

Unincorporated Association

New Account Checklist

An unincorporated association is a group that forms for personal or social reasons. Examples include school groups, sports teams or social clubs. They do not have registered charity numbers or business numbers.

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

Business Details Required:

Resolution for banking/signing authority or meeting minutes

Address

Phone number

Email

Community Account

Memorandum of Association or Constitution

Bylaws, Association Rules or Membership Resolution

Certificate of Incumbency listing directors and officers

Organized Sports Teams

Letter from league executive confirming existence of league, name of sports team, coaching staff and a list of the league executives

Club or Lodge

Letter from head office on letterhead, confirming the existence of club/lodge, granting authority to open account and use the name. Letter must identify signing authorities, officers and directors
Bylaws or Association Rules

Church

Letters Patent, Canons of the Diocese or Church Manual/Bylaws

Personal Details Required:

Signer 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

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

