

Business Membership

REQUIRED DOCUMENTS



**COASTAL COMMUNITY
CREDIT UNION**

When requesting to open a new membership, Coastal Community Credit Union requests all business/organizations provide the required documents appropriate for their business type.

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| Sole Proprietorship | |
| | <ul style="list-style-type: none"> ▪ Business Trade Name Registration |
| Partnership | |
| | <ul style="list-style-type: none"> ▪ Business Trade Name Registration |
| | <p>Required if applicable:</p> <ul style="list-style-type: none"> ▪ Partnership Agreement ▪ Articles of Partnership/Association (full package) ▪ Partnership Registration ▪ Partnership Certificate |
| Corporation | |
| | <ul style="list-style-type: none"> ▪ Certificate of Incorporation ▪ Copy of Articles (full package) ▪ Each Notice of Alteration ▪ List naming all Directors from BC Registry |
| Strata | |
| | <ul style="list-style-type: none"> ▪ Copy of Strata Plan Registration ▪ Copy of Current Bylaws ▪ Copy of minutes of most recent general meeting where motion was passed authorizing the opening of bank accounts and listing the authorized signers for the accounts. <p>Important: all copies must be certified by strata council member.</p> |
| Registered Society | |
| | <ul style="list-style-type: none"> ▪ Certificate of Incorporation ▪ Constitution & Bylaws ▪ List naming all Directors from BC Registry |
| Unincorporated Association | |
| | <ul style="list-style-type: none"> ▪ Association's meeting minutes <u>dated</u> and <u>signed</u> by at least <u>two</u> Sponsoring Members. |
| | <p>Required if applicable:</p> <ul style="list-style-type: none"> ▪ Memorandum or Articles of Association (full package), Constitution, Bylaws, Rules |
| | <p>Required if neither of the above available:</p> <ul style="list-style-type: none"> ▪ Letter on Association letterhead that includes (1) the Association name and address, (2) stated purpose of existence, (3) when the executive members meet or business hours. The letter <u>must</u> be signed by Sponsoring Members <u>and</u> most superior executive member. |

NEXT STEPS

- Submit the completed **New Business Membership Request** form **and** required documents to the Credit Union employee assisting you **or** your preferred branch.
- The assigned Credit Union employee will update the designated contact person with next steps.

IMPORTANT: the membership opening **will not be effective** until all required documentation is signed and received, and the designated contact person has been notified the process has been completed.