



### SUPPLIER DIVERSITY BUSINESS SIZE AND CLASSIFICATION FORM

Takeda Policy requires suppliers to update this information annually or any time your company's classification changes. Send completed and signed form to <mailto:supplierdiversity@takeda.com> fax 224-554-7953  
Email general purchasing questions <mailto:purchasingsupport@tpna.com>

Company Legal Name:		Primary Contact Name:	
Address:		Remit to address: (if different)	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	
Fax #:		Fax #:	
E-mail address:		WEBSITE:	

**BUSINESS ENTITY & TYPE:** (Select One)

<input type="checkbox"/> Corporation	<input type="checkbox"/> Foreign-Owned	<input type="checkbox"/> Health Care Professional
<input type="checkbox"/> LLC	<input type="checkbox"/> Sole Proprietorship (list SS#):	<input type="checkbox"/> Distributor
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Partnership	<input type="checkbox"/> Manufacturer
		<input type="checkbox"/> Service/Consultant (list type of service):

TAKEDA SUPPLIER NUMBER \_\_\_\_\_

**BUSINESS SIZE REPRESENTATION:**

**Small Business (SBC)** *Company policy and Government Regulations require that we obtain updated written certifications from our suppliers regarding their socio-economic status. Therefore, it is essential that you respond to this request. Failure to respond to this request will result in your company being classified as a LARGE business concern.*

**Large (LBC)**

<p><b>Number of Employees for the past 12 months</b> (Includes parent company, other divisions, subsidiaries and affiliates) check only one:</p> <p><input type="checkbox"/> 50 or fewer</p> <p><input type="checkbox"/> 51-100</p> <p><input type="checkbox"/> 101-250</p> <p><input type="checkbox"/> 251-500</p> <p><input type="checkbox"/> 501-750</p> <p><input type="checkbox"/> 751-1,000</p> <p><input type="checkbox"/> Over 1,000</p>	<p><b>Annual Gross Revenue/Sales (fiscal year)</b> (check only one):</p> <p><input type="checkbox"/> \$1 million or less</p> <p><input type="checkbox"/> \$1,000,001-\$2 million</p> <p><input type="checkbox"/> \$2,000,001-\$3.5 million</p> <p><input type="checkbox"/> \$3,500,001-\$5 million</p> <p><input type="checkbox"/> \$5,000,001-\$7 million</p> <p><input type="checkbox"/> \$7,000,001-\$10 million</p> <p><input type="checkbox"/> \$10,000,001-\$17 million</p> <p><input type="checkbox"/> \$17,000,001- \$25 million</p> <p><input type="checkbox"/> Over \$25 million</p>
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Primary 6-digit North American Industry Classification System Code (NAICS): \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

### BUSINESS CLASSIFICATION REPRESENTATION:

**OWNERSHIP STATUS**

The undersigned represents that we are (select **ALL that apply** and include a copy of your certification if applicable):

- |   |   |
|---|---|
| <input type="checkbox"/> 8(a)   | <input type="checkbox"/> Veteran-Owned Small Business (VBC)   |
| <input type="checkbox"/> Small Disadvantaged Business (SDB)             | <input type="checkbox"/> Service-Disabled Veteran-Owned (DVC) |
| <input type="checkbox"/> Historically Underutilized Business Zone (HUB) | <input type="checkbox"/> Minority Business (MBE)              |
| <input type="checkbox"/> Woman-Owned Small Business (WOSB)              |   |

Is your firm at least 51 percent owned, controlled and operated by one or more of the following? Check all that applies to your business:

<input type="checkbox"/> African American (MAA)	<input type="checkbox"/> Women Business (WBE)
<input type="checkbox"/> Asian-Pacific American (MAP)	<input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT)
<input type="checkbox"/> Asian-Indian American (MAI)	<input type="checkbox"/> Disadvantaged Business (DBE)
<input type="checkbox"/> Native American (American Indian, Eskimo, Aleut or Native Hawaiian)	<input type="checkbox"/> Disabled Business (DBC)
<input type="checkbox"/> Hispanic American (MHA)	
<input type="checkbox"/> Alaska Not Small/Alaska Not Disadvantaged (MANS/MAND)	

Is your firm certified as a Minority, Women, Veteran, or Service-Disabled Veteran Business Enterprise by any of the following? Check all that applies to your business: (Please include a copy of your certificate along with this form)

<input type="checkbox"/> National Minority Supplier Development Council/NMSDC	<input type="checkbox"/> U.S. Department of Veterans Affairs - verification program
<input type="checkbox"/> Women's Business Enterprise National Council/WBENC	<input type="checkbox"/> Association for Service Disabled Veterans
<input type="checkbox"/> City / State Certification (list agency): _____	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Other diversity business councils (list): _____	

**NOTICE: In order to comply with Company policy, and Government Regulations regarding the procurement of goods and services from various classes of suppliers, our Company requires accurate answers to the questions outlined above. We will rely upon the accuracy of the information you submit to us when we file reports to Government agencies and others.**

The undersigned certifies the information provided above is true and accurate to the best of his/her knowledge.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. SMALL BUSINESS

A. A "Small Business", for the purpose of this survey is defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a business (including all of its domestic and foreign affiliates) that is:

- a) *Organized for profit, independently owned and operated, and is not dominant in its field; and*
- b) *Qualified under the criteria and size standards in the Code of Federal Regulations (CFR), Title 13, and Part 121 "Small Business Size Regulations". Qualification is determined by the business's Standard Industrial Classification (SIC) code.*

B. To determine if your business qualifies as a "Small" business:

Determine the SIC code for your business. The SIC code is based on the primary activity of your business and is the 4 digit code used to report and pay unemployment Insurance Taxes. If your business does not pay Unemployment Insurance Taxes, the SIC code can be determined by using the Standard Industrial Classification Manual (found in most libraries) or by contacting your State Employment Security Agency.

Using your company's specific SIC code, determine if your company meets the criteria of the Code of Federal Regulation (CFR) Title 13, Part 121 "small Business Regulations" or contact your regional/local Small Business Administration (SBA) office. The criteria are based on either Total Number of Employees or Gross Annual Receipts.

Determine if your company's Total Number of Employee is below the ceiling set by the CFR. Usually, a company is considered small if there are less than 500 employees. However, companies with certain SIC codes can be considered Small only if they have less than 100 employees while others qualify even if they have up to 1500 employees.

Determine if your company's Gross Annual Receipts are below the ceiling set by the CFR. Usually, a company is considered small if it has less than \$3.5 billion in receipts. However, companies with certain SIC codes can be considered Small if they have receipts from less than \$.5 million to less than \$17.0 million, while others qualify even if they have Total Assets of up to \$1.5 billion.

## 2. LARGE BUSINESS

A "Large Business" is a business, including all of its domestic and foreign affiliates, that exceeds the small business size code standards established by the Small Business Administration as set forth in the code of Federal Regulation (CFR), Title 13, Part 121 "Small Business Size Regulations" for the Standard Industrial Classification (SIC) code of its primary activity.

## 3. WOMEN-OWNED BUSINESS

The term "Women-Owned Business" is a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means actively involved in the day-to-day management.

## 4. DISABLED BUSINESS

A "Disabled Business" is a business owned by individuals who have a physical or mental impairment that significantly restricts such individuals' ability to perform one or more major life activities, individuals who have a record of such impairment, or persons who are regarded as being impaired. "Physical or mental impairment" includes virtually every physiological disorder or condition, cosmetic disfigurement, or anatomical loss, including mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, and certain learning disabilities, but does not include cultural or economic characteristics, lack of education, a prison record, eye color, hair color, left-handedness, pregnancy, predisposition to illness or injury, current illegal drug use, and personality traits. "Major life activities" include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

## 5. DISABLED VETERAN BUSINESS

Disabled veteran means a veteran of the military, naval or air services of the United States with at least a 10% service-connected disability. "A disabled Veteran Business" (DVB) means a business certified by the office of small & minority business as meeting all of the following:

- A sole proprietorship, 51% owned by a disabled veteran; or firm or partnership, 51% of the stock or partnership interests of which are owned by one or more disabled veterans;
- Managed by, and the daily business operations are controlled by, one or more disabled veterans; and
- A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch of subsidiary of a foreign corporation, firm, or other business.

## 6. NON-PROFIT BUSINESS

Any organization not conducted or maintained for the purpose of making profit, included in this category are: sheltered workshops, universities, colleges, and local, state, and federal governments.

## 7. FOREIGN OWNED BUSINESS

A business is considered to be foreign if the basic contractual and legal responsibility for its operations reside outside the United States, its possessions, Puerto Rico, or the Trust Territory of the Pacific Islands.

## 8. HUBZone

A firm can be found to be qualified HUBZone concern, if:

- It is small, located in a "historically underutilized business zone" (HUBZone), owned and controlled by one or more U.S. Citizens, and at least 35% of its employees reside in a HUBZone.
- HUBZone is an area that is located in one or more of the following:
- A qualified census tract (as defined in section 42(d)(5)(C)(i)(1) of the Internal Revenue Code of 1986);
- A qualified "non-metropolitan county" that is: not located in a metropolitan statistical area (as defined in section 143(k)(2)(B) of the Internal Revenue Code of 1986), and
  - In which the median household income is less than 80% of the non-metropolitan State median household income, or
  - That based on the most recent data available from the Secretary of Labor, has an unemployment rate that is not less than 140% of the statewide average unemployment rate for the State in which the county is located;
- Lands within the external boundaries of an Indian reservation.

## 9. MINORITY BUSINESS

A "Minority Business" is a business concern (a) which is at least 51% unconditionally owned by one or more minority individual or, in the case of any publicly-owned business, at least 51% of the stock of which is owned by one or more minority individuals; and (b) whose management and daily business operations are controlled by one or more such individuals.

Business owners who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, be considered minority, and other minorities found to be considered minority, and other minorities found to be disadvantaged by the Administration pursuant to Section 8(a) of the Small Business Act.

**African American** - A U.S. citizen having origins in any of the Black racial groups of African, and regarded as such by the community of which the person claims to be a part.

**Hispanic American** - A U.S. citizen of true-born Spanish heritage (true-born meaning "authentically" or "genuinely" as per Webster), from any of the following countries: Mexico, Puerto Rico, Cuba, Central or South America. The Hispanic may not have European Ancestors other than Spanish.

**Native American** - A person who is American Indian, Eskimo, Aleut, or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a north American Tribe, and or otherwise organized group of native people who are indigenous to the Continental United States or a state through treaty, agreement or some other form of recognition. This includes an individual who claims to be an American Indian and show is regarded as such by the Indian community of which the person claims to be a part.

**Asian-Pacific American** - A U.S. citizen whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territory of the Pacific Islands (Republic of Palau), the Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia.

**Asian-Indian Americans (Subcontinent)**- A U.S. citizen whose origins are in India, Pakistan, Bangladesh Sri Lanka, Bhutan, the Maldives Island, or Nepal.

## 10. LESBIAN, GAY, BISEXUAL, TRANSGENDER

A "Lesbian, Gay, Bisexual, or Transgender Business" (LGBT) is a business concern (a) which is at least 51% unconditionally owned by one or more individuals who identify as such; and (b) whose management and daily business operations are controlled by one or more such individuals; and (c) obtains certification by the National Gay and Lesbian Chamber of Commerce (NGLCC) or other authorized agency with an LGBT-certificate

## 11. WOMAN-OWNED SMALL BUSINESS

A "Woman-Owned Small Business" (WOSB) is a business concern (a) which is at least 51% unconditionally owned by a woman (b) whose management and daily business operations are controlled by a woman or group of women; and (c) obtains certification approved by the Small Business Administration for participation in its WOSB Federal Contract Program.



## Supplier Diversity Classifications

SAP NO.	ABBR.	DESCRIPTION
10	DBC	Disabled Business Concern
5	DVC	Service Disabled Veterans Concern
6	VBC	Veteran Business Concern
9	DBE	Disadvantaged Business Enterprise
24	FBC	Foreign Business Concern
11	HBCU	Historically Black Colleges and Universities
4	HUB	Historically Underutilized Business Zone (HUBZone)
12	LBC	Large Business Concern
18	LGBT	Lesbian, Gay, Bisexual, Transgender
21	MAA	Minority African American
8	MAND	Minority Alaska Not Disadvantaged
7	MANS	Minority Alaska Not Small Business
22	MAN	Minority Alaskan Native American Business Enterprise
15	MAI	Minority Asian Indian American (Subcontinent)
16	MAP	Minority Asian Pacific
17	MHA	Minority Hispanic American
19	MNA	Minority Native American
27	WBA	Minority Woman African American
25	WAA	Minority Woman Asian American
28	WHA	Minority Woman Hispanic American
29	WNA	Minority Woman Native American
30	WSA	Minority Woman Asian Indian (Subcontinent)
13	MBE	Minority Owned Business Enterprise
2	8AS	8(A) Small Business Concern
1	SBC	Small Business Concern
14	SDB	Small Disadvantaged Business Concern
23	UNI	Unidentified/Other
26	WBE	Woman Business Enterprise
20	WOMB	Woman Owned Minority Business Enterprise
3	WOSBE	Woman Owned Small Business Enterprise

Company policy and Government Regulations require that we obtain updated written certifications from our suppliers regarding their socio-economic status. Therefore, it is essential that you respond to this request. Failure to respond to this request will result in your company being classified as a LARGE business concern. Please check ALL that apply. Please note that you are required to refresh this information on a yearly basis or at any time that your company's classification changes.

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