

Business Membership Opening Requirements

Please Note: We require the following documents before we proceed with membership opening paperwork.

Sole Proprietor

- ☐ Two pieces of Valid ID (1 must be government issued Picture ID)
- ☐ SIN # (to pull credit & qualify for personal membership)
- ☐ Confirmation of Sole Proprietorship Registration- by BC Registry
- ☐ Minimum deposit of \$5 to personal share account

Partnership

- ☐ Two pieces of ID (1 must be government issued Picture ID)
- ☐ SIN # (to pull credit & qualify for personal membership)
- ☐ Confirmation of Partnership Registration- by BC Registry
- ☐ Partnership Agreement (if requested)
- ☐ Minimum deposit of \$5 to personal share account for each partner

Corporation

- ☐ Two pieces of Valid ID for each signer (1 must be government issued Picture ID)
- ☐ Certificate of Incorporation
- ☐ Articles of Incorporation (Full pages)
- ☐ Director's Registry
- ☐ Corporation Share Structure (Central Securities Registry)
- ☐ Minimum deposit of \$5 to share account in Corporation's name

If Out- of- Province Corporation and US Corporation – same as above and including the following:

- ☐ Proof of extra-provincially registered in BC

Registered Society (Non-Profit Organization)

- ☐ Two pieces of Valid ID for each signer (1 must be government issued Picture ID)
- ☐ Certificate of Incorporation
- ☐ Constitution & Bylaws
- ☐ Director's Registry
- ☐ Minimum deposit of \$5 to share account in Society's name

Unincorporated Association

- ☐ Two pieces of Valid ID for each signer (1 must be government issued Picture ID)
- ☐ Minimum of **Three Signers**
Minimum deposit of \$5 to share account in Unincorporated Association name
- ☐ Documentation that proves the organization exists – minutes from a Board meeting and/or Association bylaws are required.