

**APPLICATION TO OPEN A BUSINESS ACCOUNT -
PRELIMINARY ANALYSIS**
1. Identification of the Caisse with which the member wishes to do business

Name of Caisse	Transit	Folio	Point of service
Caisse or business centre officer	Telephone no.		Ext.

2. Business identification and contact information

Company's legal name:	Fiscal year-end:
Sector of activity:	Number of employees:
Address of head office:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant Since: YYYY/MM/DD
Mailing address:	<input type="checkbox"/> Same address as head office
Primary telephone number: ()	<input type="checkbox"/> Telephone <input type="checkbox"/> Cell Fax:
Secondary telephone number: ()	<input type="checkbox"/> Telephone <input type="checkbox"/> Cell Web site (if any):
Is the firm part of a group (e.g. purchasing group, franchise): <input type="checkbox"/> No <input type="checkbox"/> Yes, specify:	
Contact person:	Contact person's function:
Contact person's telephone number: ()	E-mail address:

3. Business identification number

Québec enterprise number (NEQ) / Registration	Source deductions number (QST)	Business number (BN/GST) or S.I.N. of the primary administrator
	RS	

4. Information on the owner(s), partners or shareholders (indicate per cent participation)

Part. %	Name	Address	Telephone number
	Social insurance number	Health insurance number	Driver's licence number
	Date of birth (Y/M/D)		
Part. %	Name	Address	Telephone number
	Social insurance number	Health insurance number	Driver's licence number
	Date of birth (Y/M/D)		
Part. %	Name	Address	Telephone number
	Social insurance number	Health insurance number	Driver's licence number
	Date of birth (Y/M/D)		
Part. %	Name	Address	Telephone number
	Social insurance number	Health insurance number	Driver's licence number
	Date of birth (Y/M/D)		

5. References

Desjardins member - Other related folios		
Transit	Folio	Account name
Transit	Folio	Account name
Prior references - Current or previous financial institutions		
Transit	Folio	Account name
Transit	Folio	Account name

6. Authorization to collect and disclose information

In accordance with privacy legislation, the company, its owner in the case of a sole proprietorship, each partner in case of a partnership and each undersigned representative in case of a legal person, consent(s) that:

- The Caisse may obtain from any person and retain any information regarding them deemed necessary to the provision of all financial services required with respect to the object of this file. This consent also applies to the updating of information to allow the Caisse to reanalyze their commitments toward it, among others with regard to renewals, amendments or changes in business relations;
- Any person may communicate such information to the Caisse, even if the information is contained in a closed or inactive file;
- The Caisse may communicate information regarding them to any lender, financial institution, personal information agent or credit bureau, co-borrower, potential surety, appraiser or any other person with whom the Caisse or company, its owner, its partners or its representatives maintain a business relationship with respect to the provision of financial services required in accordance with the object of the file.

Signed at _____, this _____.

_____ Signature of the owner, partner or representative	_____ Signature of the owner, partner or representative
_____ Name in block letters	_____ Name in block letters
_____ Signature of the owner, partner or representative	_____ Signature of the owner, partner or representative
_____ Name in block letters	_____ Name in block letters

Note: All sections must be completed.

7. Other information

Number of signatures required to manage the folio: <input type="checkbox"/> 1 signature <input type="checkbox"/> 2 signatures
Proxy:
Account statement: <input type="checkbox"/> With cheque return <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly
Reason for opening the account:

8. Third party statement

Are you opening this account on the request of and/or for the use of a third party individual or business? <input type="checkbox"/> Yes <input type="checkbox"/> No
Note: If the business member acknowledges that they are acting on behalf of a third party individual or business, you must fill out the "Third party Statement (Individual / Business)" form (CF-00100-969A) and attach it to the "Membership application" form in the business member's file.

9. Financing needs

<input type="checkbox"/> Line of credit:	<input type="checkbox"/> Term loan:
Purpose of loan:	
<input type="checkbox"/> Financial statements for the last 3 years	<input type="checkbox"/> Signed personal balance sheet
Name of auditor or firm:	

10. Transit authorized

Evaluate according to the company's needs		
(a) <input type="checkbox"/> Start-up company or <input type="checkbox"/> Existing company		
(b) Content of deposits		
Cash Coins: \$	Bank notes: \$	Items (cheques): \$
Frequency: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other:		
Expected deposit amount: \$		
Yearly review:		
(c) Re-evaluation: <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> Other: YYYY/MM/DD		

Transit authorized assignment (mandatory) - SECTION RESERVED FOR THE CAISSE OR BUSINESS CENTRE

Assign the TA amount based on risk management, the member's needs and the standards established at the Caisse.		
Granted		
Transit authorized \$	ATM freeze code: <input type="checkbox"/> 1 <input type="checkbox"/> 2	Date
Authorized by	Input by	
Comments: _____		

INSTRUCTIONS

The form "Application to open a business account - Preliminary analysis" must be used to collect the basic information required to perform the validations necessary to open the account on the business informations and credit risks.

At no time does this form replace the forms specific to each type of business. That is, when you decide to allow the account to be opened, you must fill out the forms related to the type of business and have them signed by the member.

To proceed to open the account, please see the process documented in the COS manual, section PE - Business Market Processes, sub-section PE-0200-000 Treasury management and topic PE-0210-000 Processing a business membership application. There, you can view the activities to be done and the procedures associated with them.

ROUTING SLIP

Complete legal documents:
<input type="checkbox"/> Copies of letters patent, charter or act of incorporation (if applicable)
<input type="checkbox"/> Copy of the declaration of registration obtained
<input type="checkbox"/> Other legal documents (specify): _____
<input type="checkbox"/> Forms for account opening completed
<input type="checkbox"/> Validation of credit risk and operations performed
<input type="checkbox"/> Business Desjardins file created or updated
<input type="checkbox"/> Ownership and information links created
<input type="checkbox"/> Member-folio updated
<input type="checkbox"/> Profile updated
<input type="checkbox"/> Offer of Caisse's complementary products
<input type="checkbox"/> Offer of subsidiaries' products and services
<input type="checkbox"/> Hard copy of the file forwarded to the Caisse, if the file is at point of service 01
<input type="checkbox"/> Welcome letter issued