

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 **Labour Union** business account, the following information documentation is required in order to comply with all Legislative and Credit Union Policies. Provide the following:

#### Mandatory

- ✓ Information of 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)
- ✓ Copy of the Constitution and Bylaws
- ✓ Certification Document from the union or a letter from the union’s governing body designating the signing officers from the organization and signed by executive officers.
- ✓ 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	GST Number and Business Number (BN) issued by Canada Revenue Agency
is a tax a 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:** 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.

Section 2 – Organization Information			
Legal Name			
Phone Number	Email	Website	
Nature (Purpose) of the Group			
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, please detail on the bottom of this form.				
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				
Address				
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/Controller Information for non-signers**

Provide the following personal information for each of the non-signing Beneficial Owners/Controllers of the Labour Union for individuals who directly or indirectly control 25% or more of the entity. If the number of Beneficial Owners/Controllers exceeds the lines available, please detail on the bottom of this form.

*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)				

**Address**

Apt/Unit Number				
Street Address				
City/Town				
Province/State				
Postal/Zip Code				
Country				