

Account Opening Checklist

Requirements for Business Accounts

Sole Proprietor

Two pieces of ID
SIN # (to pull credit & qualify for personal membership)
Confirmation of Sole Proprietorship Registration- From BC Registry or the Business License from the City
Minimum deposit of \$5 to personal share account

Partnership

Two pieces of ID
SIN # (to pull credit & qualify for personal membership)
Confirmation of Partnership Registration- From BC Registry or the Business License from the City
Partnership Agreement
Minimum deposit of \$5 to personal share account for each partner

Corporation

Two pieces of ID for each signer
Certified copy of the Certificate of Incorporation
Articles of Incorporation
Director's Registry
Corporation Share Structure (Central Securities Registry)
Minimum deposit of \$5 to share account in corporations name

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

Proof of extra-provincially registered in BC

Registered Society

Two pieces of ID for each signer
Certified copy of the 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 sponsors (each must qualify for a personal A share account with \$5 deposit in each share account)
Two pieces of ID for each signer
SIN # (to pull credit & qualify for personal membership)
Documentation that proves the organization exists (I.e. Minutes from a meeting or bylaws).