



Colchester Credit Union Ltd

The Credit Union for Colchester and Tendring



Application for Corporate Membership.

Corporate Account definition and requirements.

Confirming and verifying identification of individuals

In common with other financial institutions we require validation and identification of all signatories to the account. Individuals representing organisations will be required to produce identification documents giving proof of name, date of birth and address in accordance with the credit union's normal identification requirements for individual members. In addition, we will require details of all shareholders, directors or beneficial owners holding more than 25% of shares in the organisation who are NOT signatories.

To assist in identification and verification and to prevent fraud and money laundering we may use your information to search the Electoral Register and in searches with fraud prevention agencies. The agencies used would retain your information for 12 months regardless of whether this application is successful or not.

By completing this form you are deemed to agree to any additional verification procedures.

To verify you as a bone fide organisation we also require the following:

Incorporated organisations

A private limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A public limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A limited partnership

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A limited liability partnership (LLPs)

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A Community Interest Company (CIC)

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A Right-to-manage (RTM) company

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A credit union

A copy of the Registration Certificates and Rules

An incorporated Industrial & Provident Society

A copy of the Registration Certificates and Rules

A Friendly Society

A copy of the Registration Certificates and Rules

A registered charity limited by guarantee or shares

A copy of the registration documents.

Unincorporated organisations

A sole trader

Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor

An 'ordinary' partnership

Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor

A credit union study group *A copy of the constitution A list of officers*

A trust *A copy of the Trust Deed. A list of trustees*

A project group *A copy of the constitution A list of officers*

A club, society or association *A copy of the constitution A list of officers*

An unincorporated charity *A copy of the constitution A list of officers*

Application for Corporate Membership

To be completed in BLOCK CAPITALS

Section A – Information about your Organisation.			
Full name of Organisation – as shown on your governing documents			
Key contact for communication – full name			
Correspondence address			
Address 1			
Address 2			
Town			
County		Post Code	
Phone		Mobile	
Email		Website	
Registered Address: if is different from your correspondence address above			
Address 1			
Address 2			
Town			
County		Post Code	
Your Organisations legal status –(see attached)			
You must attach your current constitution or governing rules as applicable to your organisation. These are described in the attached sheet.			
Does your organisation have a governing or regulatory body – if Yes please state which.			
Registration Number (if applicable)			
What does your Organisation do? Please give a brief description of the main activities of your Organisation and its main area of operation.			

Application for Corporate Membership

To be completed in BLOCK CAPITALS

Section B: Information about the person acting as the authority on behalf of your Organisation			
Signatory 1			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation		Time with Organisation	
Address 1			
Address 2			
Town			
County		Postcode	
Day Telephone		Mobile	
Email		How long at Address?	
Date of Birth			
Are you a member of Colchester Credit Union as an individual? If Yes please give membership number			
Usual signature			
Signatory 2			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation		Time with Organisation	
Address 1			
Address 2			
Town			
County		Postcode	
Day Telephone		Mobile	
Email		How long at Address?	
Date of Birth			
Are you a member of Colchester Credit Union as an individual? If Yes please give membership number			
Usual signature			

Note that for unincorporated organisations the above signatories personally take full responsibility and liability for the operation and management of the account on behalf of the organisation they represent. By signing this application form the signatories above acknowledge and accept this responsibility.

Application for Corporate Membership

To be completed in BLOCK CAPITALS

Section C– Supplemental Information:

Anti Money Laundering guidance requires that we obtain details of all shareholders, directors or

Signatory 1			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation		Time with Organisation	
Address 1			
Address 2			
Town			
County		Postcode	
Day Telephone		Mobile	
Email		How long at Address?	
Date of Birth			
Are you a member of Colchester Credit Union as an individual? If Yes please give membership number			
Usual signature			
Signatory 2			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation		Time with Organisation	
Address 1			
Address 2			
Town			
County		Postcode	
Day Telephone		Mobile	
Email		How long at Address?	
Date of Birth			
Are you a member of Colchester Credit Union as an individual? If Yes please give membership number			
Usual signature			

beneficial owners holding more than 25% of shares in the organisation **who are NOT signatories**. Please complete details below, if applicable. If you need more space, please copy this page.

Application for Corporate Membership

To be completed in BLOCK CAPITALS

<p>Section D Resolution.</p> <p>To Colchester Credit Union.</p> <p>We confirm that at a properly convened meeting it was resolved that:</p> <ol style="list-style-type: none"> 1. We wish to open an account with the credit union and in doing so agree to abide by the social objects, rules, policies and procedures of the credit union. 2. The individuals representing our organisation have completed all required personal details and provided identification documents according to the requirements of the credit union. 3. The credit union can rely on the appointed representatives until it receives written confirmation of changes to representatives. 4. To provide the credit union with the following documents as indicated below. <p>Supporting documentation.</p> <p>All limited companies, including partnerships or registered charities limited by guarantee or shares including credit unions and co-operatives registered as Industrial & Provident Societies. A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association, or if an Industrial & Provident Society a copy of the Registration Certificates and Rules. If a registered Charity a copy of the registration documents.</p> <p>Trusts A copy of the Trust Deed.</p> <p>Unincorporated Bodies, unincorporated charities, societies, clubs, community groups. A copy of the Constitution.</p> <p>All Organisations Identification documents of individual signatories</p>

<p>Declaration: (two signatories required)</p> <p>We hereby certify that the above resolution is a true copy of the resolution passed at the meeting held on (date)-----</p>
--

On behalf of the governing body.			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation			Time with Organisation
Usual Signature			
On behalf of the governing body.			
Title		Forename	
		Middle Initials	
Surname			
Position in Organisation			Time with Organisation
Usual Signature			

Application for Corporate Membership

To be completed in BLOCK CAPITALS

Please use this space to add any other information in support of your application

FOR OFFICE USE.

Received by:

ID Proof:

Signatory 1

Signatory 2

Approved by:

Membership start date:

Membership number:

☎ 01206 798823 ✉ info@colchestercreditunion.co.uk 🌐 www.colchestercreditunion.co.uk

Colchester Credit Union is Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, firm reference number 213769