

To: The Bank of East Asia, Limited, Singapore Branch

CERTIFIED EXTRACT OF RESOLUTIONS PASSED BY THE COMMITTEE / BOARD OF TRUSTEES / MANAGEMENT COUNCIL OF THE ASSOCIATION / SOCIETY / MANAGEMENT CORPORATION STRATA TITLE

At a meeting of the committee / board of trustees / management council of

_____ (the "**Organisation**")

held on _____, the following resolutions were passed and duly recorded in the Minutes Book of the Organisation.

IT WAS NOTED THAT:

- (a) the Organisation had opened bank account(s) with the Bank of East Asia, Limited, Singapore Branch (the "**Bank**"), on the terms and subject to the conditions of the Bank's Accounts and Services Terms and Conditions (the "**Standard Terms**");
- (b) the Organisation intends to update the names of the authorised signatories in connection with its bank accounts held with the Bank set out in Annex 1 (the "**Accounts**" and each, an "**Account**") and in connection therewith is required to instruct the Bank (the "**Instruction**") to appoint the individuals named in Annex 1 attached hereto as authorised signatories (the "**Authorised Signatories**" and each, an "**Authorised Signatory**").
- (c) each of the Authorised Signatories, in accordance with the signing conditions set out in Annex 1 attached hereto, is authorised ("**Signing Authority**"):
 - (i) to give instructions to the Bank in connection with the Accounts whether orally (including by telephone) or by facsimile or otherwise in writing;
 - (ii) to draw, sign, accept, indorse and otherwise make on behalf of the Organisation cheques, drafts, orders to pay, bills and notes, provided that the relevant Accounts are in credit and the same are signed by the Authorised Signatories in accordance with the signature requirements prevailing at the time of presentation;
 - (iii) to withdraw any or all money from the Accounts provided that the relevant Accounts are in credit and the same are signed by the Authorised Signatories in accordance with the signature requirements prevailing at the time of presentation; and/or
 - (iv) to close any Account;
- (d) an extract and/or a copy of these resolutions (certified as a true copy by the Organisation) be furnished to the Bank; and
- (e) all terms and definitions used in these Resolutions and not defined expressly or by incorporation herein shall have the meaning ascribed thereto in the Standard Terms.

IT WAS RESOLVED THAT the Instruction and the Signing Authority be and are hereby approved, confirmed and ratified, and that each Authorised Signatory be and is hereby authorised to sign, seal and/or deliver the Instruction and in his or her absolute discretion to approve any amendment, alteration or modification to the Instruction in accordance with the signing conditions set out in Annex 1 attached hereto.

Certified True and Correct by:

.....
Name:
Designation: President /
Chairperson

.....
Name:
Designation: Secretary

.....
Name:
Designation: Treasurer

Annex 1

A. ACCOUNT DETAILS	
Accounts with The Bank of East Asia, Limited, Singapore Branch (the " Bank ") to be updated:	
<input type="checkbox"/> All accounts	
<input type="checkbox"/> Only the following account(s) with the Bank:	
Account Number: _____	Account Number: _____
Account Number: _____	Account Number: _____
B. REMOVAL OF EXISTING AUTHORISED SIGNATORIES	
Authorised Signatory 1 to Remove	
Name: _____	
NRIC/Passport No.: _____	
Authorised Signatory 2 to Remove	
Name: _____	
NRIC/Passport No.: _____	
Authorised Signatory 3 to Remove	
Name: _____	
NRIC/Passport No.: _____	
Authorised Signatory 4 to Remove	
Name: _____	
NRIC/Passport No.: _____	

For Bank Use Only		
Attended by _____	Checked by _____	Approved By _____

C. ADDITION OF NEW AUTHORISED SIGNATORIES		
New Authorised Signatory 1		
Name:		
NRIC/Passport No.:	Email:	
Nationality:	Mobile Number:	
Occupation:	Office Number:	
Date of Birth:	Specimen Signature:	
Signing Group:		
New Authorised Signatory 2		
Name:		
NRIC/Passport No.:	Email:	
Nationality:	Mobile Number:	
Occupation:	Office Number:	
Date of Birth:	Specimen Signature:	
Signing Group:		
New Authorised Signatory 3		
Name:		
NRIC/Passport No.:	Email:	
Nationality:	Mobile Number:	
Occupation:	Office Number:	
Date of Birth:	Specimen Signature:	
Signing Group:		
D. SIGNING CONDITIONS FOR OPERATION OF ACCOUNTS		
<input type="checkbox"/> Singly <input type="checkbox"/> Any _____ jointly (please specify) <input type="checkbox"/> All <input type="checkbox"/> Other signing conditions, (please specify): _____ _____		
E. OTHERS		
_____ _____		
Notes: If you have more than above Authorised Signatory provided, you may fill up more than one Annex 1.		
For Bank Use Only		
Attended by	Checked by	Approved By

Instruction for Change of Authorised Signatories and/or Account Mandate for Association/Society/MCST

1. Prepare an extract of the resolutions using the sample on page 1 to effect changes to the signatories, signing arrangement or limits. If the sample does not meet the needs of your organisation, please adapt it accordingly and it will be subject to approval from the Bank.
2. The certified true extract of the resolutions is to be signed by all office Bearers. An “Office Bearer” shall be read as reference to a person who is the Chairperson/President, Secretary and/or Treasurer of the organisation.
3. All new authorised signatories are required to provide the documents below:
 - Clear photocopies of their identification card or unexpired passport (6 months before expiry).
 - Proof of address by new signatories who are foreigners. Examples of proof of address include utility bills or bank statements dated within 3 months.
4. Certified true copies of identification documents are to be provided by bank staff, a notary public, lawyer, certified public or professional accountant or chartered corporate secretary.
5. For registered societies, please provide the documents below:
 - Confirmation of list of Office Bearers from the Registry of Societies duly signed by all Office Bearers (President, Secretary and Treasurer) or Extract of Minutes of Meeting dated within 3 months and duly signed by all Office Bearers.
6. For Management Corporation Strata Titles, please provide the documents below:
 - Confirmation of list of Office Bearers from the Building and Construction Authority duly signed by all Office Bearers (Chairperson, Secretary and Treasurer) or Extract of Minutes of Meeting dated within 3 months and duly signed by all Office Bearers.
7. The Bank may request additional documents.