

Thank you for choosing Vancity for your business banking needs. Vancity is a financial co-operative and values-based organization committed to being social, environmental and ethical leaders accountable to our members, employees and our communities. We seek to work with like minded businesses and organizations by applying our **Ethical Principles for Business Relationships**.

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 provide information outlined below with which we will prepare documentation in advance of the meeting time to be confirmed with you.

Vancity is a member owned co-operative; a \$5.00 share deposit is required, which stays with the account until the account is closed.

### Section 1 – Required Documents

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

- ✓ Copy of Strata Plan Registration
- ✓ Copy of Bylaws
- ✓ Meeting Minutes where a motion was passed authorizing the opening of bank accounts
- ✓ List of Beneficial Owners (with at least 25% ownership of a business – in this case a Strata Corporation. Applicable to a strata only where an individual or entity owns more than 25% of the whole strata.  
*Example:* a 20 unit strata where one individual owns 5 or more units; we require the name and address of that individual)
  - Name
  - Address
- ✓ Third Party Information (not named on the account as a Director, Officer or Owner, but who may direct use of funds on deposit)
  - name of any individual, company or entity
- ✓ Declaration of Tax Residence information:
  - Entity classification (active, passive, or financial institution)

If the entity ...	Then provide ...
is a tax resident of Canada	GST Number/Business Number (BN) issued by Canada Revenue Agency
is a tax resident outside of Canada	Tax Identification Number (TIN)
classification is passive	details of the Controlling Person(s): <ul style="list-style-type: none"> <li>- Date of Birth</li> <li>- Permanent home address</li> <li>- Mailing address (if different)</li> <li>- If tax residency is Canada, provide Social Insurance Number (SIN)</li> <li>- If tax residency is outside of Canada, provide Tax Identification Number (TIN)</li> </ul>

**Note:**

- All copies must be certified by a strata council member.
- If the Strata Corporation has entered into a formal agreement with a Property Management service, a special set of rules apply and the Property Manager should be the party requesting the account opening. Follow guidelines appropriate for the legal structure of the Property Manager; e.g. Corporation.

<b>Section 2 – Strata Information</b>			
Legal Name			
Business Phone Number	Email	Website	
<b>Business Mailing Address</b>			
Apt / Unit Number	Street Address / PO Box		
City / Town	Province / State	Postal / Zip Code	Country
<b>Physical Address</b> (if different from above)			
Apt / Unit Number	Street Address		
City / Town	Province / State	Postal / Zip Code	Country

**Section 3 – Authorized signer(s) Information and ID Requirements**

Provide the following personal information for each of the authorized signers. If the number of authorized signers exceeds the lines available, print additional page as required.

Information	Signer 1	Signer 2	Signer 3	Signer 4
First Name				
Last Name				
Date of Birth (yyyy-mm-dd)				
SIN				
Occupation				
Telephone Number				
Mobile Number				
Email Address				
<b>Address</b>				
Apt/Unit Number				
Street Address				
City/Town				
Province/State				
Postal/Zip Code				
Country				

Each authorized signer is required to present two original pieces of ID that are current and valid. Minimum acceptable ID is one Primary (Government issued with Photo and signature) and one Secondary item (e.g. Provincial Health Care Card; Canadian Credit Card; etc.).

**Note:** Each authorized signer may be required to consent to Vancity obtaining a report from a consumer reporting agency.

**Section 4 – Beneficial Owner Information for non-signers (Strata Council Members with 25% or more control)**

Provide the following personal information for each of the non-signing Beneficial Owners who directly or indirectly control 25% or more of the Strata Corporation.

**Note:** If CRS/FATCA entity classification is passive, the following additional information is required:

- SIN
- Other tax residency (if applicable) and TIN

Information	Beneficial Owner	Beneficial Owner	Beneficial Owner	Beneficial Owner
First Name				
Last Name				
Date of Birth (yyyy-mm-dd)				
Occupation				
Telephone Number				
SIN (if applicable)				
Other tax residency (if applicable)				
TIN (if applicable)				
<b>Address</b>				
Apt/Unit Number				
Street Address				
City/Town				
Province/State				
Postal/Zip Code				
Country				