

Corporations

New Account Checklist

A corporation is a legal entity. It can enter into contracts and own property in its own name, separately and distinctly from its owners.

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

Business Details Required:

- Articles of Incorporation
- Officer Registry
- Director Registry
- Shareholder Registry
- General bylaw
- Resolution for banking/signing authority
- 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

If operating under a trade name:

- Business Name Registration or Master Business License

If borrowing required:

- Borrowing bylaw

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, title and start date
- Home address
- Phone number
- Email
- SIN (from registry officers who are signers only)

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 1-800-361-8222.

libro.ca/businessaccount



Let's make money better.