

Form of mandate for adoption by a Society/Club/Association

To: **The Hongkong and Shanghai Banking Corporation Limited, Singapore Branch (the "Bank")**

Application for BusinessVantage account and other accounts and services

*Name of Society/Club/Association. _____

*At a meeting of the Committee held on _____ (date), the following resolutions were passed:

BusinessVantage account, other accounts, services and channels

1. That the Society/Club/Association is authorised to apply to the Bank for accounts, services and channels offered by the Bank from time to time.

Opening, closing and conversion of Accounts

2. That the accounts as set out below be opened, closed, converted and/or continued with the Bank from time to time as directed by the authorised signatories as set out in the Schedule (the "Authorised Signatories") in accordance with the signing arrangements set out in paragraph 14 below.
 - a) a BusinessVantage account be opened; and/or
 - b)¹ the Society's/Club's/Association's existing current account number _____ be converted into a BusinessVantage account with the same account number maintained; and/or
 - c) time deposit accounts be opened and/or continued; and/or
 - d) any other accounts that the Society/Club/Association may require and the Bank may provide, be opened from time to time.

All of the Society's/Club's/Association's accounts with the Bank shall be referred to collectively as "Accounts".

3. That the Authorised Signatories as specified in the signing arrangement set out in paragraph 14 below be and are hereby authorised to sign, on behalf of the Society/Club/Association, the application forms which were produced and reviewed at the meeting and any other forms, documents, notices or statements in relation to the Accounts and Services (as defined below), required from the Society/Club/Association by the Bank from time to time, and to communicate or deal with the Bank on the Society/Club/Association's behalf generally.

Operation of Accounts

4. That the Bank be instructed to honour and comply with all cheques, promissory notes and other orders drawn, and all bills accepted on behalf of the Society/Club/Association, whether in credit or overdrawn, to comply with all directions given for or in respect of any Accounts on behalf of the Society/Club/Association and to accept and act upon all receipts or monies deposited with or owing by the Bank on any Accounts in the name of the Society/Club/Association, provided that such cheques, promissory notes, orders, bills, directions or receipts are signed by the Authorised Signatories in accordance with the signing arrangements set out in paragraph 14 below.

That notwithstanding the signing arrangement in paragraph 14 below, the Company acknowledges that the Bank shall be entitled to rely upon all instructions received through the Channels referred to in paragraph 5 below.

Application of Services and Channels

5. That the Authorised Signatories as specified in signing arrangement set out in paragraph 14 below be authorised to:
 - a) apply for SMS Alert service, Corporate PhoneBanking, Trade Finance Services and such other services that the Bank may offer from time to time (hereinafter referred to collectively as "the Services") and nominate such persons as indicated on the relevant application form to utilise the Services, and the Society/Club/Association will be responsible for all transactions effected through the use of the Services, whether or not they are carried out by the persons nominated;
 - b) sign forms or terms and conditions relating to the provision by the Bank of electronic banking channels to access Accounts and Services (the "**Channels**"), including:
 - (i) authorisation of third parties including, without limitation, affiliates of the Company to manage and/or access the Channels on the Company's behalf,
 - (ii) appointment and setting and amending authorisation levels of administrators and individual users, including users of any third party authorised pursuant to (i), with authority to administer, manage and/or access the Channels, as applicable, and
 - (iii) delegation to individuals of authority to make the appointments referred to in (ii),

- c) Change any of the instructions given to the Bank in relation to the Services contained in the relevant application form in writing including but not limited to nominating new accounts for the Services;
- d) change the list of authorised persons/users, including but not limited to nominated users, for the relevant Services (whether by addition or deletion of names) in writing;
- e) apply for any new services the Bank makes available from time to time; and
- f) generally give the Bank any other written instructions or consents in connection with the Services and Channels.

Terms and conditions

- 6. That the Committee of the Society/Club/Association has reviewed and approved all the terms and conditions governing the Accounts and the relevant terms and conditions governing the Services (hereinafter referred to collectively as "Terms and Conditions"), copies of which are produced at the meeting, and resolves that the Society/Club/Association will observe and comply with the Terms and Conditions.

Security documents, indemnities and others

- 7. That the Authorised Signatories as specified in the signing arrangement set out in paragraph 14 below be hereby authorised to arrange with the Bank for advances to the Society/Club/Association by way of discount, loan, overdraft or otherwise, and for the issue of guarantees and/or standby letters of credit by the Bank from time to time as required, and to sign on behalf of the Society/Club/Association any form of deposit and withdrawal, any documentation relating to any securities or property or documents of title relating thereto to secure the said advances and any obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, and any other documents which may be required by the Bank in connection with any services availed and/or facilities granted by the Bank to the Society/Club/Association and, where applicable, insofar as they are not by their nature required to be executed under the Common Seal of the Society/Club/Association.
- 8. Where the Trade Finance Services Application is completed, that the signatories as specified in the signing arrangement set out therein be hereby authorised to issue written instruction and to execute all relevant documents (including but not limited to the documents referred to in paragraph 7 above) in connection with the trade transactions described in the Trade Finance Services Application.

General

- 9. That the Bank be forthwith supplied with a copy of the Society/Club/Association's constitutional documents and each amendment thereto as soon as the same has been passed.
- 10. That:
 - a) the Bank be supplied with a list of names, personal details and specimens of the signatures of all the Authorised Signatories and all its members of committee in the Schedule;
 - b) the Bank be informed from time to time in writing signed by the Chairman and the Secretary of the Committee of any changes to the personal details of the above individuals;
 - c) the Bank be informed from time to time in writing signed by the Chairman and the Secretary of the Committee of any changes to the list of Authorised Signatories and to provide personal details and specimens of the signatures of such individuals; and
 - d) the Bank be entitled to act upon such notice until the receipt of further notice signed by the Chairman and the Secretary of the Committee.
- 11. That in the absence of any directions to the contrary, all Accounts subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.
- 12. That a copy of any resolution of the Committee if purported to be certified by the Chairman and the Secretary shall as between the Bank and the Society/Club/Association, be conclusive evidence of the passing of the resolution so certified.
- 13. That these resolutions be communicated to the Bank and remain in force until an amended resolution shall have been passed by the Committee and a copy thereof certified by the Chairman and the Secretary shall have been delivered to the Bank.

Signing arrangements for Accounts, and for application for Services and Channels

14. *That the following signing arrangements shall apply:

- (a) in respect of instructions in relation to paragraphs 2, 3 (Opening, closing and conversion of Accounts), 5 (Application of Services and Channels) and 7 (Security documents, indemnities and others) above, the Authorised Signatories to open and close Accounts and to apply for Services and Channels and execute documents which are not required to be executed under common seal (where applicable):

Singly Any two jointly
 Others (please state signing arrangement only, no monetary limits should be stated here):

- (b) in respect of instructions in relation to paragraph 4 (Operation of Accounts) above, the Authorised Signatories to operate the accounts in the following manner:

Singly Any two jointly
 Others (please state signing arrangement only, no monetary limits should be stated here):

15.¹The mandate given by the Society/Club/Association in respect of the pre-existing accounts listed below (excluding existing current account to be converted into a BusinessVantage account under this mandate) _____ (“Pre-Existing Accounts”), shall be revoked and the Pre-Existing Accounts shall be operated and dealt with in accordance with paragraph 4 of these resolutions. For the avoidance of doubt, cheques issued prior to the date on which the Bank gives effect to these resolutions shall be dealt in accordance with the terms of the mandate for the Pre-Existing Accounts.

16.¹Where the Society/Club/Association converts an existing current account (“Old Account”) into a BusinessVantage account, the mandate given by the Society/Club/Association to the Bank in respect of the Old Account shall be revoked, and this mandate shall be effective as of the date of conversion. For avoidance of doubt, cheques issued prior to the date of conversion shall be dealt with in accordance with the terms of the mandate for the Old Account.

We hereby certify that the foregoing resolutions were passed by the Committee at the meeting referred to above, that they have been entered into the Minute Book of the Society/Club/Association and are in accordance with the ¹Society’s/Club’s/ Association’s constitutional documents.

*Dated this _____ day of _____

S.V.

S.V.

Chairman

Secretary

¹Delete if not applicable

Important: All amendments must be countersigned by the Chairman and the Secretary.

*Schedule

Please provide signature specimens of the Authorised Signatories and all Members of Committee.

1. Full name:

Date of birth:

Country of nationality:

NRIC/Passport no.:

Authorised signatory Member of committee

Signing group (if any):

Signature:

S.V.

2. Full name:

Date of birth:

Country of nationality:

NRIC/Passport no.:

Authorised signatory Member of committee

Signing group (if any):

Signature:

S.V.

3. Full name:

Date of birth:

Country of nationality:

NRIC/Passport no.:

Authorised signatory Member of committee

Signing group (if any):

Signature:

S.V.

4. Full name:	
Date of birth:	Country of nationality:
NRIC/Passport no.:	<input type="checkbox"/> Authorised signatory <input type="checkbox"/> Member of committee
Signing group (if any):	Signature: S.V.
5. Full name:	
Date of birth:	Country of nationality:
NRIC/Passport no.:	<input type="checkbox"/> Authorised signatory <input type="checkbox"/> Member of committee
Signing group (if any):	Signature: S.V.
6. Full name:	
Date of birth:	Country of nationality:
NRIC/Passport no.:	<input type="checkbox"/> Authorised signatory <input type="checkbox"/> Member of committee
Signing group (if any):	Signature: S.V.

Secretary of the Committee

Name : _____

Salutation : _____

NRIC/Passport no.: _____

Designation/Occupation: _____

Specimen signature
(Please sign within the box)



For internal use only.
Signature verified by:

Important: All signatures must be verified by a HSBC staff.