

# MANDATE FOR ACCOUNTS OF A LIMITED COMPANY

Name of Company : .....  
Registered Office : .....

To: **The Hongkong and Shanghai Banking Corporation Limited**

At a meeting of the Directors duly held at .....  
.....on .....20.....

the following resolutions were passed:

1. That a current account / current account and savings account / savings account\* be opened / continued\* with   The Hongkong and Shanghai Banking Corporation Limited, and any other account or accounts as may be subsequently directed by any .....Director/s or by.....  
(number)  
.....
2. That the Bank be instructed to honour and comply with all cheques, promissory notes and other orders drawn, and all bills accepted on behalf of the Company, whether the current account be in credit or overdrawn, to comply with all directions given for or in respect of any account or accounts of any kind whatsoever on behalf of the Company, and to accept and act upon all receipts for monies deposited with or owing by the Bank on any account or accounts in the name of the Company, provided that such cheques, promissory notes, orders, bills, directions or receipts are signed by any..... Director/s by.....  
.....
3. That any..... Director/s or.....  
be authorised to withdraw and deal with any of the Company's securities or property of documents of title thereto which may be deposited with the Bank for safe custody or in safe deposit from time to time, whether by way of security or otherwise.
4. That any .....Director/s or .....  
be authorised to arrange with the Bank for advances to the Company by way of discount, loan, overdraft or otherwise, and for the granting of credits and the issue of guarantees by the Bank from time to time as required, and to sign on behalf of the Company any form of deposit and withdrawal, Memorandum of Deposit, Letter or Trust, Mortgage, Hypothecation and Pledge relating to any securities or property or documents of title relating thereto to secure the said advances and any obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, and any other documents which may be required by the Bank in connection with the aforesaid facilities insofar as they are not by their nature required to be executed under the Common Seal of the Company.
5. That in the absence of any directions to the contrary, all accounts subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.
6. That the Bank be forthwith supplied with a copy of the Company's Memorandum and Articles of Association and with a copy of each amending resolution as soon as the same has been passed, and with sight of the Certificate of Incorporation / and Certificate to commence business.
7. That the Bank be supplied with a list of the names and specimens of the signatures of the Directors and any other person or persons authorised to sign on behalf of the Company, and be from time to time informed by notice in writing under the hand of the Chairman of the Company of any changes which may take place therein, and be entitled to act upon any such notice until the receipt of further notice under the hand of the Chairman of the Company.
8. That a copy of any resolution of the Board if purporting to be certified as correct by the Chairman of the Meeting shall as between the Bank and the Company be conclusive evidence of the passing of the resolution so certified.
9. That these resolutions be communicated to the Bank and remain in force until an amending resolution shall have been passed by the Board of Directors and a copy thereof certified by the Chairman of the Meeting shall have been delivered to the Bank.

\* Delete whichever is not appropriate, initials by the Chairman of Meeting are required in the boxes.  
All other alterations to this form must be initialled by the Chairman of the meeting.

I HEREBY CERTIFY that the foregoing are true copies of the resolutions as entered in the Minute Book of the Company and are in accordance with the Articles of Association of the Company.

Dated at Macau this .....day of ..... 20.....

.....

Chairman of Meeting

---

**Directors**

Names of Directors in full

Specimen Signatures

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**Other Authorised Signatories**

Name of other persons authorised to sign as above in full

Specimen Signatures

.....	.....
(Capacity) .....	.....
.....	.....
(Capacity) .....	.....
.....	.....
(Capacity) .....	.....
.....	.....
(Capacity) .....	.....

Sent herewith are the following documents:

- 1. Memorandum and Articles of Association and amending resolutions (if any).
- 2. Certificate to Incorporation.
- 3. Certificate to commence business  
(in the case of a public company) } for inspection and return.

# 有限公司賬戶授權書

(此譯文僅供客戶參考，不能用以簽署)

公司名稱 \_\_\_\_\_

登記地址 \_\_\_\_\_

## 致：香港上海滙豐銀行有限公司

茲將本公司董事會於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日在 \_\_\_\_\_  
\_\_\_\_\_ 召開會議之決議事項，錄奉如下：

一 本公司應在香港上海滙豐銀行有限公司(下稱銀行)開立 / 續開\* 一往來賬戶 / 往來賬戶及儲蓄賬戶 / 儲蓄賬戶\*，或於日後經董事中之 \_\_\_\_\_ 人，或經 \_\_\_\_\_ 之指示，開立其他賬戶。

二 授權銀行承兌本公司所有之支票、本票、匯票及其他各種票據，不論本公司之往來賬戶是否存有餘額或已透支□代本公司履行就任何賬戶所作之指示□接受並處理本公司所有賬戶存入銀行或由銀行支出各種款項之收據，但上述各種支票、本票、匯票、指示或收據等，均須經任何 \_\_\_\_\_ 董事，或經 \_\_\_\_\_ 之簽署，方為有效。

三 授權任何 \_\_\_\_\_ 董事，或 \_\_\_\_\_ 領回或處理本公司為安全起見而存放於銀行或隨時存放於銀行之有價證券或財物，不論是否作為抵押或其他之用途。

四 授權任何 \_\_\_\_\_ 董事，或 \_\_\_\_\_ 以貼現、借款、透支或其他方式，向銀行接洽放款及信用貸款，隨時簽具為銀行所需之保證，並代表本公司簽具任何存款及提款表格、存款便條、信用狀、押據、質押證券、財物或契據，及為獲取上述借款而簽署為銀行所需之各種承諾、約定、指示、保證、賠償及其他任何文件□除非具有特殊性質之文件而必須加蓋本公司正式印章者，則不在此例。

五 如無相反之指示，則於此後所開立之各種賬戶，亦均按上開之各項規定，相應處理。

六 應立即將本公司之備忘錄、組織章程、修改章程之決議，送交銀行備存，並將本公司之商業登記證書及開業證書交銀行查閱。

七 應將全體董事之名單，印鑑之式樣及其他經授權代表公司之印鑑式樣，送交銀行備存，並隨時將其中的更動，由董事長以書面通知銀行，但於銀行未獲得由董事長所簽署之通知前，原有印鑑仍繼續有效。

八 凡經董事會主席簽字證明無誤之任何決議紀錄，即為銀行與本公司之間證明此項決議已獲通過之確證。

九 以上各項決議應即函知銀行，保持生效，直至由董事會另作修改之決議，並已將該決議之副本、由會議之主席簽證後送交銀行為止。

茲證明以上決議事項，均經錄登於本公司之會議紀錄簿，且符合本公司組織章程之規定。

日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

\_\_\_\_\_ 主席

\*請剔去不適用之部份，在空方格之內必須由主席簡簽。

凡經修改之處，必須由主席簡簽。

## 董事名單

董事之全名

印鑑之式樣

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## 其他授權簽署人

其他授權簽署人之全名

印鑑之式樣

---

---

---

---

職 位

---

---

---

---

職 位

---

---

---

---

職 位

附奉下列文件

1. 公司之備忘錄及組織章程及修改之特別決議（如有）
2. 本公司之商業登記證書
3. 本公司之開業證明書

} 請於檢查後即行返還