

What you need to open a DUCA Business Account

Thank you for considering DUCA where we put your business front and centre whether you are starting out or growing your business.

We offer different account packages to meet your business needs. The following list outlines the documents and ID you will need to bring when you visit one of our DUCA Branches to open a business account.

 Business Structure	 Required Documents
Sole Proprietorship	<ul style="list-style-type: none">• If applicable, Master Business License or Business Registration Certificate• Professional Practice License (if applicable)• Two types of acceptable ID
Partnership	<ul style="list-style-type: none">• Professional Practice License (if applicable)• Business Identification Number (BIN)• Partnership Agreement• Declaration of Limited Partnership agreement if applicable• Two types of acceptable ID for each partner
Unincorporated Association	<ul style="list-style-type: none">• Memorandum of Association or the Constitution disclosing names and titles of officers and signers• If Informal Structure: A document or a letter from the association stating who has the authority to open and operate the accounting• Purpose of the organization• Minutes from a meeting• Two types of acceptable ID for all signers
Corporations	<ul style="list-style-type: none">• Certificate and Articles of Incorporation• Business Identification Number (BIN)• Board Resolution including an Org Chart• If applicable, Master Business License or Business Registration Certificate• Share Register (to include Full Name and Percentage Ownership of the common shares of the corporation)• Director Register (to include Full Name and Mailing Address for each director of the corporation or signing authority)• Officer Register (to include Full Name, Mailing Address and Officer Title for each officer of the corporation)• Franchise Agreement (if applicable)• Professional Practice License (if applicable)• Canada Revenue Agency Registration number• Declaration under the Land Titles Act (if Condo Corporation)• Two types of acceptable ID

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Identification

Document Type

Acceptable ID

Two pieces of ID are required, of which one must be from the Primary ID list and bear the individual's photograph. All ID must be original, valid, and not be expired.

Primary ID

- Driver's License issued in Canada
- Canadian Passport
- NEXUS Card
- Certificate of Canadian Citizenship or Certificate of Naturalization
- Permanent Resident Card
- Ontario Photo Card

Secondary ID

- Birth Certificate if issued in Canada
- Credit Card issued by a member of the Canadian Payment Association
- Debit Card issued by a member of the Canadian Payment Association
- Old Age Security Card issued by the Government of Canada
- Canadian Institute for the Blind (CNIB) client card (signed and with photo)

Note: Health Cards are not accepted as valid identification