

Calderdale Credit Union



# Corporate Membership Application Form

## Halifax

17 - 19 Commercial Street, Halifax HX1 1HJ  
tel: 01422 386060

## Todmorden

Central Methodist Church (Side Entrance)  
Union Street, Todmorden OL14 5AW  
tel: 01706 818975

[www.calderdalecreditunion.co.uk](http://www.calderdalecreditunion.co.uk)

Calderdale Credit Union Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration No 213587

# Corporate Membership Application Form

## Type of Membership

Corporate Membership

Flood Save

## Information about your organisation

Full name of Organisation – as shown on your governing documents

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Mob \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_ Password

(for security purposes)

## Person acting as the authority on behalf of your organisation

Title Mr Mrs Miss Ms

First Name \_\_\_\_\_

Surname \_\_\_\_\_ Date of Birth / /

Position in Organisation \_\_\_\_\_ Time in Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Mob \_\_\_\_\_

Email \_\_\_\_\_ NI No \_\_\_\_\_

Signature

Date

## Second authorised signatory

Title            Mr   Mrs   Miss   Ms

First Name \_\_\_\_\_

Surname \_\_\_\_\_ Date of Birth    /    /

Position in Organisation \_\_\_\_\_ Time in Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Mob \_\_\_\_\_

Email \_\_\_\_\_ NI No \_\_\_\_\_

Signature

Date

**Important** Please inform CCU if there are any changes to the authorised signatory details

## Declaration

I hereby apply for membership and agree to abide by the rules of the Calderdale Credit Union Ltd and declare that the information given by me on this form is true and correct to the best of my knowledge and belief.

I understand that if I apply for a loan, or other such products, Calderdale Credit Union may make a search with a Credit Reference Agency and keep information about the search. If you open a credit based account we will then provide information to the agency on how you conduct your account. We cannot divulge any information they provide to us, but you can ask the Credit Reference Agencies for a copy of your file (for a small charge).

Signature

Date

For CCU Purposes only

Membership No:

## Membership Requirements

In order to join you must live or work in Calderdale or Kirklees.

To comply with money laundering regulations and prevent fraud, can you please supply proof of your address and **2 passport size** photographs.

(At our Halifax office, staff have the facility to take your photograph)

One document cannot be used to fulfill both proof of identity and proof of address requirements.

You will also need a minimum of £1 to open the account and £1 for administration charge.

# Identification Requirements for individual

## What we need to know

Whether you're a new or existing customer, we are required to verify your identity when you open a new account.

## Why do we need this?

We have to check the identity of all our customers, including existing customers, to comply with money laundering regulations. These regulations aim to stop criminals using financial products and services to launder money. They also protect you from criminals who might try to use your identity without you knowing. As a result you will be asked to provide the following evidence (a copy of which will be retained for our records) - one item from list 1 (Name ID) and one item from list 2 (Address ID). If applying in Branch you must supply original identification. If you are applying by telephone, post or online, please provide unaltered black and white photocopies of identification; **please do not send originals.**

This must include photocopies of pages that contain the following photographs, reference details, transactions and current UK entry/residence visas where applicable. Please also note that **certified**, copies are not required. Occasionally, there may be additional checks and documents required.

**Important:** You cannot use the same document from list 1 and list 2, nor can you use a document from the same source (e.g. DWP and jobcentre)

**Important:** The name and address detailed on your identification must be the same as the name and address you provide us during your application.

For each customer applying please provide one from List 1 (Name ID) plus a separate item from List 2 (Address ID). Please note items from the same source cannot be used twice and one must be proof of address.

### List 1 (Name ID)

- Unexpired passport - UK or EEA (European Economic Area).
- Unexpired passport - non UK or non EEA with a valid visa.
- Unexpired UK or EEA or Switzerland photocard driving licence, with an unexpired date of photo and licence.
- Notification of entitlement to state/local authority benefit\*.
- Notification of entitlement to tax credit\*.
- Notification of entitlement to pension from the DWP\*.
- Notification of entitlement to other government/local authority grant\*.
- HMRC (Inland Revenue) coding/assessment/statement/tax credit document\*.(not P45/P60).

### List 2 (Address ID)

- Driving licence (not provisional).
- Council tax bill/demand letter\*.
- Notification of entitlement to state/local authority benefit\*.
- Notification of entitlement to tax credit\*.
- Notification of entitlement to pension from the DWP\*.
- Notification of entitlement to educational loan/grant\*.
- Notification of entitlement to other government/local authority grant\*.
- HMRC (Inland Revenue) coding/assessment/statement/tax credit document\* (not P45/P60).
- Bank statement\*\*.
- Utility bill (not mobile phone, satellite or cable TV)\*\*
- Credit card statement\*\*.
- Local council rent card or tenancy agreement\*
- HMRC (Inland Revenue) correspondence including name, address and permanent NI number\*.
- Pension/benefit correspondence from the DWP\*.
- Instrument of a court appointment e.g. Probate or Court registered Power of Attorney\*.

**Important:** The name and address detailed on your identification must be the same as the name and address you provide us during your application.

\* Must be the most recently issued and less than 12 months old.\*\* Must be the most recently issued and less than three months old (except water bills - less than 12 months old).

# Identification Requirements for the Business

Sole traders and Partnerships: Please provide one from the list below if the trading address is different from the personal address of the sole trader or one of the partners in the organisation.

Limited companies, Limited Partnerships and Limited Liability Partnerships: Please provide one document from the list below if the address is different from the registered address.

- Business bank or credit card statement addressed to the business at the trading address **(less than 3 months old)**.
- Utility bill addressed to the business at the trading address **(less than 3 months old)**.
- Fire certificate relating to the business at the trading address **(less than 12 months old)**.
- Health and safety certificate relating to the business at the trading address **(less than 12 months old)**.
- Signed lease agreement addressed to the business at the trading address (must be within the date range covered within the lease agreement).
- Unexpired trading licence issued by a local government authority (e.g. taxi licence, premises licence etc.)
- Business liability or indemnity insurance certificate or schedule **(less than 1 year old)**.

## Partnerships

Copy of Partnership Deed or letter containing a list of all current partners. Letter must be on business letter-headed paper.

Clubs and Associations Please provide one document from each list

### List A

- Copy of Constitution or equivalent documentation that sets out the nature, purpose and objectives of the club/society
- Bank statements addressed to the club/society at the operating address
- Recently audited accounts
- Financial statements

### List B:

- Meeting record authorising the opening of the account and listing all the officers (Committee members) of the club/society
- Written request on club's society's headed notepaper providing authorisation to open the account which lists all officers (committee members) of the club society

## Private Limited Company, Limited Partnership and Limited Liability Partnership

It is essential that the information you provide regarding your Company is true and accurate and matches what is held at Companies House. Please note that if there has been a recent change in the ownership structure of your company, copies of the relevant forms from Companies House should also be supplied as appropriate.

## Trusts

Copy of Trust Deed or letter from a solicitor confirming the existence of the trust. The documents must provide the names of the Settlor, Trustees, and any Beneficiaries entitled to 25 % or more of the proceeds of the trust as well as the name and address of any Protectors or controllers of the trust (if applicable).

# Calderdale Credit Union



- ✓ **Low cost loans**
- ✓ **Helping all the family to save**
- ✓ **Supporting local community**
- ✓ **Not for profit cooperative**
- ✓ **Helping local business to save**

**Your credit union  
- it's where you belong**