

**Change of Mandate  
For PartA\_B signatories  
Extract of Resolutions**

To: Standard Chartered Bank (Hong Kong) Limited ("**Bank**")

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

I/We, being [the company secretary / director(s) / sole proprietor / partner(s) / member(s) / trustee(s) / legal representative(s)]\* of the Client, hereby certify that:-

- the resolutions set out below are a true extract of the resolutions of **the board of directors / members / trustees / sole proprietor / partners\*** of the Client passed with effect from the date shown below; and
- the Client hereby submit the information as specified in this form and the attached Schedules, and request and authorize the Bank to amend and update the mandate as previously given by the Client to the Bank (including any subsequent change, amendment or supplement, if any) for the operation of any and all type of its bank accounts and the signing and authorizing arrangement as set out therein ("**Original Mandate**") in accordance with such information.

**\* Delete where inappropriate**

(Sign) ..... (Sign) .....

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

<b>Name of the Company/Institution/Sole Proprietorship/Partnership (the "Client"/ applicant)</b>	
<b>Certification of Incorporation / Business Registration Certificate No.</b>	
<b>Date of the resolutions</b>	

**EXTRACT OF RESOLUTIONS**

It was resolved that:

- With effect from the date of update as processed by the Bank, the Original Mandate of the Client shall be revised and updated as follows<sup>1</sup>:-

**Signatories –**

- ☐ **Adding Signatories or changing details of existing Signatories:** The person(s) listed in **Schedule 1A and/or 1B hereto** is/are authorized to act as the Signatories (as defined in the Mandate attached to the Account Opening Form)<sup>2</sup> on behalf and in the name of the Client in respect of any and all types of bank account that the Client has with the Bank from time to time; and the Bank is authorized to accept instructions from such persons(s) as the Client's Signatories<sup>2</sup> accordingly. Save for any other amendment set out herein, the Original Mandate shall remain in full force and effect.
- ☐ **Removing Signatories:** The person(s) listed in **Schedule C hereto** shall cease to be the Client's Signatories<sup>2</sup>; and the Bank is authorized to terminate and remove such person(s) from accessing any banking services as may be provided to the Client through such person(s) (including any ATM Services, Phone Banking Services, Straight2Bank Services etc. as may be previously applied by the Client). Save for any other amendment set out herein, the Original Mandate shall remain in full force and effect.

For Bank Use Only: Verified By..... ( ) Signing No
Name of Staff.....

### **Signing arrangement and special instructions –**

- ☐ **No change:** Save for the amendments set out herein, the signing arrangement and special instructions (if any) as specified in the Original Mandate shall remain unchanged and in full force and effect.
- ☐ **Change:** The signing arrangement and special instructions (if any) as specified in the Original Mandate shall be replaced and superseded in its entirety by the new arrangement and special instructions as set out in **Schedule 2A and/or 2B hereto** in respect of any and all types of bank account that the Client has with the Bank from time to time; and the Bank is authorized to accept such new arrangement and instructions accordingly. Other than any amendment set out herein, the Original Mandate shall remain in full force and effect.

### **Entire mandate –**

- ☐ **New mandate:** Notwithstanding any other provisions in the foregoing, the Original Mandate shall be replaced and superseded in its entirety by the details as set out in **Schedules 1A and 2A and/or 1B and 2B hereto** – the person(s) listed in Schedule 1A/1B hereto is/are authorized to act as the Signatories on behalf and in the name of the Client in respect of any and all types of bank account that the Client has with the Bank from time to time and in accordance with the new arrangement and special instructions as set out in Schedule 2A/2B hereto; and the Bank is authorized to accept instructions from such persons(s) as the Client's Signatories and in accordance with such new arrangement and special instructions accordingly.
2. Any step already taken by the new Signatories as mentioned above and detailed in the Schedules hereto or their agents as contemplated by the resolutions above is ratified by the Client.
  3. These resolutions will remain in force unless and until the Client delivers to the Bank a new resolution revoking, amending or superseding these resolutions and the Bank has and a reasonable opportunity to update its records.

### **NOTICE TO SOLE PROPRIETORSHIP OR ENTITY OTHER THAN LIMITED COMPANY REGARDING DIRECT MARKETING**

The Bank would not use the personal data of yours (or your representative(s)) for direct marketing that may be provided to the subject applicant without consent from you (or your representative(s)). Please check ("✓") the relevant box in the Schedule 1A and/or 1B hereto if you (or your representative(s)) do not consent the Bank to use such data (including any customer investment profile completed by you (or your representative(s)) before or after this application) for direct marketing that may be provided to the subject applicant as set out in the Bank's "Notice to customers and other individuals relating to the Personal Data (Privacy) Ordinance ("Ordinance") and the Code of Practice on Consumer Credit Data". If not opted-out, the signature of yours (or your representative(s)) in the Schedule 1A and/or 1B hereto gives consent to the Bank to so use such data as noted above. Once processed, the Bank will be authorised to replace all the previous selections of yours (or your representative(s)) for direct marketing that may be provided to the subject applicant. If you (or your representative(s)) wish to change any previous preference, please complete a separate form which is available at our SME Centres or contact our Customer Services Hotline.

### **IMPORTANT NOTES FOR COMPLETING THIS DOCUMENT:**

- Please prepare your resolutions using this form (or adopt the wordings in this form as a sample) to effect changes on the Signatories, signing arrangement and special instructions of the Client.
- Please also be reminded to complete the attached Schedules 1A/2A, 1B/2B and C, as the case may be. If applicable, that the relevant new or existing Signatories should provide his/her preference regarding direct marketing communication (detailed in the notice above) and his/her specimen signature by signing in the Schedule 1A/1B hereto.

### **REMARKS FOR THIS ENTIRE DOCUMENT:**

- <sup>1</sup> Please "tick" the relevant box(es) as appropriate.
- <sup>2</sup> For the definitions or any other details under the Client's Original Mandate, please contact your Relationship Manager.
- <sup>3</sup> Name must be the same as appear on the ID/passport.
- <sup>4</sup> Applicable to sole proprietorship or entity other than limited company only. For details, please refer to the above Direct Marketing section.

**Schedule 1A – Adding Approving Signatories or changing details of existing Approving Signatories (or New Mandate)****Part A Approving Signatories**

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup>  By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup>  By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup>  By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

**Schedule 2A – Signing arrangement and special instructions for Approving Signatories**Signing arrangement : ☐ Any one to sign ☐ Any two to sign ☐ Others as specified in special instructions belowSpecial Instruction

**Schedule 1B – Adding Authorised Signatories or changing details of existing Authorised Signatories (or New Mandate)****Part B Authorised Signatories**

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup> By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup> By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

Name <sup>3</sup>	_____	Title	_____
ID No	_____	Date of birth	_____
Nationality	_____	Email	_____
Residential Address	_____		
Office #	(    )	Signature: _____	
Mobile #	(    )		
Fax #	(    )		
<input type="checkbox"/> I do not wish to receive direct marketing communication <sup>4</sup> By signing, I, the above named person confirm that the information and choices set out above are accurate and reflect my personal preference. I also agree my signature can be referred by the Bank as specimen in respect of the Client's account operation.			

**Schedule 2B – Signing arrangement and special instructions for Authorised signatories**Signing arrangement : ☐ Any one to sign ☐ Any two to sign ☐ Others as specified in special instructions belowSpecial Instruction

**Schedule C – Deleting Signatories**

1. Name	_____	ID Number	_____
2. Name	_____	ID Number	_____
3. Name	_____	ID Number	_____
4. Name	_____	ID Number	_____