

Registered Society / Co-operatives

Business Account Opening

Select your branch preference: Cranbrook Elkford Fernie Sparwood
 Castlegar Slocan 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 BC Registered * **Registered Society / Co-operative** business account, the following information and documentation is required in order to comply with all Legislative and Credit Union policies.

*Please note – Society/Co-operatives registered in other provinces or other countries must be registered in BC.

1) The following will be required:

- **Proof of Incorporation (Society/Co-operative):**
 - Certificate of Incorporation
 - Copy of Constitution and Bylaws
 - Director’s Registry; List of All current Directors and Officers
 - Proof of Charitable Organization (if applicable)
 - Confirmation of extra-provincial Registration (if applicable)
- Statement of Business Registry through BC Registry as a Corporation. The business must be in Active status.
- 9-digits Business Number (BN)

2) Provide us with the following information about your Registered Society/Co-operatives:

Legal Name of Society/ Co-operative:			
Business Address: Mailing Civic City, Postal Code			
Business Phone Number:			
Web Site/Email Address:			
Are donations being solicited from the public:	<input type="radio"/> Yes	<input type="radio"/> No	
Canadian Registered Charity number (if applicable):			
Nature/Purpose of the Society:			
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:

Chequing	Saving	Investments	USD Chequing
<input type="checkbox"/> Servis Plus	<input type="checkbox"/> Super Saver	<input type="checkbox"/> GIC/Term Deposits	<input type="checkbox"/> USD Chequing
<input type="checkbox"/> ElectroLink Business	<input type="checkbox"/> Member Advantage	<input type="checkbox"/> Accumulator	

Access to your accounts

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?

- Required documents:**
 - Certificate of Incorporation
 - Copy of Constitution and Bylaws
 - Directory's Registry – List of All directors and Officers
 - Extra-provincial registry (if applicable)
 - Charitable Registration (if applicable)
- \$100 cheque made payable to the Society/ Co-operative'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.