

## Corporation

**Step 1: Explore your [business account](#) options.**

**Step 2: Prepare your business documents.**

- ☐ Articles of Incorporation/Association
- ☐ Trade name registration, if applicable
- ☐ One piece of original, valid and current government issued photo identification or two original, valid and current documents from independent and reliable sources, for up to 3 Authorized Signatories.
- ☐ Name, address and occupation of all individuals having an interest of 25% or more in your business

**AND**

If your organization solicits donations from the public:

- ☐ Canada Revenue Agency registration number

**AND**

If you have been in business for longer than 12 months, **one** of the following original documents is required, if applicable:

- ☐ Certificate of Incorporation, Certificate of Continuation or Letters Patent (depending upon the jurisdiction of incorporation)
- ☐ Certificate of Compliance
- ☐ Corporate Profile Report
- ☐ Annual Government Filing
- ☐ Latest Financial Statements
- ☐ Latest Business Notice of Assessment
- ☐ Current Liquor License
- ☐ Health and Safety Certificates
- ☐ Business License or Vendor's Permit
- ☐ Other current and valid government issued document

**Step 3: Contact us**

- Contact your local [Business Advisor](#) to set up an appointment.

Please ensure the Business Owners and Signing Authorities attend the branch for the appointment.