

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 an Unincorporated Association, Group/Team/Club business account, the following information and documentation is required in order to comply with all Legislative and Credit Union policies. Provide the following:

#### Mandatory

- ✓ Information of Beneficial Owners/Controlling Persons (with at least 25% direct or indirect control)
  - Name, date of birth, address, phone number, main tax residency, and occupation (Refer to Section 4 below)
- ✓ Third Party Information of any individual, company or entity not named on the account, but who may direct use of funds on deposit:
  - If individual – name, date of birth, address, and occupation
  - If company or entity – name, address, nature of business, in business since, registered corporation number and place of registration issuance.
- ✓ Declaration of Tax Residence information:
  - Entity classification (active, passive, or financial institution)

If the entity ...	Then provide ....
is a tax resident of Canada	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>

#### In addition, provide at least one of the following:

- ✓ Copy of Constitution and Bylaws
- ✓ Meeting minutes
  - where a motion was passed authorizing the opening of the account at Vancity, and
  - listing the name of the appointed authorized signers for the account,
  - controlling person name, address, and title
  - provide an association name that will be used as the account name
  - location and nature of the unincorporated association
- ✓ A website that contains the above information
- ✓ Media brochures, marketing material, official correspondence (e.g. facility leases, posters, sports roster, etc.)

We are required by law to verify the existence of your association or club. If you do not have a formal structure as suggested by the above, one or all of the following items may satisfy this requirement:

- ✓ List of association members or sports club roster of coaches and players:
  - Name
  - Address
  - Occupation

**Note:** A minimum of two individuals (sponsors) are required to open the account. Current legislation requires that at least two of the sponsors must be personal members of Vancity in good standing. Vancity requires these individuals to have been members for a minimum of six months.

**Where Applicable**

- ✓ Charity Registration (If your company is registered as a charitable organization with the CRA)

**Section 2 – Organization Information**

Legal Name

Phone Number

Email

Website

Nature (Purpose) of the Group, Team, Club

**Business Mailing Address**

Apt / Unit Number

Street Address / PO Box

City / Town

Province / State

Postal / Zip Code

Country

**Physical Address** (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**

Provide the following personal information for each of the non-signing Beneficial Owners of the Unincorporated Association for individuals who directly or indirectly control 25% or more of the entity.

**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				