

# NOT-FOR-PROFIT CHECKLIST

MEMBER(S) \_\_\_\_\_

APPOINTMENT DATE + TIME \_\_\_\_\_

At FirstOntario Credit Union, we understand how valuable your time is. To assist with the opening of your membership, below is a list of documents we will require.

## NOT-FOR-PROFIT MEMBERSHIP

### NOT-FOR-PROFIT MEMBERSHIP

- Association Agreement, Board Resolution, Minutes, By-Laws (Signed Copies). This is to show the date the Association was created and state its purpose.
- Provide the following information: Who has the Power to Bind the Association, Who the Signing Authorities will be, How many signatures are required to perform transactions.
- Are you a registered as a Charity with the Canada Revenue Agency? If yes, please provide Charity Number

### FOR ALL SIGNING AUTHORITIES

- One piece of valid identification.
- Drivers license, passport, (Other government Issued Photo ID's are acceptable, please inquire)
- Phone number, email address
- Residential address

### DIRECTORS (IF APPLICABLE)

- For all Directors, who are Not Signing Authorities, please provide legal name.

### CONTROLLERSHIP

- Provide information on who controls the decision making of the Association. This can be in the form of Minutes or a Resolution (Signed Copies) stating full legal name and full mailing address

Additional documents may be requested.

If you have questions about the required documents, please call our Member Service Centre at 1-800-616-8878.

This sheet is for information purposes only and does not signify formal approval.

REPRESENTATIVE: \_\_\_\_\_

BRANCH ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_