

Business Account Opening Requirements

Please Note: We required the following documents before we proceed with account 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 corporations 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

- All signers must be Members (each must qualify for a personal Equity share account with \$5 deposit in each signer's account)
- Minium of Three Signers**
- Two pieces of Valid ID for each signer (1 must be government issued Picture ID)
- SIN # (to pull credit & qualify for personal membership)

Documentation that proves the organization exists (Ie. Minutes from a meeting or bylaws) is required.