

GUIDE TO OPERATING A CLUB/GROUP/SOCIETY ACCOUNT



Killarney
Credit Union
LIMITED

WHERE MEMBERS MATTER MOST



Club/ Group/ Society Accounts

Requirements of Killarney Credit Union:

1. Where credit unions operate accounts for clubs / groups / societies they should first be satisfied as to the name, legal status, place of residence and purpose of the club/ group/ society and proof of existence.
2. A written copy of a mandate to open an account or change signatures must be on file.
3. They should also verify the identities of at least two elected officials and/or signatories on the account. This would be ascertained through the same procedures for ordinary members:
 - Photo ID (*Driving license, Passport, National ID card, ML10 from Gardai*)
 - Proof of Address (*Utility bill, bank statement, letter from state/ revenue/ local authority*)(*Note the document used to prove address must be dated within 6 months*).
4. If/ when any one of the signatories' changes, a new signatory may need to replace the old signatory and the new signatory should be identified and verified (see page 10 for further details).
5. The purpose and nature of the account must be established including expected funds in/ out weekly/ monthly / annually.
6. In addition, the beneficial owner or controller of clubs/ groups/ societies should be identified and verified as per the normal standards used for elected officials/ signatories. Beneficial ownership (S. 33(2)(b)) is taken to mean those who own or control in excess of 25% of the shares or voting rights of the club/ group/ society, or otherwise exert control over the management of the club/ group/ society. For example for a GAA club the beneficial owners would be deemed to be the Executive Committee. Where the beneficial owners have not already been identified as elected officers/signatories on the account then they need to be identified and verified as beneficial owners.

Club/Group/ Society Information Sheet

* Please complete in BLOCK CAPITALS

Organisation Name <i>(The name as Registered):</i>	
Address: <i>(Registered Address)</i>	
List of authorised signatures:	
Primary Contact Name(s):	
Correspondence Address:	
Contact Number(s):	
Contact Email:	
Organisation Website:	
Main activity of the organisation: <i>(Detailed Description)</i>	
Club/ Charity/ Other Registered Number / Legal Status:	
Expected Annual Turnover:	
Transaction frequency <i>(Weekly/ Monthly):</i>	
Types of transactions expected through the account <i>(cash, cheques, DD, Electronic):</i>	

Certified list of Elected Officers and Authorised Signatories

List below the names and details of all of the organisation's Elected Officers and all the Authorised Signatories named in the Resolution:

Please fill out in **BLOCK CAPITALS**

1. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

2. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

3. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

4. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

5. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

6. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

Beneficial Owners

List below the names of all Beneficial Owners of the organisation who ultimately own or control 25% or more of the capital or profits or voting rights of the organisation or otherwise exercise control over the management of the organisation.

1. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

2. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

3. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

4. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

5. Name:

Address:

Date or Birth: / /

Occupation:

Role:

Authorised Signatory: Yes No *Please tick*

Irish Resident: Yes No *Please tick*

I confirm that the information provided herein in respect of the Elected Officers, Authorised Signatories and Beneficial Owners of the organisation is correct.

Signed:
(Chairperson/ Head of the Organisation)

Date: / /

Signed:
(Elected officer)

Date: / /

Resolution for the running of Killarney Credit Union Account

At a meeting of the executive committee held on *(date)*:

Of *(name of the organisation)*:

Killarney Credit Union are hereby requested and authorised to open and/ or continue an account in the name of the organisation *(above)* subject to the Credit Union's Terms and Conditions.

Operations of the Account & Signing Instructions

The Credit Union is authorised to honour and negotiate all cheques and other negotiable instruments drawn, made, endorsed or accepted on behalf of the organisation and to act on all instructions relating to the accounts, affairs or transactions of the organisation including instructions to close any of the accounts even where such action may lead to borrowing, provided that they are signed on behalf of the organisation by:

Any two All *(please tick)*

of the following signatories:

1. Signatory One:

(BLOCK CAPITALS)

Signature:

2. Signatory Two:

(BLOCK CAPITALS)

Signature:

3. Signatory Three:
(BLOCK CAPITALS)

Signature:

4. Signatory Four:
(BLOCK CAPITALS)

Signature:

5. Signatory Five:
(BLOCK CAPITALS)

Signature:

6. Signatory Six:
(BLOCK CAPITALS)

Signature:

Changes to the Authorised Signatory List

To change or amend authorised signatures a notice in writing signed by the Chairperson/ Head of the organisation and any one of the other Authorised Signatories is required for any change which may occur from time to time in the list of Authorised Signatories. Further to this, the list of Authorised Signatories will only become effective if made (i) in accordance with this resolution, and (ii) where the notice includes a clearly legible new list of all the Authorised Signatories of the organisation from the date of the change showing the names in block capitals and the signatures for all Authorised Signatories.

Changes to the Beneficial Owners/ Chairperson/ Head of the organisation

The Credit Union should be given Notice in writing signed by the then Chairperson/ Head of the organisation and any one of the Authorised Signatories to the account of any change which may occur from time to time to the Beneficial Owners / Chairperson / Head of the organisation. Such notice to be provided to the Credit Union as soon as practicable.

Confirmation

That we hereby certify the accuracy of the information provided to the Credit Union for the purpose of opening / maintaining the account(s) including the information provided in this pack. That the Credit Union is authorised, in respect of any information and / or copy documents supplied to the Credit Union to enable the Credit Union to comply with its obligations to establish the identity of the organisation in accordance with the laws and regulations concerning the prevention of money laundering and terrorist financing.

The organisation shall be bound by, and requires the Credit Union to act on, the instructions contained in the Resolution above which is hereby certified to be a true copy of the original Resolution.

Signed:
(Chairperson/ Head of the Organisation)

Date: / /

Signed:
(Other Elected officer)

Date: / /



Killarney Credit Union LIMITED

WHERE MEMBERS MATTER MOST



Beech Road,
Killarney
V93 XR5V,
Co. Kerry



Park Road,
Killarney,
V93 CVF9,
Co. Kerry



Killarney Road,
Kenmare,
V93 NN73,
Co. Kerry



1-3 O'Connell Street,
Cahersiveen,
V23 HF77
Co. Kerry.

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www.killarneycu.ie



Killarney Credit Union Limited is regulated by the Central Bank of Ireland.