

# ASSOCIATION AND NOT-FOR-PROFIT 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

## 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 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: \_\_\_\_\_