

Unincorporated Associations, Groups/Teams/Clubs

Business Account Opening

Select your branch preference: ☐ Cranbrook ☐ Elkford ☐ Fernie ☐ Sparwood

We understand that your time is valuable and in order to process your account opening request as quickly and efficiently as possible we ask that you review the instructions outline and provide the information requested on this form. The form can be:

- Completed, saved with your Association, Group, Team or Club name and then forwarded to EKC via e-mail with the required documentation to Commercial.Support@ekccu.com
- Completed and printed and then dropped off or mailed with the required documentation
- Forms and information are available on our website at: www.ekccu.com

Membership Sponsors

All signers on the account must be sponsors. Legislation requires that the sponsors must be personal members of EKC and have \$5 deposited into their share accounts. Sponsoring members are personally liable to EKC for all account activity and overdrafts.

	Sponsoring Member	Sponsoring Member	Sponsoring Member
Member #			
Legal Name: (Must match Primary ID) First Name			
Middle Name	<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Middle Name
Last Name			
Home Address: Mailing Civic City, Postal Code			
Birth Date: (mm/dd/yyyy)			
Contact Numbers: Home			
Work/Cell			
Email Address			
Occupation			

Access to Online Banking?	Yes	No	Yes	No	Yes	No

Information on the Unincorporated Association, Group, Team or Club:

Name of Group/Team/Club:			
Business Address:	Mailing Address		
	Civic Address		
	City, Postal Code		
Business email address:			
Business Phone Number:			
Nature (Purpose) of the Group, Team, Club:			
Intended use of account(s)			
Primary Contact Name:			
Phone #		Email:	

Please indicate the accounts required:

Chequing	Saving	Investments
<input type="checkbox"/> Service Plus Account <input type="checkbox"/> Strictly Business (Operating account) <input type="checkbox"/> ElectroLink Business	<input type="checkbox"/> Business Savings <input type="checkbox"/> Member Advantage	<input type="checkbox"/> Term Deposits

Access to your accounts

The sponsors are approved to act on behalf of the Unincorporated Association, Group, Team or Club to sign binding agreements to establish a member relationship with EKC and to become and act as a Depositor, sign instruments and other orders for payments of money, access the account(s), and complete any and all duties required, including duties with respect to instruments under the account. (Refer to terms & conditions – EKC website – for more details on the accountabilities of signatories.)

Signatories	Online Banking	ATM	Night Deposit	Cheques
All accounts will be set up with two to sign.	All account will be set up with the two to sign restriction.	Access to the account(s) to deposit to the account using a debit card. <input type="checkbox"/> Yes <input type="checkbox"/> No ATM cards will not be issued for withdrawals.	Expect to use night deposit facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will need to order cheques? <input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST: HAVE YOU SUBMITTED THE FOLLOWING INFORMATION?

- ☐ **We require by law to verify the existence of your association or club. If you do not have a formal structure, any one or more of the following items may satisfy this requirement:**
- Meeting Minutes where a motion was passed authorizing the opening of bank accounts and listing the names of the appointed signing officers for the account. Minutes need to be dated and signed; or a letter from the society stating they want to open a bank account and listing the signing authorities; or completion of the unincorporated association attestation form
 - List of the names of Directors and officers of the group or association and their titles
 - List of association members or sports club roster of coaches and players names
 - Copies of promotional/media brochures, marketing materials, official correspondence (eg, facility leases),
- ☐ **Completed and signed Consent form for each sponsor (make additional copies as needed)**
- ☐ **Two pieces of copied ID for each sponsor (Make copies as necessary)**
- ☐ **Forms completed in full**

Form to be signed by all sponsors:

Sponsoring Member#1 Name:	Signature:
Sponsoring Member#2 Name:	Signature:
Sponsoring Member#3 Name:	Signature: