



Thank you for choosing Coastal Community Credit Union to do your business banking!

To help prepare for your upcoming appointment please have the following information or documents on hand to make best use of your valuable time:

Business Memberships

Sole Proprietor (you claim your business income on your personal tax return)

- Business Trade Name Registration – BC Online please bring or we can pull at appointment
- If not already a member of CCCU will need to qualify for a personal membership
 - Two (2) pieces of valid ID (one must be government issued picture ID)
 - Social Insurance Number
 - \$5 for membership shares for business owner

Note: A credit check is completed on all new memberships

Corporation (you have a “Ltd.”, “Inc.”, or “Co.” business)

- Business Trade Name Registration – BC Online please bring or we can pull at appointment
- Certificate of Incorporation
- Memorandum of Articles
- If the business owners/signors are not already members of Coastal Community they will need to provide:
 - Two (2) pieces of valid ID (one must be government issued picture ID)
 - Social Insurance Number

Note: A credit check is completed on all new memberships

- Additional signors (non-owners) will also need to provide two (2) pieces of valid ID
- \$5 for membership shares for the business

Partnership (unincorporated)

- Business Trade Name Registration – BC Online please bring or we can pull at appointment
- Partnership Agreement (if applicable/available)
- Articles of Partnership / Association (if applicable/available)
- Partnership Registration (if applicable/available)
- Partnership Certificate (if applicable/available)
- If the business owners are not already members of Coastal Community they will need to provide:
 - Two (2) pieces of valid ID (one must be government issued picture ID)
 - Social Insurance Number

Note: A credit check is completed on all new memberships

- \$5 for membership shares for each partner



Strata Corporation

- Business Trade Name Registration – BC Online please bring or we can pull at appointment
- Certificate of Incorporation
- Copy of strata plan registration
- Current strata bylaws
- A list naming all strata directors
- Minutes of most recent general meeting where motion was passed authorizing the opening of bank accounts and listing the authorized signors for the accounts.
Important: all copies must be certified by strata council member
- Each signor must bring:
 - Two (2) pieces of valid ID (one must be government issued picture ID)
 - Social Insurance NumberNote: A credit check is completed on all new memberships
- \$5 for membership shares for the business