

# Application for Corporate Membership

To be completed in BLOCK CAPITALS

Credit union information here

## 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

**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*

**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*

**A limited partnership**  
*A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association*

**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*

**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*

**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*

**A credit union**  
A copy of the Registration Certificates and Rules

**An incorporated Industrial & Provident Society**  
A copy of the Registration Certificates and Rules

**A Friendly Society**  
A copy of the Registration Certificates and Rules

**A registered charity limited by guarantee** or shares

#### Unincorporated organisations

**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*

**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*

**A credit union study group**  
*A copy of the constitution  
A list of officers*

**A trust**  
*A copy of the Trust Deed.  
A list of trustees*

**A project group**  
*A copy of the constitution  
A list of officers*

**A club, society or association**  
*A copy of the constitution  
A list of officers*

**An unincorporated charity**  
*A copy of the constitution  
A list of officers*

**Application for Corporate Membership**

To be completed in BLOCK CAPITALS

Castle & Crystal Credit Union Ltd  
25 New Street

Dudley

DY1 1LT

01384 815771

## Application for Corporate Membership

To be completed in BLOCK CAPITALS

**Full name of Organisation** – as shown on your governing documents

**Key contact for communications** – Full name

**Correspondence Address:**

Address 1

Address 2

Town

County  Postcode

Daytime Telephone  Mobile

Email  Website

**Registered Address:** If this is the same as your correspondence address then you do not have to complete the registered address details

Address 1

Address 2

Town

County  Postcode

**Legal Status** please confirm the status of your organisation by ticking one of these boxes:

Company registered in England & Wales pursuant to the Companies Act ☐ Company registered in Scotland pursuant to the Companies Act ☐

Industrial & Provident Society ☐ Unincorporated organisation ☐

Charitable Incorporated Organisation (CIO) ☐ Charity registered in Great Britain ☐

Other (please specify)

Does your organisation have a governing or regulatory body? – if yes state which

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

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

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

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

**When was your organisation established?**

**What does your organisation do?**

Please give details of the main activity for your organisation



# Application for Corporate Membership

To be completed in BLOCK CAPITALS

Title		Forename					Middle Initial				
Surname											
Position in organisation						Time with organisation					
Address 1											
Address 2											
Town											
County								Postcode			
Daytime Telephone						Mobile					
Email						How long at the current address?					
Date of Birth						National Insurance No:					
<b>Are you a member of this credit union as an individual?</b> If yes please give membership number.											
*If you are an incorporated body this person will be known as the <i>Corporate Representative</i> . If you are an unincorporated association or unincorporated partnership this person will be known as the <i>Designated Representative</i> .						<b>Usual Signature</b>					
Title		Forename					Middle Initial				
Surname											
Position in organisation						Time with organisation					
Address 1											
Address 2											
Town											
County								Postcode			
Daytime Telephone						Mobile					
Email						How long at the current address?					
Date of Birth						National Insurance No:					
<b>Are you a member of this credit union as an individual?</b> If yes please give membership number.											
						<b>Usual Signature</b>					

## Application for Corporate Membership

To be completed in BLOCK CAPITALS

### HOW THE CREDIT UNION WILL USE AND SHARE YOUR INFORMATION

This credit union will process your data in accordance with your rights under the Data Protection Act 1998.

Your information may be processed by this credit union in any form and on any database used by us for the following purposes:

- to consider any applications made by you;
- to help us to make credit decisions about you and anyone to whom you are linked financially or other members of your household;
- to deal with your account(s) or run any other services we provide to you;
- to undertake statistical analysis, financial risk assessment, money laundering checks (which may include telephoning you), compliance and regulatory reporting, fraud prevention and debt tracing;
- to help us identify products and services which may be of interest to you (unless you have asked us not to);

Please tick this box if you would like to be contacted for marketing purposes ☐

You do agree that we can forward any newsletter, statement message, new terms and conditions or information about any changes to the way your account(s) operate

### To {NAME OF CREDIT UNION]

We confirm that at a properly convened meeting it was resolved that:

1. We wish to open an account with the credit union and in doing so agree to abide by the social objects, rules, policies and procedures of the credit union.
2. The individual/s representing our organisation have completed all required personal details and provided identification documents according to the requirements of the credit union.
3. The credit union can rely on the appointed representatives until it receives written confirmation of changes to representatives.
4. To provide the credit union with the following documents as indicated below.

### Supporting documentation

All limited companies including partnerships or registered charities limited by guarantee or shares including credit unions and co-operatives registered as Industrial & Provident Societies.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association, or if an Industrial & Provident Society a copy of the Registration Certificates and Rules. If a registered charity a copy of the registration documents.

### Trusts

A copy of the Trust Deed.

Unincorporated bodies, unincorporated charities, societies, clubs, community groups

A copy of the constitution

### All organisations

Identification documents of individual signatories

### Declaration (two signatures required)

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

### On behalf of the governing body

Title  Forename  Middle Initial

Surname

Position in organisation

Date of signature

Usual Signature

### On behalf of the governing body

**Application for Corporate Membership**

To be completed in BLOCK CAPITALS

Title	Forename	Middle Initial
-------	----------	----------------

Surname
---------

Position in organisation	Date of signature
--------------------------	-------------------

**Usual Signature**

---

## Application for Corporate Membership

To be completed in BLOCK CAPITALS

**Supplemental Information** – Anti Money Laundering guidance requires that we obtain details of all shareholders, directors or beneficial owners holding more than 25% of shares in the organisation **who are NOT signatories**. Please complete details below. If you need more space please copy this page.

Title		Forename		Middle Initial			
-------	--	----------	--	----------------	--	--	--

Surname	
---------	--

Position in organisation		Time with organisation	
--------------------------	--	------------------------	--

Address 1	
-----------	--

Address 2	
-----------	--

Town	
------	--

County						Postcode	
--------	--	--	--	--	--	----------	--

Daytime Telephone		Mobile	
-------------------	--	--------	--

Email		How long at the current address?	
-------	--	----------------------------------	--

Date of Birth		National Insurance No:	
---------------	--	------------------------	--

<b>Are you a member of this credit union as an individual?</b> If yes please give membership number.	
---	--

Usual Signature

Title		Forename		Middle Initial			
-------	--	----------	--	----------------	--	--	--

Surname	
---------	--

Position in organisation		Time with organisation	
--------------------------	--	------------------------	--

Address 1	
-----------	--

Address 2	
-----------	--

Town	
------	--

County						Postcode	
--------	--	--	--	--	--	----------	--

Daytime Telephone		Mobile	
-------------------	--	--------	--

Email		How long at the current address?	
-------	--	----------------------------------	--

Date of Birth		National Insurance No:	
---------------	--	------------------------	--

<b>Are you a member of this credit union as an individual?</b> If yes please give membership number.	
---	--



**Application for Corporate Membership**

To be completed in BLOCK CAPITALS

Usual Signature

Credit Union information here

**For Office Use:**

Received By:

ID Proof:

Signatory 1

Signatory 2

Approved By:

Membership Start Date:

Membership Number: