

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	Unincorporated organisations
<p>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</p> <p>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</p> <p>A limited partnership A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</p> <p>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</p> <p>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</p> <p>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</p> <p>A credit union A copy of the Registration Certificates and Rules</p> <p>An incorporated Industrial & Provident Society A copy of the Registration Certificates and Rules</p> <p>A Friendly Society A copy of the Registration Certificates and Rules</p> <p>A registered charity limited by guarantee or shares A copy of the registration documents.</p>	<p>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</p> <p>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</p> <p>A credit union study group A copy of the constitution A list of officers</p> <p>A trust A copy of the Trust Deed. A list of trustees</p> <p>A project group A copy of the constitution A list of officers</p> <p>A club, society or association A copy of the constitution A list of officers</p> <p>An unincorporated charity A copy of the constitution A list of officers</p>

Section A – Information on Organisation

Please complete form in CAPITAL letters.

Full Name of Organisation (as shown in registered documents)

Registered Address

Postcode

Daytime Telephone No 1

Daytime Telephone No 2

Website address

Correspondence Address (Leave blank if the same as Registered Address)

Postcode

Daytime Telephone No 1

Daytime Telephone No 2

Legal Status

Please confirm by ticking box (definition of legal status can be found at the back of this application form. Please tick as applicable below.)

- Industrial and Provident Society
- Company registered in Scotland pursuant to the Companies Act
- Company registered in England & Wales pursuant to the Companies Act
- Charity registered in Great Britain
- Unincorporated Organisation
- Credit Union
- Other (Please state)

Date when your organisation established?

Does your organisation have a governing body? If so please state

If your organisation is an Industrial and Provident Society please provide registration number

If your organisation is incorporated under the Companies Act please provide company registration number

If your organisation is a registered charity please provide Charity registration number

If your organisation is regulated by the PRA please provide your Firm Reference Number (FRN)

Section B – Information on Individual(s) Representing Organisation

If you are an incorporated body the authorised signatory will be known as the **Corporate Representative**.

If you are an unincorporated association or partnership the authorised signatory will be known as the **Designated Representative**

Person Acting as the 1st authority on behalf of your organisation (please complete all boxes below)

Title	<input type="text"/>	Position in Organisation	<input type="text"/>
Forename	<input type="text"/>	Length of time involved in Organisation	<input type="text"/>
Surname	<input type="text"/>		
Personal Address	<input type="text"/>		
Postcode	<input type="text"/>	How long have you lived at this address?	<input type="text"/>
Email address	<input type="text"/>	Date of Birth	<input type="text"/>
Please sign your usual signature	<input type="text"/>	National Insurance No	<input type="text"/>
		Daytime Telephone No 1	<input type="text"/>
		Daytime Telephone No 2	<input type="text"/>
		Are you a member of the credit union in your own right? (If yes, please provide membership number)	<input type="text"/>

Person Acting as the 2nd authorised signatory on behalf of your organisation (not applicable to sole traders)

Title	<input type="text"/>	Position in Organisation	<input type="text"/>
Forename	<input type="text"/>	Length of time involved in Organisation	<input type="text"/>
Surname	<input type="text"/>		
Personal Address	<input type="text"/>		
Postcode	<input type="text"/>	How long have you lived at this address?	<input type="text"/>
Email address	<input type="text"/>	Date of Birth	<input type="text"/>
Please sign your usual signature	<input type="text"/>	National Insurance No	<input type="text"/>
		Daytime Telephone No 1	<input type="text"/>
		Daytime Telephone No 2	<input type="text"/>
		Are you a member of the credit union in your own right? (If yes, please provide membership number)	<input type="text"/>

Section C- Resolution

To : Capital Credit Union

We confirm that at a properly convened meeting on

it was resolved that:

1. An account should be opened with the credit union and that in opening such account we agree to abide by the rules, policies and procedures of the credit union.
2. To provide the credit union with the documents as requested in order to open and manage an account.
3. The individuals representing our organisation will provide identification as required and complete forms as required by the credit union to open an account.
4. That the credit union can undertake instructions from our appointed representatives until it receives written confirmation to state otherwise. The names of such representative to be confirmed in an extract of minute.

Declaration (Two Authorised Signatories required)

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

All organisations must provide identification documents for two signatories listed below:

On behalf of the governing body

Title

Position in Organisation

Forename

Surname

Please sign your usual signature

Date of Signature

On behalf of the governing body

Title

Position in Organisation

Forename

Surname

Please sign your usual signature

Date of Signature

Supporting Documentation Required

- All limited companies including partnerships and registered charities limited by guarantee including credit unions and co-operatives registered as Industrial and Provident Societies (ISP) are required to provide a copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association, or if an ISP a copy of the Registration Certificate and Rules. If the company is a registered charity a copy of registration documents are required.
- Trusts** - A copy of your Trust Deed
- Unincorporated Bodies, unincorporated charities, clubs and community groups**
- A copy of the Constitution
- All organisations are required to provide identification documents for all signatories**

Section D – Supplementary Information

Credit Unions are required to adhere to Anti Money Laundering rules and we need to obtain details of all shareholders, directors and owners holding more than 25% of shares in your organisation **including those who are NOT signatories** to the credit union account. Please complete the following details for all persons who fall into this category. Please continue on separate sheet providing the same information if necessary.

Person 1

Title

Forename

Surname

Personal Address

Postcode

Email address

Please sign your usual signature

Position in Organisation

Length of time involved in Organisation

How long have you lived at this address

Date of Birth

National Insurance No

Daytime Telephone No 1

Daytime Telephone No 2

Are you a member of the credit union in your own right?
(If yes, please provide membership number)

Person 2

Title

Forename

Surname

Personal Address

Postcode

Email address

Please sign your usual signature

Position in Organisation

Length of time involved in Organisation

How long have you lived at this address

Date of Birth

National Insurance No

Daytime Telephone No 1

Daytime Telephone No 2

Are you a member of the credit union in your own right?
(If yes, please provide membership number)

Please continue on a separate piece of paper should you need to provide details of more than two people

Please note that you should not complete this form before reading the Membership & Savings Policy of Capital Credit Union, to ensure that an Account with the Credit Union meets your requirements.

Please refer to the website for full policy

1. All corporate members must meet the criteria for membership as outlined in the rules for the Capital Credit Union common bond.
2. A corporate member must appropriately fit the definition of either a Body Corporate, a Partnership, a Governing Body or an Unincorporated Association.
Note: A Body Corporate can be a member in its own right but a Partnership and an Unincorporated Body may not, in this case it is the individual who is the member, not the organisation.
3. Not all businesses will be covered by the FSCS but “small companies” as defined by the FSCS will be covered.

The main criteria for a small company is currently:
 - Not more than £6.5m turnover
 - Balance sheet total not more than £3.26m
 - No more than 50 employees
 Those not eligible are:
 - Large mutual’s with assets more than £1.4m
 - Local authorities
 - Investment and pension funds
 - Overseas authorised firms (there may also be other FCA/PRA authorised firms)
4. All potential members must apply for membership and be approved as per the credit union’s own rules.
5. A member is required to deposit a £1 share to open the account which is non returnable except in the event of the closure of an account.
6. A member is entitled to one vote in the democratic proceedings of the credit union.
7. Following credit union regulations a corporate member can hold a limit of £75,000 in their non-deferred shares.
8. Separate lending policies apply.
9. Unlike individual memberships Life Savings Insurance is not applicable to Corporate Accounts.
10. Withdrawals may require two signatures based on your organisation policy for transactions.
11. Returns on savings/shares in corporate accounts will be in the form of a dividend. Dividends are declared and approved at the Annual General Meeting following the end of each financial year. Corporate Accounts do not attract interest.
12. Corporate members are not required to make regular payments but can deposit large lump sums at any time.
13. Fees may be determined depending on how the Corporate Member wishes to use the account (i.e. heavy transactional use will be monitored and fees may be recommended to the Board at a future point).
14. Members may voluntarily withdraw from membership by applying for a withdrawal of their non deferred shares or transfer of deferred shares and settling any outstanding debts.
15. The credit union reserves the right to expel members from membership in accordance with the rules or policies of the credit union.

For Office Use:
Received By:
ID Proof:
Signatory 1
Signatory 2
Approved By:
Membership Start Date:
Membership Number: