

Corporation

Business Account Opening

Select your branch preference: Cranbrook Elkford Fernie Sparwood
 Castlegar Slokan Valley West Boundary

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.

- Completed form can be forwarded to StellerVista CU via e-mail at commercial.support@stellervista.com with all the required documentation.
- Completed form can be dropped off at our branches or mailed with all the required documentation
- Forms and information are available on our website at www.stellervista.com

StellerVista CU is member owned; a \$5 Equity Share deposit is required which will stay with the account until such time that the account is closed.

To open a business account for a BC Registered * Corporation, the following information and documentation is required in order to comply with all Legislative and Credit Union policies.

*Please note – Corporations registered in other provinces or other countries must be registered in BC.

1) The following information will be required:

- **Proof of Incorporation:**
 - Certificate of Incorporation
 - Articles of Incorporation
 - Director’s Registry; List of All Directors and Officers
 - Central Security Registry (Shareholder’s Registry)
 - Confirmation of extra-provincial Registration (where applicable)
- Statement of Business Registry through BC Registry as a Corporation. The business must be in Active status.
- 9-digits Business Number (BN)
- Trade Name Registration (where applicable)

2) Provide us with the following information about your Corporation:

Business Name: (Match with BC Registry)			
Business Address: (legal Address)			
Business Mailing Address: (Business location or principal Owner’s house)	<input type="checkbox"/> Same as above		
Business Phone Number:			
Business e-mail address:			
Primary Business Activity:			
Primary Contact Name:			
Phone#:		Email:	

3) Provide us with the following personal information for each of the account signers; if more than three, please add an additional form. Individual signers may provide information directly to commercial.support@stellervista.com if they prefer.

		Signer #1	Signer #2	Signer #2
Legal Name:	First			
	Middle Name	<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Middle Name	<input type="checkbox"/> No Middle Name
	Last Name			
Address (Civic address):	Street City, Postal Code			
Mailing Address (if different):		<input type="checkbox"/> Same as above	<input type="checkbox"/> Same as above	<input type="checkbox"/> Same as above
Birth Date (mm/dd/yyyy)				
SIN				
Contact Number:	Home Work Cell			
Email Address				
Occupation				
Access to Online Banking?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Operating accounts that are most appropriate for your needs:

Please indicate the account types required or interested in:

Chequing	Saving	Investments	USD Chequing
<input type="checkbox"/> ElectroLink Business <input type="checkbox"/> Business Chequing Plan <input type="checkbox"/> Business Lite <input type="checkbox"/> Business Core <input type="checkbox"/> Business Unlimited	<input type="checkbox"/> Super Saver <input type="checkbox"/> Member Advantage	<input type="checkbox"/> GIC /Term Deposits <input type="checkbox"/> Accumulator	<input type="checkbox"/> USD Chequing

Access to your accounts

Signatories	Online Banking	ATM Card *	Night Deposit	Cheques
Is this 2 to sign account ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Online Banking Access: Signer #1: <input type="checkbox"/> Yes <input type="checkbox"/> No Signer #2: <input type="checkbox"/> Yes <input type="checkbox"/> No Signer #3: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signer #1: <input type="checkbox"/> Yes <input type="checkbox"/> No Signer #2: <input type="checkbox"/> Yes <input type="checkbox"/> No Signer #3: <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require Night deposit key? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will need to order cheques? <input type="checkbox"/> Yes <input type="checkbox"/> No

*Note: If account is 2 to sign account, ATM Access will be limited to Deposit only.

CHECKLIST: HAVE YOU SUBMITTED THE FOLLOWING INFORMATION?

- Required documents:
 - Certificate of Incorporation
 - Articles of Incorporation (full pages)
 - Directory's Registry – List of All directors and Officers
 - Central Security Registry (Shareholder's Registry)
 - Extra-provincial registry (if applicable)
 - Statement of Business Registration through BC Registry with Business Number (BN). Business must be in Active.
 - Trade Name Registration (where applicable)
- \$100 cheque made payable to the Corporation's name
- Completed and signed Consent form (Consent forms are available via www.stellervista.com or at branch)
- Two pieces of copied Valid ID from each signer (Make copies as necessary). Information can be sent to commercial.support@stellervista.com directly if they prefer.