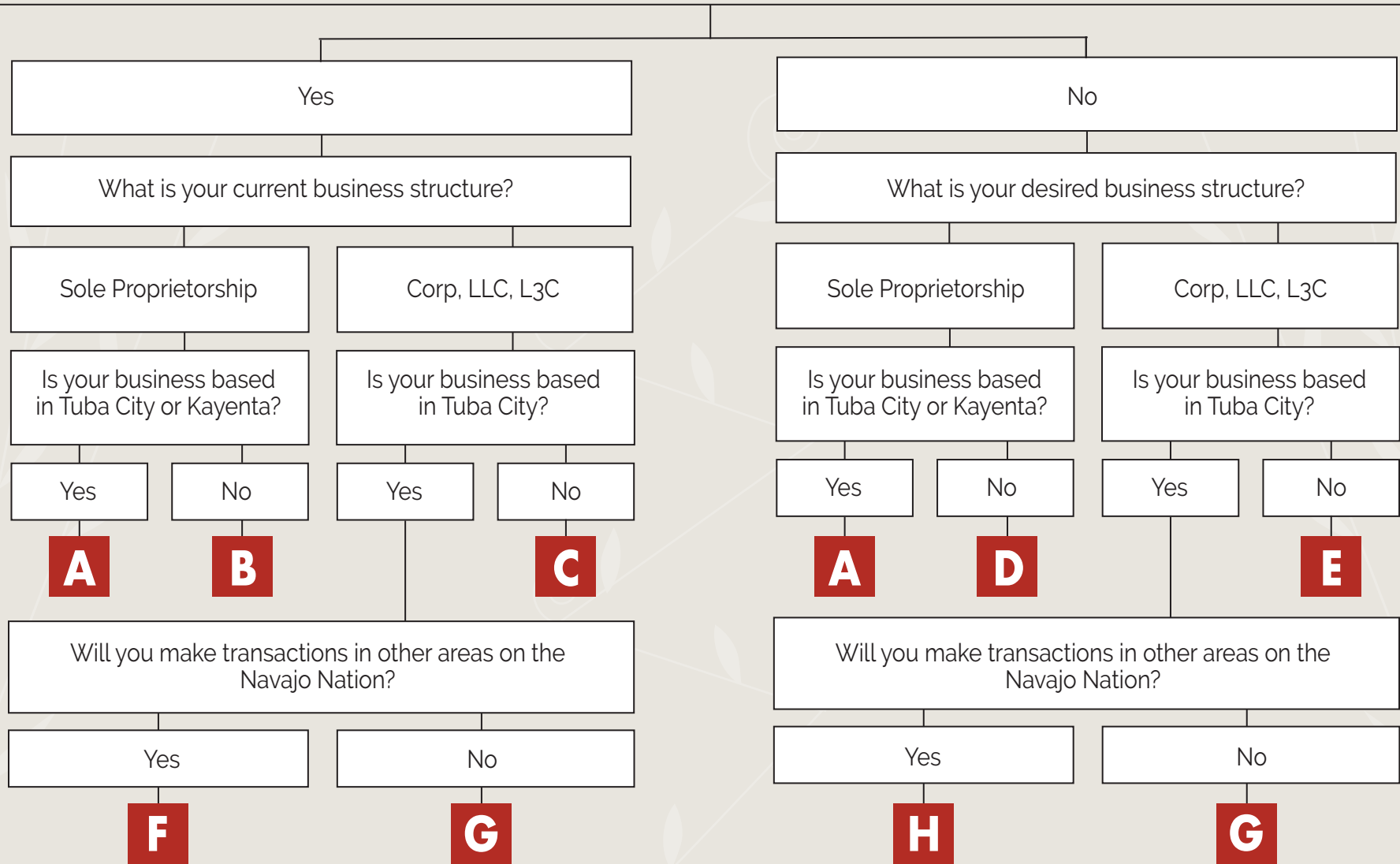


WANT TO START YOUR BUSINESS ON THE NAVAJO NATION?

IS YOUR BUSINESS ALREADY REGISTERED OUTSIDE OF THE NAVAJO NATION WITH A U.S. STATE?



A SOLE PROPRIETORSHIP (Tuba City/Kayenta Only)

Register in Tuba City/Kayenta: Visit the To’Nanees’Dizi Local Government (Tuba City) or Kayenta Township for information

B SOLE PROPRIETORSHIP

Submit Form 100 to the Navajo Tax Commission

C CORPORATION, LLC, L3C (Navajo Nation, not Tuba City)

- Submit to the Navajo Business Regulatory Department:**
 - Application for Certificate of Authority
 - Articles of Corporation/Organization
- Submit Form 100** to the Navajo Tax Commission

D SOLE PROPRIETORSHIP (Navajo Nation, not Tuba City/Kayenta)

- File a Trade Name Registration Application** with the Secretary of State’s office in your state
- Obtain a Federal Tax ID Number** from the IRS
- Submit Form 100** to the Navajo Tax Commission

E CORPORATION, LLC, L3C (Navajo Nation, not Tuba City)

- File a Trade Name Registration Application** with the Secretary of State’s office in your state
- Obtain a Federal Tax ID Number from the IRS**
- Submit your Articles of Incorporation/Organization** to Navajo Business Regulatory
- Submit Form 100** to the Navajo Tax Commission

F CORPORATION, LLC, L3C (All of Navajo Nation)

- Submit to the Navajo Business Regulatory Department:**
 - Application for Certificate of Authority
 - Articles of Corporation/Organization
- Submit Form 100** to the Navajo Tax Commission
- Register with the To’Nanees’Dizi Local Government** in Tuba City

G CORPORATION, LLC, L3C (Tuba City Only)

- Register with the To’Nanees’Dizi Local Government** in Tuba City
 - Visit the Western RBDO** to inquire about requirements to registers with the Navajo Business Regulatory Department.
- Since all of your transactions are within Tuba City, you will not need to register with the Navajo Tax Commission.

H CORPORATION, LLC, L3C (All Navajo Nation)

- File a Trade Name Registration Application** with the Secretary of State’s office in your state
- Obtain a Federal Tax ID Number** from the IRS
- Submit your Articles of Incorporation/Organization** to the Navajo Business Regulatory Department
- Submit Form 100** to the Navajo Tax Commission
- Register with the To’Nanees’Dizi Local Government** in Tuba City



**BUILD
NAVAJO**

Build Navajo is a free web-based tool for Navajo entrepreneurs who want to establish and build their business on the Navajo Nation.

The site provides step-by-step instructions on how to register a business, apply for Navajo Preference Certification, and business site lease information.

To access forms, tax information, and details, visit buildnavajo.org

DOES MY BUSINESS REQUIRE A BUSINESS SITE LEASE?

Because reservation land is held "in trust" by the Federal government, individuals and companies are not allowed to purchase land on the reservation. Therefore if you want to maintain a physical structure on Navajo land, you must either apply for a Business Site Lease or use an existing Industrial Site that is commercially zoned. If you run a business from your home, visit your local RBDO to see if a Business Site Lease is required.

WHAT STEPS DO I NEED TO TAKE?

STEP 1

Interview with local Regional Business Development Offices

Review and screen your business plan with your local RBDO. The plan must show feasibility of potential success of proposed business.

STEP 2

Obtain Land Withdrawal

Consult with your local RBDO on the steps to obtaining a land withdrawal from the Navajo Land Department.

STEP 3

Obtain Land Consent

3.1 Check with RBDO on Land Status

Hopi consent is also required for lands associated with the 1934 Statutory Freeze Area ("Bennett Freeze").

3.2 Secure customary land user's consent

Request a consent form from your local RBDO and then consult the Grazing Permit Representative at your Chapter. This process often varies from RBDO to RBDO.

3.3 Pass Chapter Resolution

1) Work with your RBDO to draft a Chapter resolution. You may also need to provide proof of land consent and approval for right of way. Your RBDO can help you with both;

2) During a scheduled Chapter meeting, you will put forward a resolution and request clearance from the Grazing Committee to start your business;

3) A hearing will be scheduled to present your resolution, during which the Chapter will vote to either approve or deny your proposed resolution.

3.4 Fill out Business Site Lease Application

If your resolution passes, you have six months to complete and file a final business site lease application, including all clearances. If you wait more than six months, you will have to start over.

STEP 4

Securing Site Clearance

4.1 Environmental Assessment

Your RBDO conducts the environmental assessment and submits it to the Division of Economic Development (DED) for their review.

4.2 Appraisal Report

This step only applies to businesses with a certain revenue and is carried out by the DED Real Estate Department.

4.3 Ethics Clearance

This step is only required by Federal employees, Tribal-elected officials, or Tribal employees.

4.4 UST Compliance Report

This step is typically only required for gas stations. An 'Underground Storage Tank' compliance report is conducted by the Navajo Nation Environmental Protection Agency.

4.5 Land Survey

A Navajo Land Department conducts a land survey to identify the legal boundaries of the business. As the business owner, you can also hire a private surveyor.

4.6 Procurement Clearance

Navajo Credit Services conducts a credit check.

4.7 Certificate of Good Standing

This step is required for Corporations or LLC/L3C businesses. Domestic businesses may request a Certificate of Good Standing from the Navajo Business Regulatory Department. Foreign businesses may request one from the Secretary of State in US state business is registered.

STEP 5

Negotiating Lease Terms

Work with your RBDO to negotiate the terms and conditions of the lease

STEP 6

Final Lease Approvals

On your behalf, your RBDO will submit **Form 164** (Previously Signature Approval Sheet) to receive final lease approvals from Navajo agencies and the Office of the President.

The chain of approval includes: **1.** DED, **2.** Office of the Controller, **3.** Department of Justice, **4.** Business Site Lease - approving committee in the DED, **5.** DED Real Estate Department, **6.** Office of the President.

STEP 7

Ongoing Responsibilities

After the approval of the business site lease, the following must be submitted **annually** to stay compliant: **1)** Rent, as stated in the lease; **2)** Financial statement of gross receipts; **3)** Form 200 - Declaration of Interest in Lease, submitted on the 15th of May to the Navajo Tax Commission.



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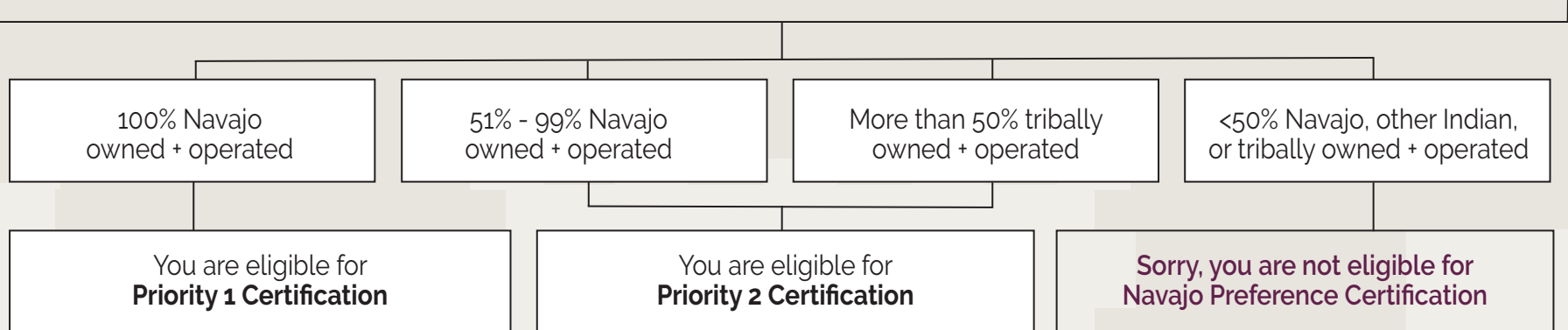
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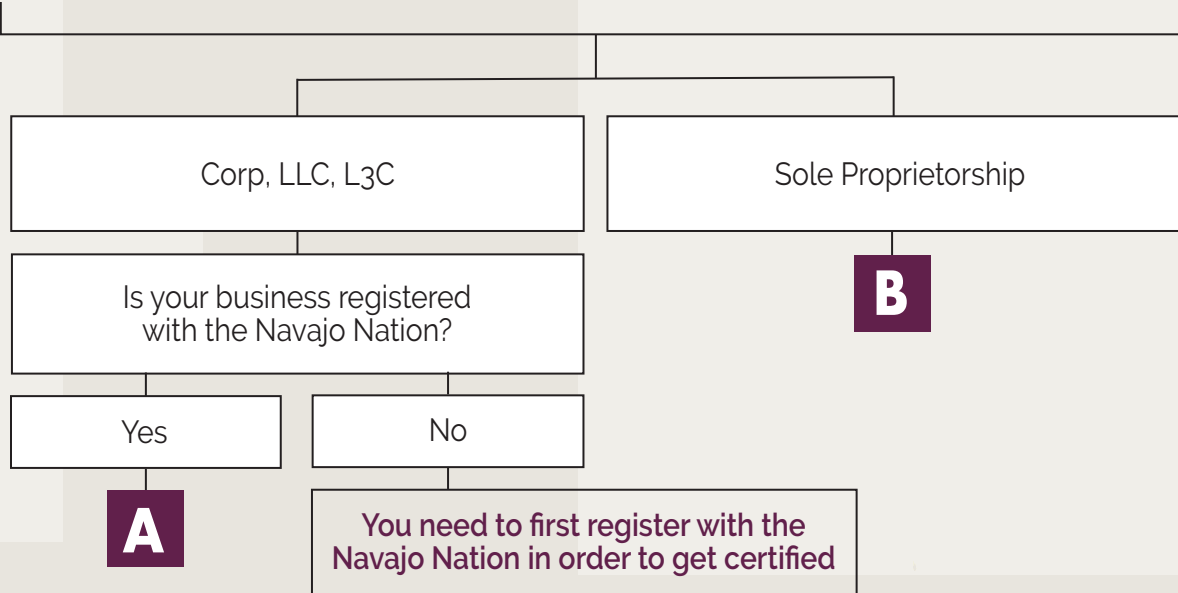
IS YOUR BUSINESS ELIGIBLE FOR NAVAJO PREFERENCE CERTIFICATION?

The Navajo Business Opportunity Act gives certified Navajo-owned businesses the first opportunity to bid on projects. Businesses get certified according to the following classification system: Priority 1 and Priority 2.

WHICH BEST DESCRIBES YOUR BUSINESS?



WHAT IS YOUR BUSINESS STRUCTURE?



A CORPORATION, LLC, L3C

Submit the following to the Navajo Business Regulatory Department:

- **For Construction:** Complete the "Priority Certification for Construction" form
- **For Professional Services / Procurement:** Complete the "Priority Certification for Professional Services" form
- 2. Complete "Exhibit A - Financial Statements" form**
- 3. Complete "Exhibit B - Past Projects" form**
- 4. Submit Certificate of Indian Blood**
- 5. Submit Articles of Incorporation / Organization**
- 6. Submit Certificate of Incorporation**
- 7. Submit Certificate of Good Standing**

B SOLE PROPRIETORSHIP

Submit the following to the Navajo Business Regulatory Department:

- **For Construction:** Complete the "Priority Certification for Construction" form
- **For Professional Services / Procurement:** Complete the "Priority Certification for Professional Services" form
- 2. Complete "Exhibit A - Financial Statements" form**
- 3. Complete "Exhibit B - Past Projects" form**
- 4. Submit Certificate of Indian Blood**
- 5. Submit a document** that establishes business ownership



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