

Commercial investment application Requirements

1. Completed Commercial investment application
 - Estate and Formal Trust accounts: Completed Commercial investment application – Estate/Formal Trust
2. Funding cheque made payable to Oaken Financial (in account holder’s name)
3. One piece of identification for each authorized signatory (**walk-in only**)
 - See complete list of acceptable identification at oaken.com

4. Power to Bind (Signing Authority), please provide one of the following:

- Certificate of Incumbency, or
- Banking Resolution, or
- Board Minutes, or
- Articles of Association, or
- By-laws, or
- Notarized Copy of Will (Estate), or
- Deed of Trust (Formal Trust)

5. Company documents required based on entity type (Estate and Formal Trusts excluded), please provide at least one of the following which has been issued within the past 18 months:

Incorporated Entity

(including Charities/Not for Profit)

- Charity Registration (if applicable)
- Articles of Incorporation, or Amalgamation, or
- Articles of Continuance, or Amendment, or
- Certificate of Good Standing, or Corporate Status, or
- Certificate of Fact, or Existence, or Attestation, or
- Corporate Search, or Letters of Patent, or Company Charter, or
- Certificate of Corporate Status, or
- Published Annual Report (last fiscal year) signed by an independent audit firm – not a Business for Self Accountant, or
- Corporation’s most recent Notice of Assessment or Tax Bill from a municipal, provincial, territorial or federal government

Unincorporated Entities

(including associations, Charities/Not for Profit, Churches, Lodges)

If formally established:

- Copy of establishing Documentation (Constitution, By-laws or resolutions)
- If registered under the Trades Union Act of Canada: Copy of the rules of the union registered with the Registrar General of Canada (Industry Canada). Document will outline who has the power to bind the association

If not formally established:

- A letter from the organization, which must include the name of individual(s) that have authority to bind the entity

Partnership – General or Limited

- Application for Registration of a Partnership/Limited Partnership, or
- Certificate of General/Limited Partnership, or
- Business Name Registration, or

- Partnership Resolution, or
- Partnership/Limited Partnership Declaration (with copy of filing, or Notarized copy of Partnership Agreement (a copy will suffice) – where provincial law does not require registration

Condominium/Strata Corporation (not time sensitive)

- Copy of Declaration registered at Land Titles Office (need portion of the document that shows the condominium/strata corporation name, number and confirmation of the registration)

Sole Proprietorship

- Trade name registration, or
- Master Business Licence, or
- Notice of Assessment, or
- Current Liquor Licence, or
- Current health or safety certificates, or
- Current Business Licence or vendor’s permit

If you have any questions, please contact us at 1-855-OAKEN-22 (625-3622). We’re also available online at oaken.com or by emailing service@oaken.com