

MANDATE FOR ACCOUNTS OF A SOCIETY, CLUB OR ASSOCIATION

Name:

Address:

To: The Hongkong and Shanghai Banking Corporation Limited

At a Meeting of the Committee duly held at
..... on the 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 of the members of the Committee 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 Society / Club / Association, 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 Society / Club / Association, 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 Society / Club / Association provided that such cheques, promissory notes, orders, bills, directions or receipts are signed by any of the members of the Committee or by
and such signature/s shall be sufficient authority and bind the Society / Club / Association in all transactions between the Bank and the Society / Club / Association.
3. That any of the members of the Committee or
..... be authorised to withdraw and deal with any of the Society's / Club's / Association's securities or property or 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 of the members of the Committee or
..... be authorised to arrange with the Bank for advances to the Society / Club / Association 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 Society / Club / Association 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.
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 Rules of the Society / Club / Association and of each amendment thereto as soon as the same has been made.

I hereby certify that the foregoing are true copies of the Resolutions as entered in the Minute Book and are in accordance with the Rules of the Society / Club / Association.

Dated this day of 20

.....
Chairman of Meeting

N.B.ALL AMENDMENTS MUST BE INITIALLED BY THE CHAIRMAN OF THE MEETING

Authorised Signatories

Names Full

Specimen Signatures

(Capacity) -----

(Capacity) -----

(Capacity) -----

*Delete whichever is not applicable

社團賬戶授權書

(此格式僅供客戶參考，不能用以填寫)

社團名稱 _____

地 址 _____

致：香港上海滙豐銀行有限公司

本會於 _____ 年 _____ 月 _____ 日召開委員會，通過以下各項決議：

- 一. 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 / 往來賬戶儲蓄賬戶 / 儲蓄賬戶*，或於日後經委員中之 _____ 人或經 _____ 指示，開立其他賬戶。
- 二. 授權銀行承兌本會/社/團所有之支票、本票、匯票及其他各種票據，不論本會/社/團之往來賬戶是否存有餘額或已透支；代本會/社/團履行就任何賬戶所作之指示；接受並處理本會/社/團所有賬戶存入銀行或由銀行付出各種款項之收據；但上述各種支票、本票、匯票、指示或收據等，均須經委員之 _____ 人，或經 _____ 之簽名，是項簽名足使本會/社/團受所有與銀行交往之間之約束。
- 三. 授權任何委員中之 _____ 人或 _____ 領回或處理本會/社/團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. 授權任何委員中之 _____ 人或 _____ 以貼現、借款、透支或其他方式，向銀行接洽放款及信用貸款，隨時簽具各種為銀行所需之保證，並代表本會/社/團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。
- 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. 應儘速將本會/社/團章程及每次修改之決議送交銀行存照。

茲證明以上決議事項，均經錄登會議紀錄簿，且符合本會/社/團之組織章程。

日期： _____ 年 _____ 月 _____ 日

*刪除不適用之部份

附注：全部修改必須經會議主席之簽證。

委員會主席

授權簽署人

全名

簽名式樣

職位 -----

職位 -----

職位 -----

職位 -----
