**CERTIFIED EXTRACT OF MINUTES OF MEETING FOR OPENING ACCOUNTS AND SUBSCRIPTION OF SERVICES**

[Name] ([Association/Society/Club registration number]) (\*“**Association/Society/Club**”).

This is a certified extract of the minutes of meeting of the [\*Association/Society/Club] duly passed on [date] at the [\*general meeting/meeting of the committee members] held at [venue].

**Resolved**:

**CONFERMENT OF AUTHORITY ON OFFICE BEARERS**

1. That the officers specified in **Table A** below and acting in accordance with the mandate set out in **Table A** (“**Officers**”) be and are hereby authorized to do the following for and on behalf of the [\*Association/Society/Club]:

**1.1. To Open Account with the Bank**

The Officers are authorized to open a [type of product] with [\*OCBC Bank (Malaysia) Berhad and/or OCBC Al-Amin Bank Berhad] (“**Bank**”) of the type and in the currency specified in the account opening form(s) or letter of instructions issued or to be issued to the Bank now or at any time hereafter (“**Account**”) in accordance with the Bank’ terms and conditions governing such Account including any amendments and additions made thereto from time to time by the Bank and to execute any and all agreements, indemnities and documents and to issue all notices and instructions to the Bank in connection with the Account.

**1.2. To Subscribe for, Utilize and Terminate Services**

a. Authorisation to subscribe, utilise and terminate the Services

The Officers are authorised to subscribe for any of the electronic facilities, transaction banking services, custodial services , remittance and payment services, trade related services and any other services or transactions (“Services”) which may from time to time be offered by the Bank to its customers in accordance with the terms and conditions for such Services including any amendments and additions made thereto from time to time by the Bank and to execute any and all agreements, indemnities and documents in connection with the subscription, utilisation or termination of such Services and to issue all notices and instructions to the Bank in connection with the Services.

b. Authorisation to appoint users for the Services

The Officers are authorised to appoint users (“Authorised Users”) for the respective Services (including to execute or issue any agreements, indemnities, documents, notices or instructions to the Bank in connection with the utilisation of the Services), to revoke the appointment of the Authorised Users, to vary the authority conferred on the Authorised Users and to confirm and certify to the Bank the names, mandate, and any other information (including specimen signatures) as may be required by the Bank of the Authorised Users and any changes thereto.

**Table A**

Mandate : [\*All of the following officers / Any \_\_ of the following officers]

|  |  |
| --- | --- |
| Details | Specimen Signature |
| Name |  |  |
| NRIC |  |  |
| Designation |  |  |
| Name |  |  |
| NRIC |  |  |
| Designation |  |  |
| Name |  |  |
| NRIC |  |  |
| Designation |  |  |

2. [That the officers specified in **Table B** below and acting in accordance with the mandate set out in **Table B** be and are hereby authorized **to operate the account** for and on behalf of the [\*Association/Society/Club].

**Mandate to operate account:**

***e.g. any 2 from Group A jointly with any 1 from Group B***]\**\**

**Table B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Specimen Signature** | **Signing Limit****(if applicable)** | **Group****(if applicable)** |
| Name |  |  |  |  |
| NRIC |  |
| Designation |  |
| Name |  |  |  |  |
| NRIC |  |
| Designation |  |
| Name |  |  |  |  |
| NRIC |  |
| Designation |  |

**CERTIFICATION OF MINUTES OF MEETING AND OFFICE BEARERS**

We, as office bearers and duly authorized signatories of the [\*Association/Society/Club], hereby certify that the foregoing resolutions have been duly passed in accordance with the Constitution and/or Bylaws of and are binding on the [\*Association/Society/Club]. We acknowledge that the Bank places full reliance on our certification herein.

Dated: [date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as per NRIC: Name as per NRIC:

Designation: Designation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as per NRIC:

Designation:

\*Please delete whichever inapplicable.

\*\* This is a guide to set out the mandate for operation of account. Other mode which clearly set out the mandate for operation of account may be acceptable as well.