

Condo Corporations

New Account Checklist

A condominium (condo) corporation is not “incorporated” - it is a legal entity “created” to manage and govern a residential complex.

To help us ensure you have a seamless onboarding experience to Kawartha, please provide the information below:

Business Details Required:

Declaration of Condo Corporation

Condominium bylaw

Resolution and Consent for Signers or
Board Meeting Minutes

Management contract for
Property Management Company

9-digit CRA Business Number (this would
be the first 9 digits of the 15-digit Canada
Revenue Agency identifier number)

Business number									Reference number		
1	2	3	4	5	6	7	8	9	RP	0002	

Program identifier

Some common CRA programs the identifier number relate to are GST/HST, Payroll Deductions, Corporate Income Tax, etc.

Head office address and mailing address
(if different)

Business phone number

Business email

Personal Details Required:

Signers and Administrative Authorities

A signer is anyone that can complete transactions on the account.

An administrative authority is anyone who can make deposits and receive transaction records but cannot debit the account.

Government-issued photo identification

Employment information including industry,
occupation and title

Home address

Phone number

Email

Beneficial owners with 25% or more ownership

A beneficial owner is an individual who directly or indirectly owns or controls 25% or more of the entity.

Full legal name

Home address

Percentage of ownership

If the beneficial owner pays taxes in another
country other than Canada, we also need their:

SIN

Country they pay taxes in

Country's tax identification number

Other information may be required depending on your business structure and banking needs.

If you have questions about what information or
documentation is required, please call 1-855-670-0510.

kawarthacu.com/resources

