

## **Not for Profit Association/Organization**

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

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

- Articles of Association **or** your association's original constitution and bylaws
- If no formal registration exists, provide documentation that the individuals opening the account on behalf of the organization have the authority to do so, such as a Resolution stating signing officers.
- One piece of original, valid and current government issued identification or two original, valid and current documents from independent and reliable sources, for up to 3 Authorized Signatories
- Year-end Financial Statements signed by the officer(s), for the last 2 years
- Investment/deposit statements for accounts at other Financial Institutions
- Bank account statements at other Financial Institutions, for the last 3 months

### **AND**

If your organization solicits donations from the public:

- Canada Revenue Agency registration number, if applicable

### **AND**

For purchases of business assets (e.g. vehicle, equipment, property):

- Bill of Sale/Purchase Agreement detailing price, serial number/VIN, description, etc.

### **AND**

If you are a Start-Up association/ organization (in operation for less than 2 years), also provide:

- Business plan with 24 months projected income statement, cash flow statement and opening balance sheet
- Interim and/or Financial Statements signed by the officer(s), since inception, if available

### **Step 3: Contact us**

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

Please ensure the Signing Authorities attend the branch for the appointment.