



COLCHESTER  
CREDIT UNION

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01206 798 823 info@colchestercreditunion.co.uk

# 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

**INFORMATION ABOUT YOUR ORGANISATION - to be completed in BLOCK CAPITALS**

Full name of Organisation - as shown on your governing documents

Key contact for communication - full name

Correspondence  
Address

Registered  
Address  
(if different)

Postcode

Postcode

phone

Email

Mobile

Website

Your organisation's 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.

If your organisation have a governing or regulatory body 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.

**INFORMATION ABOUT THE PERSON(S) ACTING AS THE AUTHORITY ON BEHALF OF YOUR ORGANISATION - to be completed in BLOCK CAPITALS**

Title	<input type="text"/>	Address	<input type="text"/>
First name	<input type="text"/>		
Middle initials	<input type="text"/>		
Last name	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text"/>	How many years have you lived at this address?	
Daytime tel.	<input type="text"/>	<input type="text"/> years	<input type="text"/> months
Mobile	<input type="text"/>	email address	<input type="text"/>
Position in organisation	<input type="text"/>		
Time with organisation?	<input type="text"/> years	<input type="text"/> months	
If you are a member of Colchester Credit Union please provide your membership number	<input type="text"/>		
Usual signature	<input type="text"/>		

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Title	<input type="text"/>	Address	<input type="text"/>
First name	<input type="text"/>		
Middle initials	<input type="text"/>		
Last name	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text"/>	How many years have you lived at this address?	
Daytime tel.	<input type="text"/>	<input type="text"/> years	<input type="text"/> months
Mobile	<input type="text"/>	email address	<input type="text"/>
Position in organisation	<input type="text"/>		
Time with organisation?	<input type="text"/> years	<input type="text"/> months	
If you are a member of Colchester Credit Union please provide your membership number	<input type="text"/>		
Usual signature	<input type="text"/>		

**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.**

**SUPPLEMENTAL INFORMATION - Anti Money Laundering guidance requires that we obtain details of all shareholders, directors or 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 - to be completed in BLOCK CAPITALS**

Title	<input type="text"/>	Address	<input type="text"/>
First name	<input type="text"/>		
Middle initials	<input type="text"/>		
Last name	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text"/>	How many years have you lived at this address?	
Daytime tel.	<input type="text"/>	<input type="text"/> years	<input type="text"/> months
Mobile	<input type="text"/>	email address	<input type="text"/>
Position in organisation	<input type="text"/>		
Time with organisation?	<input type="text"/> years	<input type="text"/> months	
If you are a member of Colchester Credit Union please provide your membership number	<input type="text"/>		
Usual signature	<input type="text"/>		

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Title	<input type="text"/>	Address	<input type="text"/>
First name	<input type="text"/>		
Middle initials	<input type="text"/>		
Last name	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text"/>	How many years have you lived at this address?	
Daytime tel.	<input type="text"/>	<input type="text"/> years	<input type="text"/> months
Mobile	<input type="text"/>	email address	<input type="text"/>
Position in organisation	<input type="text"/>		
Time with organisation?	<input type="text"/> years	<input type="text"/> months	
If you are a member of Colchester Credit Union please provide your membership number	<input type="text"/>		
Usual signature	<input type="text"/>		

## RESOLUTION - to be completed in BLOCK CAPITALS

To Colchester Credit Union.

We confirm that at a properly convened meeting it was resolved that:

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.

### Supporting documentation

**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.

### Trusts

A copy of the Trust Deed.

Unincorporated Bodies, unincorporated charities, societies, clubs, community groups.

A copy of the Constitution.

### All Organisations

Identification documents of individual signatories

#### DECLARATION (two signatories required)

We hereby certify that the above resolution is a true copy of the resolution passed at the meeting held on

(date)

Title  First name

Middle initials  Last name

Position in organisation

Time with organisation?  years  months

Usual signature

Title  First name

Middle initials  Last name

Position in organisation

Time with organisation?  years  months

Usual signature

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

**ADDITIONAL INFORMATION - Please use this space to add any other information in support of your application**

[Empty space for additional information]

**OFFICE USE ONLY**

Received by

Proof of ID accepted  Signatory 1  Signatory 2

Approved by

Start date

Membership number