



TIPS TO AVOID DELAYS

PROVIDER'S ACKNOWLEDGMENT

STATE OF _____)
_____) : SS.
COUNTY OF _____)

On this _____ day of _____, 20____
me appeared _____
and _____, to me known, to be the
person(s) described in and, who, being by me duly sworn, did say that he/she/they is/are the
_____ and _____
of _____
the PROVIDER named in the foregoing instrument, and that he/she/they is/are authorized to sign
said instrument on behalf of the PROVIDER, and acknowledges that he/she/they executed said
instrument as the free act and deed of the PROVIDER.

(Notary Stamp or Seal)

By _____
(Signature)
Print Name _____
Date _____
Notary Public, State of _____
My commission expires: _____

Doc. Date: (Effective Date - Page 1) # Pages: All Pgs
Notary Name: _____ Circuit
Doc. Description: State of Hawaii Contract for _____
(on the First Page + the Contract No.)

(Notary Stamp or Seal)

Notary Signature Date

NOTARY CERTIFICATION

Avoid these
common mistakes
to avoid
processing delays

Doc Date:
Effective Date
of Contract, do
not leave blank

Doc Description:
Title of Contract +
Contract number

Date document is
notarized must
match the date the
grantee signs the
contract

Pages: Total
number of pages
in contract, not
including cover
letter

**RESOLUTION TO ARTICLE VI
AMENDED AND RESTATED BYLAWS**

Of

In accordance with the Article VI, of the Amended and Restated Bylaws of
dated May 24, 2012, the Board of Trustees by motion and passing vote at their
meeting on July 7, 2016, hereby authorizes effective July 7, 2016 its Executive Director
✓ of _____ to enter into any contract or to execute and deliver
any document, instrument or writing of any nature in the name of and on behalf of

The Board of Trustees of the Corporation adopts the resolution.

Signed by: _____
_____, President, Board of Trustees,

Dated: 07-07-16

Honolulu, Hawaii

Example of
Corporate Bylaw
naming duly
designated
person(s) that
can sign
paperwork on
behalf of the
Grantee



Cannot be signed
by the designee(s)

Maintain compliance – HCE Express



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: [REDACTED]

DBA/Trade Name: [REDACTED]

Issue Date: **12/19/2018**

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: [REDACTED]

DCCA FILE#: [REDACTED]

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

Make sure that you remain compliant throughout the life of your contract

