



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:

## Change of Signors

We commit to making your account opening and change process as easy and efficient as possible. This provides a basic overview of the process.

### Unincorporated Associations

Non-registered, a group of persons united for a common purpose that is not registered or incorporated under any act. e.g. sports teams, church groups, school PAC groups, and some trade unions.

- Must appoint a minimum of two (2) sponsoring members
- Minutes naming the new account signing authorities and their titles (full legal names required) – these minutes must be signed by two existing sponsoring members.
- If sponsoring members are changing then, as per legislation, the new sponsoring members must be members of Coastal Community
- 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

- If sponsoring members are not changing, then a change of signing authorities will be required, signed by all signers on account and authorized by sponsors.

*Note: Account changes **will not be effective** until all new signing authorities have signed documentation.*

### Registered Society

Incorporated under the BC Society Act. An association incorporates to limit liability of its members.

- Coastal Community Credit Union will complete a Corporate Registry search for confirmation of current directors and status of corporation.
- Signer must visit the branch to provide identification, and complete personal information and consent documentation. If unable to attend as a group please arrange the most convenient time and location for each signer
- Once the documentation is completed the accounts can be used by new directors and signors