

# Required documents for business accounts

Based on the type of account to be opened, please bring the applicable documents to your appointment.

## Identification

Two pieces of identification are required for each signing officer and/or user of the account. Identification must include one piece of government issued photo ID and one piece of secondary ID.

Please note additional documentation may be required depending on the complexity of your business structure.

## Incorporated entities

### Incorporated/Corporation/Limited Company

Original or certified true copies of:

- Certificate of Incorporation
- Notice of articles (including notices of any amendments)
- Articles of Incorporation
- Central Securities Register (listing of shareholders/corporate shareholders)

## Incorporated society

Original or certified true copies of:

- Certificate of Incorporation
- Notice of Address of Society
- Listing of Directors
- Constitution and bylaws
- Meeting minutes (authorized by the Directors for the operation of the account and the appointment of signors)
- CRA charitable registration number

## Sole proprietorship

- Statement of Registration

## Partnership

Original or certified true copies of:

- Partnership agreement
- Articles of partnership/association
- Statement of Registration
- Partnership certificate
- CRA Business number

## Joint venture

Original or certified true copies of:

- Joint Venture Agreement
- Supporting documentation for each participating corporation or partnership (as noted under previous headings)

## Unincorporated association

Service clubs/school PAC/sport association  
Requires two sponsoring members in good standing

- Memorandum or Articles of Association, Constitution, bylaws and/or Charter
- Meeting minutes (authorizing the operation of the account and appointing signors)

Contact your local branch for more information.