

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.

Sole Proprietorship	
	Business Trade Name Registration
Partnership	
	Business Trade Name Registration
	Required if applicable: - Partnership Agreement - Articles of Partnership/Association (full package) - Partnership Registration - Partnership Certificate
Corporation	
	- Certificate of Incorporation - Copy of Articles (full package) - Each Notice of Alteration - List naming all Directors from BC Registry
Strata	
	- 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. Important: all copies must be certified by strata council member.
Registered Society	
	- Certificate of Incorporation - Constitution & Bylaws - List naming all Directors from BC Registry
Unincorporated Association	
	Association's meeting minutes (where banking arrangements have been designated, signed by at least two authorized signatories.)
	Required If applicable: Memorandum or Articles of Association (full package), Constitution, Bylaws, Rules
	Required if neither of the above are available: 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 at least two authorized signatories <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.