

To: The Manager
The Hongkong and Shanghai Banking Corporation Limited ("the Bank")
Singapore office

Update of authorised signatories for bank accounts

Name of company: _____

Registered address: _____

At a meeting of the Directors held at _____ on _____ (date) the following resolutions were passed:

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 number: _____ - _____ - _____

Account number: _____ - _____ - _____

2. That in addition to the existing signatories, the following person(s) be appointed as new signatories to the abovementioned account(s):

Signature Group A

Name: _____

NRIC/Passport: _____ Specimen signature: _____

Nationality: _____

Name: _____

NRIC/Passport: _____ Specimen signature: _____

Nationality: _____

Signature Group B

Name: _____

NRIC/Passport: _____ Specimen signature: _____

Nationality: _____

Name: _____

NRIC/Passport: _____ Specimen signature: _____

Nationality: _____

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

Name: _____ NRIC/Passport: _____

Name: _____ NRIC/Passport: _____

* Delete where applicable

4. The account(s) are to be operated in the following manner:

Signature Group A to sign singly for amounts up to _____ in the currency of the accounts opened.

Signature Group B to sign singly for amounts up to _____ in the currency of the accounts opened.

Any two signatories from Group ____ to sign jointly for amounts above _____ in the currency of the accounts opened.

Any one signatory from Group ____ and any one signatory from Group ____ to sign jointly for amounts above _____ in the currency of the accounts opened.

5. The change of authorised signatories to take effect upon the Bank's receipt of these resolutions.

I HEREBY CERTIFY that the foregoing resolutions were passed by the Directors at the meeting referred above, that they have been entered into the Minute Book of the company and signed therein by the Chairman of the Meeting and are in accordance with the company's Memorandum and Articles of Association or equivalent constitutional documents.

Dated this _____ day of _____

Name: _____

Chairman of the Meeting/Director

Name: _____

Company Secretary/Director

Note:

Please indicate "Not applicable" or "N.A." for all empty spaces from clause 1 to 4.



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Instruction for addition of new authorised signatories or change of signing requirement.

Step 1: Prepare a company board resolution using the attached form to effect changes to the company's signatories, signing arrangement or limits. **If the form provided does not meet the needs of your company, please adopt the wording as a sample.**

Please date the board resolution and state clearly the currency and type of account and the signing arrangement for the operating of account(s).

Step 2: Pass the board resolution which needs to be duly signed by two Directors or one Director and the company secretary, or in accordance with the company's M&A.

Please furnish the original certified extract copy to the Bank.

- 1) HSBC Singapore will verify the signatures of the directors and/or company secretary certifying the board resolution before updating the records.
- 2) If there are new Directors or company secretary certifying the board resolution, please provide their identification document and signature specimens which have been certified and verified by an authorised officer of HSBC, unless they maintain existing accounts with HSBC Singapore.
- 3) For a new Director, please provide certified true copy of Form 45 or ACRA Bizfile (for a Singapore company) or official document showing Register of New Director(s) for a foreign incorporated company.
- 4) For a new company secretary, please provide certified true copy of Form 45B (for a Singapore company) showing Register of company secretary of the company.

Step 3: All new authorised signatories are required to provide

- 1) Clear photocopies of their identification card or unexpired passport.
- 2) Signature specimen using the attached signature specimen card.
- 3) Proof of address by new signatories/directors who are foreigners.
Examples of proof of address include utility bills or bank statements.

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

Some of our overseas Group Offices are unable to verify signatures owing to regulatory control and some may levy a fee for signature verification.

Step 4: Please submit the certified extract board resolution, together with the abovementioned documents to the below address:

Or 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

Or 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

Or by hand to your nearest HSBC Singapore Branch.



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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.

List of documents required for update of board resolution

- 1) Certified extract of the company board resolution
- 2) Account signature specimen card verified by an authorised officer of HSBC
 - For all new authorised signatories/directors.
- 3) Photocopies of photo identification
 - Please ensure only clear copies are submitted to the Bank.
 - Identification card or unexpired passport of new authorised signatories/directors, duly certified by an authorised officer of HSBC.
 - Proof of address by new authorised signatories/directors who are foreigners. Example of proof of address includes utility bills or bank statements.
- 4) Latest register of Directors
 - Certified true copy of Form 45 or ACRA Bizfile (for a Singapore company).
 - Official document showing Register of New Directors (for a foreign incorporated company).
- 5) Company management information form (as attached)

Additional documents required if there have been changes to the directors and shareholders or beneficial owners of the company in the last one year.

- 6) For companies with corporate shareholders, the following documents are required:
 - An organisation chart certified by a Director showing the percentage of shareholdings owned by any individual shareholders or beneficial owners of the company with more than 10% share in the company.
 - Certified true copy of certificate of Incorporation of the corporate shareholder.
- 7) For companies incorporated in offshore tax havens countries, the following documents are required:
 - Certified true copy of certificate of incumbency issued in the last six months.
 - Declaration of beneficial ownership form if there are changes to shareholders or beneficial owners.

Please note that if the above documentation is deemed insufficient for our review and update, we may further request you to provide more account details and documents when necessary.

The Hongkong and Shanghai Banking Corporation Limited		Account No.
SIGNATURE CARD		Customer No.
Account Type _____	<input type="checkbox"/> Personal *Sole/Joint * Delete where applicable <input type="checkbox"/> Business	
**Note: All signatures are to be verified at any HSBC branch or an International Bank.		
**Authorised Signature/Chop		**Authorised Signature/Chop
<div style="border: 1px solid black; height: 100px;"></div>		<div style="border: 1px solid black; height: 100px;"></div>
Name :	Name :	
Capacity of Official Signing : (For business accounts only)	Capacity of Official Signing : (For business accounts only)	
Signing Instructions		Page _____ of _____
Account Title (In block letters)		International Customer No.
		SGH HUB 034/1L2

For Bank Use Only		
Remarks		
Date A/c Opened	Staff Initial	Authorised Signature
Date Signature Updated	Staff Initial	Authorised Signature