



**City of Plymouth Credit Union**

# **Application for Corporate Membership**



## Application for Corporate Membership

The City of Plymouth Credit Union is a not-for-profit Savings and Loans Co-operative. It is dedicated to encouraging people to save rather than borrow, but also provides low-cost loans at times of need. The credit union's unique product set is designed to encourage members to build up savings as they repay any loan they take out, reducing and ultimately eliminating the need to borrow over time. Its services are of particular help to the less privileged people in our community.

Organisations such as businesses, charities and voluntary groups can become Corporate Members, and can place sums on deposit with the credit union in order to help the local community.

If your organisation would like to open a Corporate Membership Account with your local credit union, please complete the form below.

### 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 Credit Union 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 the application is successful or not.

I agree to City of Plymouth Credit Union using the verification procedures as detailed above

Signature

Position

To verify use as a bona fide organisation, we also require the following:

| Incorporated Organisations  | Unincorporated Organisations  |
|---|---|
| <p><b>A Private Limited Company</b> limited by shares or by guarantee<br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Public Limited Company</b> limited by shares or by guarantee<br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Limited Partnership</b><br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Limited Liability Partnership (LLP)</b><br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Community Interest Company (CIC)</b><br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Right-To-Manage Company (RTM)</b><br/>A copy of the <i>Company's Certificate of Incorporation</i> together with a copy of the <i>Memorandum and Articles of Association</i></p> <p><b>A Credit Union</b><br/>A copy of the <i>Registration Certificates and Rules</i></p> <p><b>An Incorporated Industrial and Provident Society</b><br/>A copy of the <i>Registration Certificates and Rules</i></p> <p><b>A Friendly Society</b><br/>A copy of the <i>Registration Certificates and Rules</i></p> <p><b>A Registered Charity</b> limited by guarantee or shares<br/>A copy of the <i>Registration</i> documents</p> | <p><b>A Sole Trader</b><br/>Two of: Current Business Letterhead, Inland Revenue Certificate, recent Utility Bill or Statement in the name of the Business for the Business Premises, letter from an Account or Solicitor</p> <p><b>An "Ordinary" Partnership</b><br/>Two of: Current Business Letterhead, Inland Revenue Certificate, recent Utility Bill or Statement in the name of the Business for the Business Premises, letter from an Account or Solicitor</p> <p><b>A Credit Union Study Group</b><br/>A copy of the <i>Constitution</i><br/>A list of Officers, including names and addresses</p> <p><b>A Trust</b><br/>A copy of the <i>Trust Deed</i><br/>A list of Trustees, including names and addresses</p> <p><b>A Project Group</b><br/>A copy of the <i>Constitution</i><br/>A list of Officers, including names and addresses</p> <p><b>A Club, Society or Association</b><br/>A copy of the <i>Constitution</i><br/>A list of Officers, including names and addresses</p> <p><b>An Unincorporated Charity</b><br/>A copy of the <i>Constitution</i><br/>A list of Officers, including names and addresses</p> |



## Organisation Details

Name of Organisation

Key Contact for Communications

Correspondence Address

Town/City  Post Code

Daytime Telephone  Mobile

Email Address  Website

Registered Address (if different from address above)

Town/City  Post Code

- Legal Status
- Company registered in England & Wales pursuant to the Companies Act
  - Company registered in Scotland pursuant to the Companies Act
  - Industrial and Provident Society
  - Other (please specify) \_\_\_\_\_
  - Unincorporated Organisation
  - Charity registered in Great Britain
  - Charitable Incorporated Organisation (CIO)

Does your organisation have a governing or regulatory body? If so, please specify

Is your organisation a company incorporated to the Companies Act? If so, please give Company Registration Number

Is your organisation an Industrial & Provident Society? If so, please give Company Registration Number

Is your organisation a Registered Charity? If so, please give Charity Registration Number

Is your organisation regulated by the FCA and/or PRA? If so, please give Firm Reference Number (FRN)

## What Does Your Organisation Do?

Please describe the main activities of your organisation



## Details of Person Acting as Authority for Your Organisation\*

Title  Mr  Mrs  Ms  Miss  Dr  Other (specify)

Forename(s)  Surname

Address

Town/City  Post Code  Time at Address

Daytime Telephone  Mobile

Email Address  Date of Birth

Position in Organisation  Time with Organisation

If you are a member of the credit union as an individual, membership number

\* If you are an incorporated body, this person will be known as the **Corporate Representative**. If you are an unincorporated association or unincorporated partnership, this person will be known as the **Designated Representative**

Usual Signature

## Details of Second Authorised Signatory (two signatures required except for a sole trader)

Title  Mr  Mrs  Ms  Miss  Dr  Other (specify)

Forename(s)  Surname

Address

Town/City  Post Code  Time at Address

Daytime Telephone  Mobile

Email Address  Date of Birth

Position in Organisation  Time with Organisation

If you are a member of the credit union as an individual, membership number

\* If you are an incorporated body, this person will be known as the **Corporate Representative**. If you are an unincorporated association or unincorporated partnership, this person will be known as the **Designated Representative**

Usual Signature



## Resolution

### To the City of Plymouth Credit Union Ltd

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

1. We wish to open a Corporate Account with the City of Plymouth Credit Union Limited and in doing so agree to abide by the social objectives, rules, policies and procedures of the credit union.
2. The individual(s) representing our organisation have completed all required personal details and have agreed to provide identification documents according to the requirements of the credit union.
3. The credit union will rely on the appointed representatives unless it receives written conformation of changes to the representatives.
4. We will 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 Certificate and Rules or, if a Registered Charity, a copy of the Registration Documents
- Identification documents (proof of identity and proof of current address) for individual signatories to the account

### Trusts

- A copy of the Trust Deed
- Identification documents (proof of identity and proof of current address) for individual signatories to the account

### Unincorporated Bodies, Unincorporated Charities, Societies, Clubs and Community Groups

- A copy of the Trust Deed
- Identification documents (proof of identity and proof of current address) for individual signatories to the account

## Declaration (two signatures required except for a sole trader)

We 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 for the Applicant for Corporate Membership*

Title  Mr  Mrs  Ms  Miss  Dr  Other (specify)

Forename(s)  Surname

Position in Organisation

Signature  Date

*On behalf of the Governing Body for the Applicant for Corporate Membership*

Title  Mr  Mrs  Ms  Miss  Dr  Other (specify)

Forename(s)  Surname

Position in Organisation

Signature  Date



## Supplemental Information

Anti-Money Laundering guidance requires that we obtain details of all Stakeholders, 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.

### Supplemental Entry No 1

*Title*  Mr  Mrs  Ms  Miss  Dr  Other (specify)

*Forename(s)*  *Surname*

*Address*

*Town/City*  *Post Code*  *Time at Address*

*Daytime Telephone*  *Mobile*

*Email Address*  *Date of Birth*

*Position in Organisation*  *Time with Organisation*

*If you are a member of the credit union as an individual, membership number*

*Signature*

### Supplemental Entry No 2

*Title*  Mr  Mrs  Ms  Miss  Dr  Other (specify)

*Forename(s)*  *Surname*

*Address*

*Town/City*  *Post Code*  *Time at Address*

*Daytime Telephone*  *Mobile*

*Email Address*  *Date of Birth*

*Position in Organisation*  *Time with Organisation*

*If you are a member of the credit union as an individual, membership number*

*Signature*



Office Use Only

Notes

**Workflow**

*Received by*

*ID Proof*

*Signatory 1*

*Signatory 2*

*Approved by*

*Membership Start Date*

*Membership No*

*Received by*

*Registered Office: 14 Cumberland Street, Devonport, Plymouth, PL1 4DX Registered Number IP00511C  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the  
Prudential Regulation Authority. FRN 213937  
A Member of the Association of British Credit Unions Ltd (ABCUL)*