



GADIA
CO-OPERATIVE
CREDIT UNION

CONFIDENTIAL

Corporate Membership

Application Form

Phone Number

+233 500067086 / +233 243324244

Location/Digital Address

72 Adenta, Fafraha - Foster Home / GD-080-4536

Application for Corporate Membership

Thank you for your interest in joining Gadia Co-operative Credit Union. We welcome applications from organisations and member businesses based in Ghana, and from those that provide faith, charitable, public, social or welfare services to the individuals in Ghana. Corporate accounts are designed for partner organisations who want to show their support for the credit union.

The Credit Union is a not-for-profit member-owned organisation providing ethical and affordable financial services for members, member businesses and organisations. We encourage our members to save regularly and to borrow within their means. We are run by and for members and we do not have paid executives or external shareholders. We are based on principles of trust, honesty, fairness and equality.

Deferred shares allow your organisation help secure the future of the credit union and ensure that it continues to provide affordable financial services to local families and individuals by helping to build up our capital. For every deferred share your organisation purchases, we have a statutory requirement to transfer an equivalent amount to our reserves. Deferred shares cannot be withdrawn in normal circumstances. We will issue you with a share certificate showing the amount of deferred shares your organisation has purchased. All corporate accounts must hold a minimum deferred share balance of Ghs1,000.

Non-deferred shares are like ordinary savings which can be withdrawn at any time. By law, we cannot pay interest on non-deferred shares but if there is a surplus at the end of the year, the AGM may agree a dividend for corporate shareholders. Your organisation may make regular or one-off deposits of non-deferred shares.

The special rules governing corporate membership are as follows:

- The number of corporate members must not exceed 10% of the total number of members.
- Each corporate member is only allowed one vote.
- The number of corporate members on the Board is limited to one.
- The number of non-deferred (ordinary) shares allotted to corporate members must not exceed 25% of the total of non-deferred shares allotted to all members.
- Loans cannot be issued to corporate members that hold only deferred shares. The outstanding aggregate loan balance to corporate members must not exceed 10% of the total loan balance.

By joining the credit union your organisation will:

- Be assured that your savings are put to good use by enabling members and member businesses to access ethical and affordable financial services.
- Help to support the local economy.
- Know that your funds are safe and secure.
- Become a member of a trusted and reliable not-for-profit organisation serving local people.

How to complete the form:

Please ensure you complete all relevant parts of the form in block capitals and return it to us along with your supporting documentation. Original copies of documents will be returned to you.

If you have any queries or require assistance with completing the form, please phone or send an email

Section A: Information about your organisation

Full name of Organisation – as shown on your governing documents

Key contact for communications – Full name

Correspondence Address:

Address 1

Address 2

Town

County Postcode

Daytime Telephone Mobile

Email Website

Registered Address: If this is the same as your correspondence address, please write "as above".

Address 1

Address 2

Town

County Postcode

Legal Status please confirm the status of your organisation by ticking one of these boxes:

Company registered in Ghana pursuant to the Companies Act Non Governmental Organisation

Industrial & Provident Society Unincorporated organisation

Other (please specify)

Does your organisation have a governing or regulatory body? – if yes state which

If your organisation is a company incorporated to the Companies Act please provide company registration number

When was your organisation established?

What does your organisation do?

Please give details of the main purpose and activity of your organisation:

HOW THE CREDIT UNION WILL USE AND SHARE YOUR INFORMATION

Gadia Co-operative Credit Union will process your data in accordance with your rights under the Data Protection Act.

Your information may be processed by this credit union in any form and on any database used by us for the following purposes:

- to consider any applications made by you;
- to help us to make credit decisions about you and anyone to whom you are linked financially or other members of your household;
- to deal with your account(s) or run any other services we provide to you;
- to undertake statistical analysis, financial risk assessment, money laundering checks (which may include telephoning you), compliance and regulatory reporting, fraud prevention and debt tracing;
- to help us identify products and services which may be of interest to you (unless you have asked us not to);

Please tick this box if you would like to be contacted for marketing purposes

You do agree that we can forward any newsletter, statement message, new terms and conditions or information about any changes to the way your account(s) operate

Section B: Information about the person acting as the authority on behalf of your organisation*

Title	<input type="text"/>	First name	<input type="text"/>	Middle Initial	<input type="text"/>
Surname	<input type="text"/>				
Position in organisation	<input type="text"/>		Time with organisation	<input type="text"/>	
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
Town	<input type="text"/>				
County	<input type="text"/>			Postcode	<input type="text"/>
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>		How long at the current address?	<input type="text"/>	
Date of Birth	<input type="text"/>		National ID No:	<input type="text"/>	

Are you a member of this credit union as an individual?

If yes please give membership number.

*If you are an incorporated body this person will be known as the *Corporate Representative*. If you are an unincorporated association or unincorporated partnership this person will be known as the *Designated Representative*.

Usual Signature

Information about second authorised signatory (not applicable to a sole trader)

Title	<input type="text"/>	First name	<input type="text"/>	Middle Initial	<input type="text"/>
Surname	<input type="text"/>				
Position in organisation	<input type="text"/>		Time with organisation	<input type="text"/>	
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
Town	<input type="text"/>				
County	<input type="text"/>			Postcode	<input type="text"/>
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>		How long at the current address?	<input type="text"/>	
Date of Birth	<input type="text"/>		National ID No:	<input type="text"/>	

Are you a member of this credit union as an individual?

Usual Signature

Section C: Resolution

To Gadia Co-operative Credit Union:

We confirm that at a properly convened meeting it was resolved that:

1. We wish to open an account with the credit union and in doing so agree to abide by the social objects, rules, policies and procedures of the credit union.
2. The individual/s representing our organisation have completed all required personal details and provided identification documents according to the requirements of the credit union.
3. The credit union can rely on the appointed representatives until it receives written confirmation of changes to representatives.
4. We will provide the credit union with the following documents as indicated below.

Supporting documentation (see notes on page 9)

All limited companies including partnerships or registered charities limited by guarantee or shares including credit unions and co-operatives registered as Industrial & Provident Societies.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association, or if an Industrial & Provident Society a copy of the Registration Certificates and Rules. If a registered charity a copy of the registration documents.

Trusts

A copy of the Trust Deed.

Unincorporated bodies, unincorporated charities, societies, clubs, community groups

A copy of the constitution

All organisations

Identification documents of individual signatories

Declaration (two signatures required)

We hereby certify that the above Resolution is a true copy of the resolution passed at the meeting held on (insert date)

On behalf of the governing body

Title First name Middle Initial

Surname

Position in organisation Date of signature

Usual Signature

On behalf of the governing body

Title First name Middle Initial

Surname

Position in organisation Date of signature

Usual Signature

*Only one need be completed if you are a sole trader. Please write 'Sole Trader' in the second signatory box.



Supplemental Information – Anti Money Laundering guidance requires that we obtain details of all shareholders, directors or beneficial owners holding more than 25% of shares in the organisation **who are NOT signatories**. Please complete details below. If you need more space please copy this page.

Section D: Supplemental information #1

Title	<input type="text"/>	First name	<input type="text"/>	Middle Initial	<input type="text"/>
Surname	<input type="text"/>				
Position in organisation	<input type="text"/>			Time with organisation	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
Town	<input type="text"/>				
County	<input type="text"/>			Postcode	<input type="text"/>
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>			How long at the current address?	<input type="text"/>
Date of Birth	<input type="text"/>		National ID No:	<input type="text"/>	
Are you a member of this credit union as an individual? If yes please give membership number.					
<input type="text"/>					
Usual Signature					<input type="text"/>

Section D: Supplemental information #1

Title	<input type="text"/>	First name	<input type="text"/>	Middle Initial	<input type="text"/>
Surname	<input type="text"/>				
Position in organisation	<input type="text"/>			Time with organisation	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
Town	<input type="text"/>				
County	<input type="text"/>			Postcode	<input type="text"/>
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>			How long at the current address?	<input type="text"/>
Date of Birth	<input type="text"/>		National ID No:	<input type="text"/>	
Are you a member of this credit union as an individual? If yes please give membership number.					
<input type="text"/>					
Usual Signature					<input type="text"/>



Section E: Shares

Please refer to the notes on page 2 for an explanation of the different types of shares. You can hold deferred shares, non-deferred shares, or a combination of both.

Deferred shares

If you would like to make a lump sum payment to purchase deferred shares please state the number of shares (Ghs1 per share, minimum 1000 shares to open the account) you would like to purchase:

As soon as the funds have cleared we will issue you with a share certificate.

Non-deferred (ordinary) shares

a) Lump sum payment

If you would like to make a one-off deposit for ordinary shares please state the amount Ghs

I have enclosed a cheque payable to Gadia Co-operative Credit Union Limited

(You can make additional payments by cheque, standing order or transfer at a later date. You can also make a lump sum payment now and also start making regular payments)

Supporting documentation

Confirming and verifying identification of individuals

In common with other financial institutions we require validation and identification of all signatories to the account. Individuals representing organisations will be required to produce identification documents giving proof of name, date of birth and address in accordance with the credit union's normal identification requirements for individual members. In addition we will require details of all shareholders, directors or beneficial owners holding more than 25% of shares in the organisation who are NOT signatories.

To assist in identification and verification and to prevent fraud and money laundering we may use your information to search the Electoral Register and in searches with fraud prevention agencies. The agencies used would retain your information for 12 months regardless of whether this application is successful or not.

By completing this form you are deemed to agree to any additional verification procedures.

To verify you as a bone fide organisation we require the following:

Incorporated organisations

A private limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association / Regulations

A public limited company limited by shares or by guarantee.

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association / Regulations

A limited partnership

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association / Regulations

A limited liability partnership (LLPs)

A copy of the Company's Certificate of Incorporation together with a copy of the Memorandum and Articles of Association / Regulations

Unincorporated organisations

A sole trader

Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor

An 'ordinary' partnership

Two of: Current Business Letterhead or Company Letterhead, Inland Revenue Certificate, Recent utility bill or statement in the name of the Business for the Business Premises, Letter from an Accountant or Solicitor

A credit union study group

*A copy of the constitution
A list of officers*

A trust

*A copy of the Trust Deed.
A list of trustees*

A project group

*A copy of the constitution
A list of officers*

A club, society or association

*A copy of the constitution
A list of officers*

An unincorporated charity

*A copy of the constitution
A list of officers*

For credit union use