

Commercial Petroleum Account Application: USER GUIDE

1. Identification

Tell us who you are. Are you a registered company, a partnership or a proprietor? Fill out the information completely, legibly and accurately.

Name of Applicant – This is the name that will be printed on the card. This should be:

- **Corporation:** the legal name of your company, or,
- **Partnership or Proprietorship:** the legal name of the user(s)

Trade Name/Business Name – Fill in if the company's operating name is different from the legal name that you have registered.

- **Ex.** 123456 Sask Holding Inc's operating name may be "Jen's Textiles".

E-mail address – E-mail address that we can use to contact a representative of your company.

2. Company Information

Tell us what you do. Commercial petroleum accounts can be tailored to fit the needs of your business. Please note only businesses are eligible for an FCL Commercial Petroleum account. For personal/consumer or small volume commercial accounts call your nearest region contact (listed on the last page) for further options.

Nature of Business – The kind of work you perform or the industry you are a part of.

Annual Sales – Your annual sales for the most recently completed 12 month period. This figure should not include expenses.

Type of company – Select one of:

- **Corporation** – Have been incorporated legally and have Inc., Corporation or Limited in the company name.
- **Partnership** – Two or more people operate the company and a legal agreement is in place. Please note that all partners must sign the application form.
- **Proprietorship** – Company is owned by an individual and is not incorporated.

GST Registration Number – GST number given to you by the CRA. Should end with RT00X, where X is a number between 1 and 9.

Length of time in business – The number of years your company/partnership/proprietorship has been in active operation. For corporations who were active as partnerships or proprietorships prior to incorporation, this number will be different from the Incorporation Date.

Incorporation Date – For Corporations only.

If a subsidiary, branch or division, please state Parent Corporation – If your company is owned wholly or partially by another company OR has its head office in another location, please indicate so here.

PLEASE NOTE that accountant-prepared financial statements MUST BE SUPPLIED for any credit limits over \$25,000.

Types of Security:

- **Letter of Credit** – Letters of Credit can be obtained from your bank and are used as a form of security on your account. Please see your bank representative for details on how to acquire one if required. All costs associated with acquiring a letter of credit are the responsibility of the applicant.
- **Personal or Corporate Guarantee** – A signed legal document that legally holds a person or corporation liable for the applicants account should they not be able to meet their responsibilities.

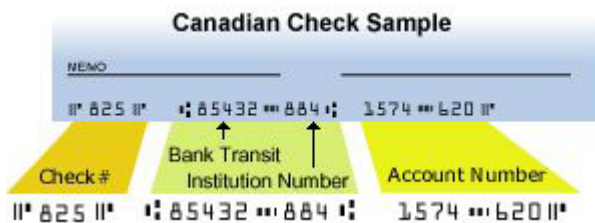
Company Officers, Partners or Proprietors – Fill in name and title of owners, officer or partners of the company that is applying for credit. For Partnerships and Proprietorships, please include address and birth date of owners and/or partners.

3. References

Provide bank and trade references. These references are essential for us to process your application. Trade suppliers are businesses with which you have already established credit. (Please note that fax numbers are required.) For help finding your bank information on a blank cheque or choosing trade references, please see the example below.

Financial Institution – PLEASE FILL IN COMPLETELY. Include:

- Name, city and province of the bank branch. If located in a large city, please indicate the street location of your branch.
- Fax number for your bank.
- Bank transit and account number of your bank account. See the cheque sample below for direction on how to use a cheque to determine your bank’s transit number and account number.



*Ignore symbols, blocks and lines; use only numbers.

Trade Supplier – Supply the name and FAX number of any company that you currently have credit privileges with. Please avoid giving us phone numbers, as this will cause your application to be rejected. Please note that not all suppliers are appropriate references - examples of inappropriate credit references include:

- credit cards (ex Visa or Mastercard),
- utility or phone companies,
- government agencies, or,
- COD accounts.

Average Monthly Fuel Purchases – Indicate the estimated amount of fuel you will be purchasing in an average month. This amount will be used to determine an appropriate credit limit.

4. Please Read and Sign Below

Please sign, date and identify yourself clearly in order to make it easy for us to start the account application process.

Authorized Signature – Person who has authority to sign as a legal representative of the company. If you are a partnership, all partners will need to sign the form. Please note that an unsigned application will not be processed. In the case of an online form, reading and agreeing to the terms of the contract takes the place of a signature.

We're excited to welcome you to our network. Please note, however, that an incomplete application will not be processed. If you wish to include any additional information, please attach the proper documentation to your application.

If you have any questions, we're just a phone call away.

Thank you for choosing Co-op!

FOR FURTHER INFORMATION CALL FEDERATED CO-OPERATIVES LIMITED

Calgary Region & Southern BC	phone: 403-531-6642
City of Calgary	phone: 403-571-3513
Edmonton Region & Northern BC	phone: 780-447-8517
Regina Region	phone: 306-721-0474
Saskatoon Region	phone: 306-649-5421
Winnipeg Region	phone: 204-631-4626
FCL Home Office Saskatoon	phone: 306-244-3197 fax: 306-244-3403

