

# 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.

<b>Sole Proprietorship</b>	
	<ul style="list-style-type: none"> <li>Business Trade Name Registration</li> </ul>
<b>Partnership</b>	
	<ul style="list-style-type: none"> <li>Business Trade Name Registration</li> </ul>
	<p><b>Required if applicable:</b></p> <ul style="list-style-type: none"> <li>Partnership Agreement</li> <li>Articles of Partnership/Association (full package)</li> <li>Partnership Registration</li> <li>Partnership Certificate</li> </ul>
<b>Corporation</b>	
	<ul style="list-style-type: none"> <li>Certificate of Incorporation</li> <li>Copy of Articles (full package)</li> <li>Each Notice of Alteration</li> <li>List naming all Directors from BC Registry</li> </ul>
<b>Strata</b>	
	<ul style="list-style-type: none"> <li>Copy of Strata Plan Registration</li> <li>Copy of Current Bylaws</li> <li>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.</li> </ul> <p><b>Important:</b> all copies must be certified by strata council member.</p>
<b>Registered Society</b>	
	<ul style="list-style-type: none"> <li>Certificate of Incorporation</li> <li>Constitution &amp; Bylaws</li> <li>List naming all Directors from BC Registry</li> </ul>
<b>Unincorporated Association</b>	
	<ul style="list-style-type: none"> <li>Association's meeting minutes <b><u>dated</u></b> and <b><u>signed</u></b> by at least <b><u>two</u></b> Sponsoring Members.</li> </ul>
	<p><b>Required if applicable:</b></p> <ul style="list-style-type: none"> <li>Memorandum or Articles of Association (full package), Constitution, Bylaws, Rules</li> </ul>
	<p><b>Required if neither of the above available:</b></p> <ul style="list-style-type: none"> <li>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 <b><u>must</u></b> be signed by Sponsoring Members <b><u>and</u></b> most superior executive member.</li> </ul>

## 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.