

# 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:

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

### 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](https://libro.ca/businessaccount)



Let's make money better.