

NEW ACCOUNT INFORMATION CHECKLIST

Thank you for choosing RBC Royal Bank Of Canada. We appreciate your business. In order to open your Business Account, we require the following:

ACCOUNT OPENING

Step 1 – Complete the Business Deposit Account Application in full.

- For Corporations, Partnerships and Sole Owners we require information on the business such as who is (are) the principal(s) and their interest. A principal is a person with an equity (ownership) interest in your business who makes the key decisions on its behalf, and upon whom its success primarily depends.
- Identification/Information for all owners, signing officers, and directors including Full Legal Name, Date of Birth, Occupation and 2 Mandatory Pieces of Identification. If the owner and signing officer are one and the same, please only record information once.
- For community accounts (i.e. Company Coffee Fund, Soccer Club, etc.), we ask for the above information about your main contacts.
- Enclose a written reference from your business' existing financial institution

Step 2 – Complete a Collection and Use of Information Form for each individual owner (principal).

Step 3 – Present your application at the branch.

PLEASE BRING THE FOLLOWING WHEN YOU VISIT THE BRANCH:

Application for Business Account, completed in full as instructed above
Collection & Use of Information form completed for each Owner

Identification:

Two pieces of original identification for owners, signing officers, and directors including one with photo. We will need the signing officers to attend the branch to verify identification.

ADDITIONALLY, the following documents are required

For Incorporated Company:

- Certificate of incorporation
- Memorandum and Articles of Association (to include list of officers and directors)
- For both of the above, original documents are required (to be photocopied and returned to you) OR copies certified by known/reputable law firm
- Registrar's Certificate of Good Standing (or equivalent) is required when opening a new account for a previously existing company
- Company's annual statement

For Partnerships:

Original Partnership agreement (to be photocopied and returned) OR copy certified by known law firm

For Sole Ownerships:

Your Business Name registration (if using a business name)

For unincorporated associations:

The association's constitution and bylaws (where applicable)