



Adventist Credit Union

Application for Corporate Membership

Adventist Credit Union Ltd is authorised by the Prudential Regulation Authority and regulated by the Prudential Regulations Authority and the Financial Conduct Authority, firm reference number 213267

Registered Office: c/o Hyland House School, Holcombe Road, Tottenham, London N17 9AD
Telephone: 07930 854730 Website: www.adventistcreditunion.co.uk
Email: info@adventistcreditunion.co.uk

Application for Corporate Membership

The Credit Union is a not for profit savings & loans co-operative. It is dedicated to encouraging people to save rather than borrow, but also provides low cost loans at times of need. The credit union expects all borrowers to build up savings as they repay their loan, reducing the need for continued borrowing. Its services are of particular help to the less privileged people in our community.

Organisations such as businesses, charities, and voluntary groups can become corporate members, place sums on deposit with the credit union in order to help the local community

If your organisation would like to open a Corporate Membership Account with the Adventist Credit Union, please complete the form below.

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 Credit Union 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

A private limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A public limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A limited partnership

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A limited liability partnership (LLPs)

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A Community Interest Company (CIC)

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

A Right-to-manage (RTM) company

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association

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

Unincorporated organisations

A sole trader

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

An 'ordinary' partnership

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

A credit union study group *A copy of the constitution A list of officers, including names and addresses.*

A trust *A copy of the Trust Deed. A list of trustees, including names and addresses.*

A project group *A copy of the constitution A list of officers, including names and addresses.*

A club, society or association *A copy of the constitution A list of officers, including names and addresses.*

An unincorporated charity *A copy of the constitution A list of officers, including names and addresses.*

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A copy of the registration documents.

Section One - Information About Your Organisation

Full Name of Organisation – as shown on your governing documents

Key Contact for Communications – Full Name

Correspondence Address:

Address

Post Code

Daytime Telephone Number Mobile Telephone Number

Email Address Website

Registered Address: - Complete if different to Correspondence Address

Address

Post Code

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? Yes No

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 and 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 PRA or FCA 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 organization

Section Two – Information about the person acting as the authority on behalf of your organisation*

**If you are an incorporated body this person will be known as the Corporate Representative. If you are in an unincorporated association or unincorporated partnership this person will be known as the Designated Representative.*

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Time with Organisation _____

Home Address _____

_____ Post Code _____

Daytime Telephone Number _____ Mobile Telephone Number _____

Email Address _____ How Long at Current Address _____

Date of Birth ____/____/____ National Insurance Number: _____

Are you a member of the Adventist Credit Union as an individual? Yes No

If Yes, please give Membership Number _____

Signed _____ **Date** _____

Section Three – Information about second authorised signatory *Not applicable to a sole trader*

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Time with Organisation _____

Home Address _____

_____ Post Code _____

Daytime Telephone Number _____ Mobile Telephone Number _____

Email Address _____ How Long at Current Address _____

Date of Birth ____/____/____ National Insurance Number: _____

Are you a member of the Adventist Credit Union as an individual? Yes No

If Yes, please give Membership Number _____

Signed _____

Date _____

How the Adventist Credit Union will use and share your information

This credit union will process your data in accordance with your rights under the Data Protection Act 1998.

Your information may be processed by this credit union in any form and on any database used by us for the following purposes:

- to consider any applications made by you;
- to help us to make credit decisions about you and anyone to whom you are linked financially or other members of your household;
- to deal with your account(s) or run any other services we provide to you;
- to undertake statistical analysis, financial risk assessment, money laundering checks (which may include telephoning you), compliance and regulatory reporting, fraud prevention and debt tracing;
- to help us identify products and services which may be of interest to you (unless you have asked us not to);

Please tick this box if you would like to be contacted for marketing purposes

You do agree that we can forward any newsletter, statement message, new terms and conditions or information about any changes to the way your account(s) operate

Section Four – Resolution

To the Adventist Credit Union

We confirm that at a properly convened meeting it was resolved that:

1. We wish to open an account with the Adventist 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 the organisation have completed all required personal details and provided identification documents according to the requirements of the credit union.
3. The Adventist Credit Union will rely on the appointed representatives unless 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 and 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 Signatories required, unless a Sole Trader

We hereby certify that the above Resolution is a true copy of the resolution passed at the meeting held on

____/____/____

On behalf of the governing body

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Date of Signature ____/____/____

Signed _____

On behalf of the governing body

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Date of Signature ____/____/____

Signed _____

Section Five – Supplemental Information

*Anti Money Laundering guidance requires that we obtain details of all shareholders, directors or beneficial owners holding more than 25% of shares in the organisation **who are NOT signatories**. Please complete details below. If you need more space please copy this page.*

Supplemental Information 1

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Time with Organisation _____

Address _____

_____ Post Code _____

Daytime Telephone Number _____ Mobile Telephone Number _____

Email Address _____ How Long At Current Address _____

Date of Birth ____/____/____ National Insurance Number: _____

Are you a member of the Adventist Credit Union as an individual? Yes No

If Yes, please give Membership Number _____

Signed _____

Date _____

Supplemental Information 2

Title _____ First Name(s) _____

Surname _____

Position in Organisation _____ Time with Organisation _____

Address _____

_____ Post Code _____

Daytime Telephone Number _____ Mobile Telephone Number _____

Email Address _____ How Long at Current Address _____

Date of Birth ____/____/____ National Insurance Number: _____

Are you a member of the Adventist Credit Union as an individual? Yes No

If Yes, please give Membership Number _____

Signed _____

Date _____

Data Protection Statement:

In accordance with the principles of the Data Protection Act 1998, we will use your personal details for the purpose of managing your accounts with the credit union. Your personal details will be treated confidentially and will only be shared with other agencies for the purposes of debt recovery.

Full details of the credit union's use of members' personal information can be found in the ACU Policy Document available at: www.adventistcreditunion.co.uk

We may at times use your details to keep you informed of services available from the credit union.

If you do not wish your details to be used for this purpose, please tick box.