

To: Maybank Singapore Limited,

**CHANGE IN / APPOINTMENT OF AUTHORISED PERSONS**  
**CERTIFIED EXTRACT OF RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF**  
**COMPANY/PARTNERS/ BOARD OF COMMITTEE/ MANAGEMENT CORPORATION/ BOARD**  
**OF TRUSTEES OF ASSOCIATION/ SOCIETY**

The following resolutions were passed by the Board of Directors/ Partners/ Board of Committee/ Management Corporation / Board of Trustees of \_\_\_\_\_ ("Applicant") on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

(Please tick ☐ the relevant boxes)

**"RESOLVED THAT"**

☐ **APPOINTMENT OF AUTHORISED PERSONS** (Please tick where no authorised persons were appointed previously)

- 1) The Authorised Persons listed in the Schedule hereto shall on behalf of the Applicant be authorised to take the following action in accordance with the signing conditions set out in the Schedule-
  - a) Open or close any current account or any other account in any currency (each an "Account" and collectively "Accounts") with the Bank.
  - b) Apply for or terminate the Business Internet Banking Service ("BIB Service") and any other services ("Other Services") which may be made available by the Bank from time to time.
  - c) Appoint, add, remove and/or replace any person or persons (including themselves) as signatories of the Accounts ("Authorised Signatories"), determine the mandate or authority of the Authorised Signatories, confirm their appointment, certify their specimen signatures and any other particulars as the Bank may require.
  - d) Appoint, add, remove and/or replace any person or persons (including themselves and the Authorised Signatories) as signatories or users of the BIB Service and any Other Services ("Authorised Users") and to set and determine the mandate or authority of the Authorised Users (including but not limited to any transaction limits of the BIB Service and/or any Other Service) and to confirm their appointment and certify their specimen signatures and such other particulars as the Bank may require.
  - e) Provide the Bank with written instructions, indemnities or consents in connection with the Accounts, the BIB Service and any Other Services.
  - f) Agree to abide by the terms and conditions governing the Accounts, the BIB Service and any Other Services of the Bank and any amendments as the Bank may make from time to time.
  - g) Sign any document as may be required in connection with the Account, the BIB Service, any Other Services or these Resolutions.
- 2) The Authorised Signatories be and are hereby authorised to perform the following acts:
  - a) Operate or close any Account of which they are the Authorised Signatories; and
  - b) Apply for or use any temporary overdraft or ad hoc trade or other facility (including without limitation bankers' guarantees, letter of credit, bills of exchange purchased).
- 3) The Authorised Users shall use the BIB Service and any Other Services in accordance with the authority specified by the Authorised Persons for each of them and each Authorised User may terminate his own use of the BIB Service and any Other Services at any time. The Authorised Users shall include the persons (by any other name whatsoever called document for the BIB Service and any Other Services) who have been appointed to use the BIB Service and any Other Services by the Authorised Persons.
- 4) The Bank be and is hereby authorised to act on any instruction from Authorised Persons, Authorised Signatories or Authorised Users and honour any instrument, instruction or document given by them within the limits and scope of their authority.

- 5) Any amendment to the list of Authorised Persons, their authority and/or their signing conditions shall only be made by amending resolutions duly passed by the Applicant, and communicated to the Bank. The Bank shall be given a reasonable period of time to effect the said amendment.
- 6) Any amendment to the list of Authorised Users and Authorised Signatories and their authority shall only be made by written notice given by the Authorised Persons signing in accordance with the signing conditions set out in the Schedule herewith and communicated to the Bank. The Bank shall be given a reasonable period of time to effect the said amendment.
- 7) All previous mandates of the Applicant on the authorised signatories and authorised users for the Applicant's Accounts, BIB Service and Other services, be superseded with effect from date of update of this new mandate.

☐ **CHANGE IN AUTHORISED PERSONS FOR APPLICANT'S ACCOUNTS, BUSINESS INTERNET BANKING SERVICE AND OTHER SERVICES** *(Please tick where there is a change to Authorised Persons appointed previously)*

- 8) The Authorised Persons listed in the Schedule are hereby authorised to do the following acts, in relation to the Applicant's Account(s) listed below, BIB Service and any Other Service linked to the Account(s):
  - a) Open or close any current account or any other account in any currency (each an "Account" and collectively "Accounts") with the Bank.
  - b) Apply for or terminate the Business Internet Banking Service ("BIB Service") and any other services ("Other Services") which may be made available by the Bank from time to time.
  - c) Appoint, add, remove and/or replace any person or persons (including themselves) as signatories of the Accounts ("Authorised Signatories"), determine the mandate or authority of the Authorised Signatories, confirm their appointment, certify their specimen signatures and any other particulars as the Bank may require.
  - d) Appoint, add, remove and/or replace any person or persons (including themselves and the Authorised Signatories) as signatories or users of the BIB Service and any Other Services ("Authorised Users") and to set and determine the mandate or authority of the Authorised Users (including but not limited to any transaction limits of the BIB Service and/or any Other Service) and to confirm their appointment and certify their specimen signatures and such other particulars as the Bank may require.
  - e) Provide the Bank with written instructions, indemnities or consents in connection with the Accounts, the BIB Service and any Other Services.
  - f) Agree to abide by the terms and conditions governing the Accounts, the BIB Service and any Other Services of the Bank and any amendments as the Bank may make from time to time.
  - g) Sign any document as may be required in connection with the Account, the BIB Service, any Other Services or these Resolutions.
- 9) The Authorised Signatories be and are hereby authorised to perform the following acts:
  - a) Operate or close any Account of which they are the Authorised Signatories; and
  - b) Apply for or use any temporary overdraft or ad hoc trade or other facility (including without limitation bankers' guarantees, letter of credit, bills of exchange purchased).
- 10) The Authorised Users shall use the BIB Service and any Other Services in accordance with the authority specified by the Authorised Persons for each of them and each Authorised User may terminate his own use of the BIB Service and any Other Services at any time. The Authorised Users shall include the persons (by any other name whatsoever called document for the BIB Service and any Other Services) who have been appointed to use the BIB Service and any Other Services by the Authorised Persons.
- 11) The Schedule lists all the Authorised Persons appointed to act on behalf of the Applicant and all previous mandates of the Applicant on the Authorised Persons for all of the Applicant's Accounts shall be replaced and superseded with effect from date of update of this new mandate.

## SCHEDULE OF APPOINTMENT & AUTHORITY OF AUTHORISED PERSONS

Applicant Name

### Signing Conditions of Appointment & Authority of Authorised Person(s)

☐ Singly

☐ Any  to sign

☐ All to sign

☐ Others (please specify, e.g. "One A and One B OR One A and One C OR Two Bs")

**\*Please include particulars of all Authorised Person(s), note only new Authorised Person(s) are required to sign**

### PARTICULARS OF AUTHORISED PERSON

Name ^ (Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature*	Group							
Designation	Contact Details	<b>FOR BANK'S USE</b> CIF NO.: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

### PARTICULARS OF AUTHORISED PERSON

Name ^ (Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature*	Group							
Designation	Contact Details	<b>FOR BANK'S USE</b> CIF NO.: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

### PARTICULARS OF AUTHORISED PERSON

Name ^ (Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature*	Group							
Designation	Contact Details	<b>FOR BANK'S USE</b> CIF NO.: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

### PARTICULARS OF AUTHORISED PERSON

Name ^ (Mr/Miss/Mdm/Ms/Mrs)	NRIC/Passport No	Signature*	Group							
Designation	Contact Details	<b>FOR BANK'S USE</b> CIF NO.: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

Certified this  day of  by the following persons for and on behalf of Applicant:

\*Signed By:

Signature	Signature	Signature	Signature
Name:	Name:	Name:	Name:
NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:	NRIC / Passport No.:
Designation:	Designation:	Designation:	Designation:

\*To be signed by:

- Where the Applicant is a corporation, any one Director and Company Secretary or any two Directors or such person(s) authorised under its memorandum
- Where the Applicant is a LLP or a partnership, all its partners<sup>^</sup>, or such person(s) authorised under its LLP agreement or partnership agreement
- Where the Applicant is a society, association, club or management corporation, any two of its office bearers<sup>†</sup>

Note:

<sup>†</sup> An "office bearer" shall be read as a reference to a person who is the president, the secretary, the treasurer, of the committee or other governing body (or persons holding similar or equivalent positions) of an Applicant which is a society, an association, a club, or a management corporation.

#### FOR BANK'S USE

Attended by:	Approved by:	CIF No:	<input type="text"/>
		SVS	Captured by: Verified by:
(Bank Staff name & PF No/ Signature/Date)	(Bank Staff name & PF No/ Signature/Date)		