



INSTRUCTION FOR UPDATE OF MINUTES OF MEETING AND SIGNING REQUIREMENTS FOR USE BY CLUBS/SOCIETIES/ASSOCIATIONS/MCST.

Step 1: Prepare an extract of the Minutes of Meeting using the sample below to effect changes to the authorised signatories, signing arrangement or limits based on the two scenarios below.

Scenario One: Change of Committee members during Annual General Meeting

The Minutes of Meeting has to be passed by the outgoing Chairman and Secretary or Treasurer, or in accordance with the Constitution of the Society/Association.

Scenario Two: Change of authorised signatory within a term.

The Minutes of Meeting has to be passed by the Chairman and Secretary or Treasurer or in accordance with the Constitution of the Society/Association whose signatures can be verified by HSBC Singapore.

For Scenarios 1 and 2:

- Please DATE the Minutes of Meeting and state clearly the currency and type of account and the signing arrangement for the operating of account(s).
- HSBC Singapore will verify the signatures of the Chairman/secretary/treasurer certifying the Minutes of Meeting before updating the records.
- Only extract of Minutes of Meeting with original signatures are accepted.

Step 2: Prepare the additional documents required.

All new authorised signatories are required to provide,

- a) clear photocopies of their identification card or unexpired passport;
- b) signature specimen using the attached signature specimen card; and
- c) proof of address such as utility bills or bank statements for foreigners

The identification document and signature specimen has to be duly certified and verified by an authorised officer of HSBC.

A list of office bearers certified by the incoming Chairman and Secretary of the committee.

Step 3: Upon, completion, please submit the Certified Extract Minutes of Meeting, together with the abovementioned documents to the below address:

Via Mail: Officer in Charge
SOC – Banking Operations (Board Resolution)
The Hongkong and Shanghai Banking Corporation Limited
Robinson Road P O Box 896
Singapore 901746

Via Courier: Officer in Charge
The Hongkong and Shanghai Banking Corporation Limited
SOC Banking Operations (Board Resolution - 214)
20 Pasir Panjang Road
Mapletree Business City
#11-21
Singapore 117439

HSBC Singapore will send a confirmation letter notifying your company of the change. Before you receive our confirmation, please do not issue payment instructions signed by the new authorised signatories.

The Hongkong and Shanghai Banking Corporation Limited
Robinson Road P O Box 896, Singapore 901746



Sample wordings for the Extract of Minutes of Meeting

It is hereby resolved that:

- 1. The authorised signatories of *all our accounts / the following account(s) maintained with The Hongkong and Shanghai Banking Corporation Limited (“the bank”) be changed as set out herein.

Account No: ___ - _____ - _____
Account No: ___ - _____ - _____

- 2. That the following Committee members (“Authorised Signatories”), are hereby authorised on behalf of the Committee to operate the accounts in the following manner:-

Authorised Signatories

Signature Group A

Name : _____
NRIC/Passport: _____ (Specimen Signature)
Position held in Committee: _____

Signature Group B

Name : _____
NRIC/Passport: _____ (Specimen Signature)
Position held in Committee: _____

- 3. The following person(s) be removed as authorised signatory of the abovementioned account

Name : _____ NRIC/Passport: _____

- 4. The Account is to be operated in the following manner:

Signature Group A to sign singly for amounts up to _____
Signature Group B to sign singly for amounts up to _____
Any two signatory from Group _____ to sign jointly for amount above _____.
Any one signatory from Group _____ and any one signatory from Group _____ to sign jointly for amount above _____.

- 5. The Change of authorised signatories to take effect immediately.

I HEREBY CERTIFY that the foregoing resolutions were passed by the committee members at the meeting referred above, that they have been entered into the Minute Book of the Organisation and signed therein by the Chairman of the Meeting and are in accordance with the Organisation’s constitutional documents.

Dated this _____ day of _____.

Name: _____
Chairman of the Meeting

Name: _____
Secretary/Treasurer

***Delete Accordingly**

MCST 8888 88 Road Singapore 888888

Extract of Minutes of Meeting for MCST 8888.

It is hereby resolved that:

1. The authorised signatories of all our bank account(s) maintained with The Hongkong and Shanghai Banking Corporation Limited (“the bank”) be changed as set out herein.
2. That the following Committee members (“Authorised Signatories”), are hereby authorised on behalf of the Committee to operate the accounts in the following manner:-

Authorised Signatories

Signature Group A

Name: Mr Somebody

NRIC: S1234567G

Position held in Committee: Chairman

(Specimen Signature)

Signature Group B

Name: Mdm Lady

Passport: PP: G12345678

Position held in Committee: Treasurer

(Specimen Signature)

3. The following person(s) be removed as authorised signatory of the abovementioned account

Name: Mrs. Nobody

NRIC/Passport: S7654321H

4. The Account is to be operated in the following manner:

Signature Group A to sign singly for amounts up to S\$10,000.

Signature Group B to sign singly for amounts up to S\$5,000

Any one signatory from Group A and any one signatory from Group B to sign jointly for amount above S\$10,000.

5. The Change of authorised signatories to take effect immediately.

I HEREBY CERTIFY that the foregoing resolutions were passed by the committee members at the meeting referred above, that they have been entered into the Minute Book of the Organisation and signed therein by the Chairman of the Meeting and are in accordance with the Organisation’s constitutional documents.

Dated this 8th day of August 2008.

Name: Mr Outgoing Somebody
Chairman of the Meeting

Name: Mdm Outgoing Lady
Secretary