

Application for Corporate Membership

Newport Credit Union • Newport Indoor Market • Upper Dock Street • Newport NP20 1DD

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Jan 2017



Community Account Definition and Requirements

In common with other financial institutions we require validation and identification of all signatories to the 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 shares

A copy of the registration documents.

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*

A trust

*A copy of the Trust Deed.
A list of trustees*

A project group

*A copy of the constitution
A list of officers*

A club, society or association

*A copy of the constitution
A list of officers*

An unincorporated charity

*A copy of the constitution
A list of officers*



Newport Credit Union Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number 213547

Please complete the following in **BLOCK CAPITALS**

Section A: Information about your organisation

Full name of organisation - as shown on your governing documents

Key contact for communications - full name

Correspondence Address: (only complete if this address is different from your correspondence address above) .

.....
.....Post Code:.....

Tel:..... Mobile:.....

Email:..... Website:.....

Registered Address:

.....Post Code:.....

Legal Status: please confirm the status of your organisation by ticking one of these boxes

Company registered in England and Wales pursuant to the Companies Act

Company registered in Scotland pursuant to the Companies Act

Industrial and Provident Society

Unincorporated organisation

Charitable Incorporated Organisation

Charity registered in Great Britain

Other (please specify)

Does your organisation have a governing or regulatory body? 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 FSA please provide your Firm Reference number:

When was your organisation established? Date: / /

What does your organisation do? Please give details of the main activity of your organisation:



Please complete the following in **BLOCK CAPITALS**

Section B: Information about the person acting as the authority on behalf of your organisation*

Title:	Surname:	Forename(s):
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Position in Organisation:	Time in Organisation:
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Address:

.....Post Code:.....

Daytime Tel:.....Mobile:.....

Email:.....How long at current address:

NI Number: Date of Birth: / /

Are you a member of this Credit Union as an individual? If yes, what is your membership number

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

Usual Signature:	Date: / /
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Information about the second authorised signatory (not applicable to a sole trader)

Title:	Surname:	Forename(s):
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Position in Organisation:	Time in Organisation:
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Address:

.....Post Code:.....

Daytime Tel:.....Mobile:.....

Email:How long at current address:

NI Number: Date of Birth: / /

Are you a member of this Credit Union as an individual? If yes, what is your membership number

.....

Usual Signature:	Date: / /
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Please complete the following in **BLOCK CAPITALS**

Information about the third authorised signatory (not applicable to a sole trader)

Title:	Surname:	Forename(s):
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Position in Organisation:	Time in Organisation:
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Address:

..... Post Code:.....

Daytime Tel:..... Mobile:.....

Email: How long at current address:

NI Number: Date of Birth: / /

Are you a member of this Credit Union as an individual? If yes, what is your membership number

.....

Usual Signature:	Date: / /
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How many of the above signatures are required to make a withdrawal?

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How Newport Credit Union Limited will use and share your information:

Newport Credit Union will process your data in accordance with your rights under the Data Protection Act 1998.

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

- to consider any applications made by you;
- to deal with your account(s) or run any services we provide to you;
- to undertake statistical analysis, financial risk assessment, money laundering checks, 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 complete the following in **BLOCK CAPITALS**

**Section C: Resolution
To Newport Credit Union Ltd.**

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

1. We wish to open an account with Newport Credit Union Ltd and in doing so agree to abide by the social objects, rules, policies and procedures of the credit union.
2. The individual/s representing our organisation have completed all required personal details and provided identification documents according to the requirements of Newport Credit Union.
3. Newport Credit Union can rely on the appointed representatives until it receives written confirmation of changes to representatives.
4. We provide Newport Credit Union with the following documents as indicated below.

Supporting documentation required:

All limited companies including partnerships or registered charities limited by guarantee or shares including credit unions and co-operatives registered as Industrial & 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*

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Trusts

A copy of the Trust Deed

Unincorporated bodies, unincorporated charities, societies, clubs, community groups

A copy of the Trust Deed

NB. All organisations must also supply identification documents for each of the individual signatories

Declaration (two signatures required)

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

Date: / /

On behalf of the Governing Body:

Title:	Surname:	Forename(s):
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Position in Organisation:	Time in Organisation:
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Usual Signature:	Date: / /
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On behalf of the Governing Body:

Title:	Surname:	Forename(s):
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Position in Organisation:	Time in Organisation:
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Usual Signature:	Date: / /
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Please complete the following in **BLOCK CAPITALS**

Section D: Supplemental Information

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.

Title:	Surname:	Forename(s):
Position in Organisation:		Time in Organisation:
Address:		
..... Post Code:.....		
Daytime Tel:.....		Mobile:.....
Email:		How long at current address:
NI Number:		Date of Birth: / /
Are you a member of this Credit Union as an individual? If yes, what is your membership number		
.....		
Usual Signature:		Date: / /

Title:	Surname:	Forename(s):
Position in Organisation:		Time in Organisation:
Address:		
..... Post Code:.....		
Daytime Tel:.....		Mobile:.....
Email:		How long at current address:
NI Number:		Date of Birth: / /
Are you a member of this Credit Union as an individual? If yes, what is your membership number		
.....		
Usual Signature:		Date: / /



Please complete the following in **BLOCK CAPITALS**

Have you included the following supporting ID documentation?

This form, signed in accordance with your rules

Documentation to verify your organisation, as detailed on page 1

ID documentaion for signatories NOT already a member of Newport Credit Union

Credit Union use only. Notes to application:

For office use:

Application received by:

Application received (date): / /

Application approved by: 1

Application approved by:2

Membership number allocated:

