

## Board Resolution Format

### Instructions:

1. Mandate / Resolution (for Limited Company / Trusts / Society / Association)  
to be passed at the Board meeting
2. To be provided on the company Letter head.
3. Please complete in Block Letters and tick where applicable
4. All alterations to this must be initialed by the Chairman / Secretary / any Director

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CERTIFIED TRUE COPY OF THE RESOLUTION / MANDATE DULY PASSED AT THE MEETING OF THE BOARD OF DIRECTORS / TRUSTEES / MEMBERS HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_

The Board / Trustee/ Committee of the Company/Trust/Society/Association discussed the requirement of opening a bank account in the name of the Company/Trust/Society/Association with The Hongkong and Shanghai Banking Corporation Limited ("**Bank**") - and avail the general banking facilities offered by the Bank and after discussions it was RESOLVED THAT:

(a) A \_\_\_\_\_ account (*type of account*) be opened in the name of the Company/Trust/Society/Association with the Bank at its \_\_\_\_\_ branch (*name of branch*) and the Company/Trust/Society/Association is hereby authorised to avail the general banking facilities offered by the Bank along with additional services / channel access subject to the Bank's applicable Account Rules, Customer Guide, Tariff Guide, Terms and Conditions (as applicable).

(b) For the purposes of ACCOUNT OPENING the Company/Trust/Society/Association hereby authorises \_\_\_\_\_, and \_\_\_\_\_ to sign, seal and execute the Account Opening Form and/or any other form(s) / documents as prescribed by the Bank.

(c) The Company/Trust/Society/Association is aware of the differences in the features, the associated charges and average quarterly balance requirements between the different Account Types.

(d) As part of the Bank's account opening procedures, certified true copies of the documents and list of authorised signatories (together with their specimen signatures) will need to be produced to the Bank.

(e) For the purposes of **ACCOUNT OPERATION(S)** the Company/Trust/Society/Association wishes to authorise \_\_\_\_\_, and \_\_\_\_\_ to instruct the Bank to make fixed deposits, honor all cheques, bills of exchange, promissory notes or other orders which may be drawn by / accepted/made by or on behalf of the Company/Trust/Society/Association and to act on any instructions so given relating to the operation of the said Account whether the same be overdrawn or not and/or any other instruction relating to the transactions of the Company/Trust/Society/Association in relation to the Account, including accepting Account opening forms, giving indemnity, declarations, agreement and any other document, by any one/two or more, as may be necessary of the above-mentioned "**Authorised Signatories**" authorised to sign and such signature shall bind the Company/Trust/Society/Association in all transactions between the Bank and the Company/Trust/Society/Association.

(f) The Company/Trust/Society/Association also wishes to avail of the following additional banking facilities / services with the Bank inter alia against the Terms and Conditions and Account Rules, which were placed before the Board/ Trustee/ Committee (which may be amended by the Bank from time to time). The Authorised Signatories be and are hereby authorised severally / any [ ] jointly to sign the required indemnity, declarations, agreement and any other forms / document etc. that is needed to enable the Company/Trust/Society/Association to avail, subscribe and withdraw of the following banking facilities / services offered by the Bank.

**That** the Bank be and is hereby requested to provide to the person(s) (*called "Delegates", whose details have been provided in the Application form*) **Business PhoneBanking (BPB) and / or Business Internet Banking (BIB)** facility to enable them to operate and access the said Account on telephone and internet. Resolved further that the Bank be requested to hand over related PhoneBanking, Internet Banking Number(s) and related PIN(s) to the Delegate(s) for enquiry and / or transactions only on the said Accounts, to perform the functions of 'Primary User(s)' as detailed in the applicable BIB Terms and Conditions as amended from time to time, and BIB Customer Guide issued by the Bank and amended from time to time, for operations of the BIB service on behalf of the Company/Trust/Society/Association's, within authorised limits as indicated in the Annexure II of the Application form.

- That** the Bank be and is hereby requested to provide **Business PhoneBanking (BPB)** Service and **Business Internet Banking (BIB)** service to the Authorised Signatories, for enquiry purposes in relation to the Accounts. Resolved further that the Bank be requested to hand over related PhoneBanking and Internet Banking Number(s) and related Pin(s) to the Authorised Signatories for enquiry only on the said Accounts, to perform the functions of 'Primary User(s)', for operations of the BIB service on behalf of the Company/Trust/Society/Association's. The Bank is hereby requested to provide "Zero" or "NIL" transaction limit for Business PhoneBanking and BIB, with 'Single Admin Control' and 'Simple Account Authorisation Matrix' for BIB to the above mentioned Authorised Signatories, unless specifically requested for through the Account opening form or any other form in writing to the Bank.
- That** the Bank is hereby authorised and requested to issue **Business Debit Card** and related PIN to authorised person(s) (*called "Delegates", whose details have been provided in the Application form*) who have been authorised to operate the Company/Trust/Society/Association's account, and who are responsible to keep the aforesaid Business Debit Card in his / her custody. We authorise the Bank to transfer funds from my / our account through the ATM, subject to the Bank's policies, to third party beneficiaries as specified during operation of the ATM. We confirm having read and understood the Terms and Conditions of usage of the Debit Card (a copy of which is available on [www.hsbc.co.in](http://www.hsbc.co.in)) and agree to be bound by the same. We undertake to intimate the Bank and surrender the Business Debit Card before any of the Authorised Signatories proceed overseas on permanent employment and / or emigrating and / or upon changing of his / her nationality.
- That** the Bank be and is hereby authorised and requested to provide 'Mobile Alert' facility (term as defined in the 'Mobile Alert' Terms & Conditions) and SMS 'Alerts' (term as defined in 'Mobile Alert' Terms & Conditions) on the mobile phone number(s) provided in the Application form as per the terms and conditions related to the mobile alert services. The Bank may, at its absolute discretion, discontinue the aforesaid service completely or partially without any notice to us. The Bank may debit our Account for service charges as per the prevailing tariff from time to time. We accept and agree to be bound by the above-mentioned Terms and Conditions (a copy of which is available on [www.hsbc.co.in](http://www.hsbc.co.in)) and to any changes made therein from time to time in the future. We undertake to intimate the Bank immediately in the event of any change in the mobile phone number provided in the table below. We also understand that the SMS Alerts under this service may contain certain personal and/or Account information. We also understand and acknowledge that while the Bank will make all reasonable efforts to ensure that the my / our personal/Account information is kept confidential, the SMS alerts cannot be guaranteed to be completely secure and the Bank shall have no liability in this regard.
- That** the Bank be and is hereby requested to allow the facility of **No Bounce Cheque Protection** to the Company/Trust/Society/Association inter alia against the Terms and Conditions for No Bounce Cheque Protection issued by the Bank and amended from time to time. We hereby authorise the Bank to honor all cheques drawn on the said Account up to a maximum overdraft limit of ₹ 200,000 even though the funds available in this Account may be insufficient. We shall arrange to fund the said Account with the amount outstanding including the applicable interest amount, calculated at the Bank's applicable rate (currently PLR + 3%), within 7 days of availing the facility.
- That** the Bank be and is hereby authorised and requested to provide **Payments and Cash Management Services** (including Payment, Receivable, Liquidity and E-Channels) and all documents/agreements in this regard be executed by the Authorised Signatories. Authorised Signatories are hereby authorised severally / any [ ] jointly to give, and to also appoint / remove such other person(s) to give, instructions to the Bank and any member of the HSBC Group in respect of all matters regarding the E-Channels including, without limitation, all matters regarding E-Channel(s) referred to in the E-Channel agreement and schedule(s) attached thereto, the signing up for new E-Channels and all matters regarding such new E-Channels, subscribing for and withdrawing from any services under any E-Channel in one or more countries and to add to, amend and delete any Accounts and services registered under any E-Channel for and on behalf of the Company/Society/Association/Trust.

All the terms set out and all particulars completed in the Account opening form together with the Terms & Conditions, all in the form tabled at the Meeting, be and are hereby approved and accepted in all respects.

Unless otherwise defined, expressions used in this certificate have the same meaning as the corresponding expressions in the Terms & Conditions.

Signature of Chairman / Secretary / 2 Directors / Trustees (with rubber stamp)

Place: \_\_\_\_\_

Date: \_\_\_\_\_