FACT SHEET

Business and Organization Membership
Documentation Requirements

This document is designed to provide businesses and organizations with a list of the information required by Assiniboine Credit Union when opening your ACU membership.

1. Proof of Registration or Authorization to Operate Account

TYPE OF ACCOUNT	DOCUMENTS REQUIRED
Sole Proprietor	• Companies Office Registration ***or*** • Most recent Companies Office Renewal if Registration is 3 years or older
Partnership	• Companies Office Registration ***or*** • Most recent Companies Office Renewal if Registration is 3 years or older • Partnership Agreement (if any)
Incorporated Company	• Articles of Incorporation • Articles of Amendment (if any) • Most recent Companies Office Annual Return
Incorporated Company with Trade Name	• Articles of Incorporation • Articles of Amendment (if any) • Most recent Companies Office Annual Return • Copy of Companies Office Registration for Trade Name indicating the limited company as sole proprietor • Copy of most recent Companies Office Renewal for the trade name
Unregistered Organization/ Club/Society	• Letter of authorization (on letterhead) from the parent organization regarding the operation of the account and naming signing authorities ***or*** • Board minutes authorizing the operation of the account and naming signing authorities

2. Account Signer Information

Each signer must attend the branch in person and in keeping with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (FINTRAC), must provide:

a) Full legal name and two pieces of identification, one of which must be a government-issued document such as a birth certificate, driver's license, passport, permanent resident card or other similar document
b) Name of employer and occupation
c) Current address and telephone number
d) Date of birth

3. Changes to Signing Authorities

In addition to the above account signer information, the following is required:

- Copy of board minutes outlining the signing authority changes
  or
- Letter of authorization (on letterhead) from parent organization outlining the signing authority changes

For further information or to book your appointment, please contact our Member Communication Centre at (1-877) 958-8588.

Assiniboine™ CREDIT UNION

Good things happen here.