

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 [Small Business Advisor](#) to set up an appointment.

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