

(On the letterhead of the Company)

(CIN:.....)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS (SR. NO.: 2015-2016/BM/01) OF (NAME OF THE COMPANY) ON (WEEKDAY), THE (DATE) DAY OF (MONTH) (YEAR) AT THE REGISTERED OFFICE OF THE COMPANY AT (ADDRESS OF THE COMPANY), AT 11.00 A.M.

Comment [N1]: For any doubts in this please contact us

CHANGE IN AUTHORIZED SIGNATORY FOR OPERATION OF CURRENT ACCOUNT NO.
....., MAINTAINED WITH BANK NAME, BRANCH NAME

The Board discussed need for a change in authorised signatories for operating the aforesaid Current Account. After discussion the following Resolution was passed unanimously:

"RESOLVED THAT the Authorised Signatory/Signatories for operating the Bank Account bearing Account No. operated under the name and style of "Name of the Company" (the Company) with BANK NAME, BRANCH NAME, be and are hereby changed in following manner:

Mr./Ms./Mrs. Name of the new Authorized Signatory/ Director & Mr./Ms./Mrs. Name of the new Authorized Signatory/ Director Directors of the Company be and are hereby appointed as Authorized Signatories to operate the said current account of the Company w.e.f. (Date Month, Year) in the following manner:

Comment [N2]: Should be on or after the Date of Board Resolution mentioned above

Name	Designation	Authorised Limit	Signature Format
1) Mr./Ms./Mrs. Name of the new Authorized Signatory/ Director	(Director/ Authorized Signatory)	Without any limits OR Upto Rs..... OR Every instrument shall be compulsorily signed by Mr. Without any limits Upto Rs..... OR Every instrument shall be compulsorily signed by	

Comment [N3]: Select the appropriate option

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		all/both the Signatories	
		Without any limits	
		Upto Rs.....	

Comment [N4]: Select the appropriate option

and that the said Bank be and is hereby authorised to honour the instruments, bills of exchange, Cheques and other documents accepted or made on behalf of the Company by the authorised signatories in the aforesaid manner or such persons as may be authorised by the Company from time to time and to act on any instructions so given relating to the said accounts".

RESOLVED FURTHER THAT this resolution shall be in supersession of all or any previous resolution passed in regard to the operation of above mentioned Bank Account.

RESOLVED FURTHER THAT a certified copy of this Resolution be issued to the Bank for their record and the Bank be instructed to act upon the same with effect from date of passing this resolution".

Certified True Copy

For **Name of the Company**

Name of the Director
Director
(DIN:.....)

Name of the Director
Director
(DIN:.....)

Date: **DD/MM/YYYY**

Comment [N5]: Date of Submitting Resolution to Bank