

CORPORATION CHECKLIST

MEMBER(S) _____

APPOINTMENT DATE + TIME _____

At CreativeArts Financial, a division of 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

CORPORATION MEMBERSHIP

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- ☐ Articles of Incorporation, Letters Patent, or Condominium Corp. Declaration, along with any amendments.
- ☐ For Provincially registered Corporations, A Form 1 (Initial Return/Notice of Change).
- ☐ For Federally registered Corporations, A Form 4002 (Initial Registered Office Address and First Board of Directors) or, A Form 4006, Changes regarding Directors. (If Directors have changed since the initial registration).
- ☐ Master Business License (if operating under a different name from the Corporation name).
- ☐ CRA Business Number

FOR HOLDING COMPANIES

- ☐ Are you holding Shares or Real Estate?
- ☐ What types of transactions can we expect to see?
- ☐ What will be the dollar value of these transactions?

ADDITIONAL INFORMATION

- ☐ Who has the Power to Bind the Corporation?
- ☐ Who the Signing Authorities will be?
- ☐ How many signatures are required to perform transactions?

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

DIRECTORS

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

BENEFICIAL OWNERS

- ☐ For any person, or Entity who is not a Signing Authority or Director, and controls or owns 25% or more of the Corporation, Please provide (If other entities are owners, a structure chart showing the breakdown of ownership is required): Legal Name, Full Mailing Address

CONFIRM OWNERSHIP OF CORPORATION

- ☐ Tax Schedule 50 from your T2 Tax Return.
- ☐ Shareholder Agreement or Resolution, must state percentage ownership.
- ☐ Board Resolution or Minutes stating ownership, must state percentage of ownership. (Minutes to be signed)

Additional documents may be requested.

If you have questions about the required documents, please call our branch at 1-866-800-2787.

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

REPRESENTATIVE: _____

BRANCH ADDRESS: _____

PHONE NUMBER: _____

ADDITIONAL NOTES: _____