



Hillingdon Credit Union Ltd

Application for Corporate Membership

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	Unincorporated organisations
<ul style="list-style-type: none"> • A private limited company limited by shares or by guarantee. • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • A public limited company limited by shares or by guarantee. • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • A limited partnership • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • A limited liability partnership (LLPs) • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • A Community Interest Company (CIC) • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • A Right-to-manage (RTM) company • <i>A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association</i> • 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 • <i>A copy of the registration documents.</i> 	<ul style="list-style-type: none"> • A sole trader • <i>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</i> • An 'ordinary' partnership • <i>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</i> • A credit union study group <i>A copy of the constitution A list of officers</i> • A trust <i>A copy of the Trust Deed. A list of trustees</i> • A project group <i>A copy of the constitution A list of officers</i> • A club, society or association <i>A copy of the constitution A list of officers</i> • An unincorporated charity <i>A copy of the constitution A list of officers</i>



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Section A: Information about your organisation	
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 different from the Correspondence address	
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	



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Section B: Information about the person acting as the authority on behalf of your organisation*		
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:
Are you a member of Hillingdon credit union as an individual? If yes please give membership number.		
<small>*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>.</small>		Usual Signature
Section B: Information about second authorised signatory (not applicable to a sole trader)		
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:
Are you a member of this credit union as an individual? If yes please give membership number.		
Usual Signature		



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Section C: Resolution

To Hillingdon 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
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Surname

Position in organisation	Date of Signature
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Usual Signature

On Behalf of the Governing Body

Title	Forename	Middle Initial
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Surname

Position in organisation	Date of Signature
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Usual Signature