

Quick reference: documents to have on hand when you open your National Bank business account

MEETING TO OPEN A BUSINESS ACCOUNT

Advisor's first and last name	Date (YYYY MM DD)	Time

Thank you for your interest in National Bank.

To make the most of our meeting, please be sure to bring with you all the documents related to your company, its officers and authorized representatives and check that the information listed in your provincial business registry is up to date. You should also read the **Business Account and Banking Service Agreement**, available at nbc.ca/business-accounts (in the *Useful links* section).

To identify the authorized representatives and officers of the business, it is necessary to:

- meet with all company representatives / officers;
- show one valid and unexpired piece of identification for each authorized representative or officer (a piece with photo and issued by the federal, provincial or territorial government)
- provide personal information and a signature from each representative / officer.

To confirm the existence of the business with the authorities responsible for your province's Business Registry, it is recommended that you provide a copy of the following documents:

- declaration of registration / annual declaration / amended declaration / certificate of incorporation
- or, if not available,**
- printed result of a search in your province's Business Registry showing the status *Current / Open / En vigueur*

If your company does business in Ontario and operates under a name other than that of the owner(s) or the trade name, it is recommended that you provide a copy of:

- Master Business Licence

According to the legal form of the business, the following are required:

Sole proprietorship

If the business name consists of only the owner's first name and last name:

- Documents confirming the existence of the business are not needed

Legal entity*: Company / corporation / non-profit corporation

- Copy of articles of incorporation / letters patent (*compulsory*)
- List of the directors (first name, last name and occupation)
- List of the officers (first name, last name and occupation)
- Information on the shareholders who own or control at least 25% of the business (first name, last name, address, occupation and % of ownership)

OR

- If the business is owned by another business (indirect owner), the organization chart showing the ownership structure (see acceptance criteria for organization charts below)

Syndicate of co-owners / condominium association

- Copy of declaration of co-ownership (*compulsory*)
- Certified statement of registration (*compulsory*)
- List of the directors (first name, last name and occupation)
- Information on the owners who control at least 25% of the business in the case of a building of 4 condos or less (first name, last name, address, occupation and % of ownership)

OR

- If the business is owned by another business (indirect owner), the organization chart showing the ownership structure (see acceptance criteria for organization charts below)

General partnership / partnership / limited partnership / limited liability partnership

- Copy of written partnership contract or agreement (if one exists)
- Information on the partners who own or control at least 25% of the business (first name, last name, address, occupation and % of ownership)

OR

- If the business is owned by another business (indirect owner), the organization chart showing the ownership structure (see acceptance criteria for organization charts below)

Non-profit association / organization

- Copy of written contract or agreement evidencing association / articles of association / by-laws (if they exist)
- List of the directors (first name, last name and occupation)

ACCEPTANCE CRITERIA FOR OWNERSHIP ORGANIZATION CHARTS

- Must be preferably in electronic format (e.g.: Word). Manuscript layout also accepted if readable on paper.
- Must be signed and dated by one of the authorized representatives of the business.
- Must contain information showing the ownership structure down to the individuals.
- Must show the percentage ownership of each related business and beneficial owner (individual).
- Must show the first name and last name of each beneficial owner (individual) and the name of each related entity.

* Legal entity created under provincial, Canadian or foreign jurisdiction.