



# Onboarding Checklist

Thank you for choosing RBC! To help us ensure you have a seamless onboarding to RBC, please provide the below information.

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## SECTION 1 - Business overview

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### Articles of incorporation

If your business was incorporated more than 12 months ago, please provide one of the following government issued documents in addition to your articles of incorporation (select the document(s) that you are providing):

Business licence	Business Number	Certificate of Compliance
Certificate of Existence	Certificate of Status	Corporate Annual Government Filing
Most recent GST/HST/PST remittance	Most recent Notice of Assessment (company)	Vendor Permit

### Trade Name registration (if applicable):

Will this account be used on behalf of a third party?      Yes      No

### Personal identification

Please provide one piece of government issued identification for each owner/signing officer. For example, a Driver's Licence or Passport.

### Business Ownership Structure

Please provide an organizational ownership chart, including ownership percentages. If the business is owned by one or more entities, please ensure the chart confirms ownership information until no single entity or individual holds more than 25% of the business.

### Bank statements from the last three months

### Business/Mailing address:

## SECTION 2 - Directors, Signing officers and Bank contacts

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Please list all Directors, Signing officers and Bank contacts for your organization. A “Bank contact” is a staff member that can contact the bank for day-to-day banking transaction details. If you need to list more than 10 contacts, please click [here](#).

Name	Title	Role(s)	Special signing instructions*
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\*= Provide any special signing instructions. For example, All to sign; Any to sign. Include instructions for instrument (cheques, wires), for agreement (financial agreements) and for establishing credit.

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