

# Customer Checklist - Bring to Bank Documents

Entity Type	Sole Proprietors	Corporations	Partnerships		
			General	Limited	Limited Liability
Incorporation / Trading Documents	"Trading as" certificate: Business Registration Certificate	Articles of Incorporation	"Trading as" certificate (if applicable)	"Trading as" certificate (if applicable)	"Trading as" certificate (if applicable)
	or Trade License	Corporate Resolution (if applicable)	Partnership agreement	Limited Partnership Agreement	Partnership agreement
	or Certificate of Registration of Business Name		Registered Declaration of Partnership (if applicable)	Registered Declaration of Partnership (if applicable)	Registered Declaration of Partnership (if applicable)
ID requirements for signatories & Business Owners (BO) / Intermediate Business Owners (IBO) / Ultimate Business Owners (UBO) with ownership 10% or greater	2 pieces of Primary ID, or 1 piece of Primary and 1 piece of Secondary ID (listed below)				
	<p><b>Primary IDs</b> - must be government issued bearing a photograph, and must contain date of birth and/or address. The ID must be current (not expired), original and valid.</p> <p>Examples of Primary IDs:</p> <ol style="list-style-type: none"> <li>1. A certificate of Canadian Citizenship or Naturalization – issued before February 2012</li> <li>2. Driver's license issued in North America (Canada, USA and Mexico)</li> <li>3. A Canadian or foreign passport</li> <li>4. Citizen and Immigration Canada form IMM1442</li> <li>5. Provincial ID - must bear photo and signature and be issued by an authorized authority. Not every provincial ID is considered acceptable.</li> <li>6. A certificate of Indian status</li> <li>7. Permanent resident card</li> </ol>				
	<p><b>Secondary IDs:</b></p> <ol style="list-style-type: none"> <li>1. Major credit card (bearing the name of the individual and the individual's signature)</li> <li>2. Foreign driver's license</li> <li>3. ATM/Client card (issued by a member of Canadian Payments Association), bearing the name of the individual and the individual's signature.</li> </ol>				



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