

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

For Bank Use Only

Account Number

Branch Chop

MANDATE FOR ACCOUNTS OF A *SOCIETY/CLUB/ASSOCIATION

- Note:**
1. Please complete in **Block Letters** and tick where applicable.
 2. + Please insert the full name of the authorised person(s).
 3. All alterations to this form must be initialled by the Chairman of Meeting.
 4. Please note that no chop of the Society/Club/Association needs to be or should be affixed to any part of this form, and even if so affixed, will not form part of the signing authority or mandate under any circumstances.
 5. *Please delete whichever is not appropriate.

Name of *Society/Club/Association

Registered Address

At a meeting of the Members of the Committee duly held at
on the following resolutions were passed:

1. That a Type of Account account be opened or continued (as the case may be) with the Bank, and any other account or accounts as may be subsequently directed by any Member(s) of the Committee named below or by + in the name of the Committee, who is/are authorised to complete and sign all the relevant account opening forms (and any documents incidental or relating thereto) and agree any amendment to such forms and documents from time to time on behalf of the *Society/Club/Association.
2. That the Bank be instructed to honor, comply with, act on or accept all cheques, promissory notes, orders, bills or receipts given or accepted on behalf of the *Society/Club/Association (as shall be applicable), whether the current account be in credit or overdrawn and 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 including without limitation to close such account(s) unless otherwise agreed with the Bank provided that such cheques, promissory notes, orders, bills, receipts or directions are signed or given in such form or manner or by such means as shall be acceptable to the Bank at any time and from time to time by any Member(s) of the Committee named below or by + and such directions / 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 Member(s) of the Committee named below 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 the *Society/Club/Association may apply for any general banking facilities (including loans, overdraft, foreign exchange facilities, credits and any other accommodation) and for bank guarantee issuance facilities and services from the Bank and in respect of such facilities and services, any Member(s) of the Committee named below or + be authorised, on behalf of the *Society/Club/Association, (i) to arrange with the Bank for the granting and provision of the facilities and services to the *Society/Club/Association from time to time; (ii) to sign and execute any agreements (including any Trade Financing General Agreement), security documents, indemnities, guarantees, undertakings, instructions, applications and any other documents in connection with the aforesaid facilities and services.
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 of the *Society/Club/Association and are in accordance with the Rules of the *Society/Club/Association.

Dated at the Hong Kong Special Administrative Region this day of .

Chairman of Meeting

X

For Bank Use Only

Account Number

Persons Authorised to Sign as above

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| Full Name (<i>Including Surname, Given Name and Other Name</i>) | Date of Birth (<i>Day/Month/Year</i>) _ _ _ _ _ _ _ _ _ _ | Specimen Signature X |
| Identification Document Type <input type="checkbox"/> HK Identity Card (Permanent <input type="checkbox"/> Yes <input type="checkbox"/> No) <input type="checkbox"/> Passport <input type="checkbox"/> Others: | Number | |
| Complete the information and tick for the PROOFS enclosed <input type="checkbox"/> Nationality (Country/Region) _____ <input type="checkbox"/> Residential Address _____ <input type="checkbox"/> Permanent Address (If different from residential address) _____ | | |

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| Full Name (<i>Including Surname, Given Name and Other Name</i>) | Date of Birth (<i>Day/Month/Year</i>) _ _ _ _ _ _ _ _ _ _ | Specimen Signature X |
| Identification Document Type <input type="checkbox"/> HK Identity Card (Permanent <input type="checkbox"/> Yes <input type="checkbox"/> No) <input type="checkbox"/> Passport <input type="checkbox"/> Others: | Number | |
| Complete the information and tick for the PROOFS enclosed <input type="checkbox"/> Nationality (Country/Region) _____ <input type="checkbox"/> Residential Address _____ <input type="checkbox"/> Permanent Address (If different from residential address) _____ | | |

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譯文

(此譯文僅供客戶參考，不能用以簽署)

致：香港上海滙豐銀行有限公司

*會 / 社 / 團戶口授權書

- 注意：
1. 請用正楷填寫並在適當的地方加上別號。
 2. + 請填寫授權人士的全名。
 3. 凡經修改之處，必須由會議主席簡簽。
 4. 閣下毋須亦不應在本表格的任何部分蓋上會 / 社 / 團印章。在任何情況下，所蓋上的會 / 社 / 團印章將不會構成授權簽署的一部分。
 5. * 請刪去不適用者。

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| 銀行專用 |
| Account Number |
| Branch Chop |

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| *會 / 社 / 團名稱 |
| 登記地址 |

本*會 / 社 / 團於 在 召開委員會，通過以下各項決議：

1. 應在貴行開立或續開 (按具體情況) — 戶口類別
戶口，及於日後經下列任何委員中的 人，或經 +
的指示，開立其他戶口，並授權該人代表本*會 / 社 / 團填寫及簽署開戶書 (及任何有關附帶文件)，及代表本*會 / 社 / 團隨時或不時接受任何開戶書 (及 / 或任何有關附帶文件) 的更改。
2. 指示貴行兌現、遵照、履付、奉行或接受所有代表本*會 / 社 / 團發出或承兌 (如適用者) 的支票、期票、付款指示、票據或收據，無論往來戶口是否有結餘或透支，並且遵照所有代表本*會 / 社 / 團發出與任何戶口或任何類型戶口有關的指示包括但不限於取消該等戶口，惟該等支票、期票、付款指示、票據、收據或指示須經下列任何委員中的 人或 +
 以貴行在任何時間及不時接受的形式或方式或方法簽署及發出，而該等指示或簽署乃足夠的授權，使本*會 / 社 / 團與貴行的所有交易對本*會 / 社 / 團而言具法律約束力。
3. 授權下列任何委員中的 人，或 + 提取及處理本*會 / 社 / 團的任何證券、財物或權益文件，該等物件可能不時交由貴行保管，或存入貴行的保管箱，不論其是否作為抵押或其他用途。
4. 本*會 / 社 / 團可向貴行申請任何一般銀行信貸 (包括借貸、透支、外匯信貸、信用或其他貸款) 及銀行擔保信貸及服務，*下列任何委員中的 人，或 +
(i) 與貴行安排不時向本*會 / 社 / 團批核及提供信貸及服務，(ii) 簽署及執行任何協議 (包括任何貿易融資協議)、證券文件、彌償、保證、承諾、指示、申請及其他有關以上提及的信貸及服務。
5. 如無相反的指示，此後所開立的各種戶口，均按上述各項的規定，相應處理。
6. 應盡速將本*會 / 社 / 團的章程及每一修訂本，送交貴行備案。

茲證明以上各項決議，均經記錄於本*會 / 社 / 團的會議紀錄簿內，且符合本*會 / 社 / 團組織章程的規定。

日期：香港特別行政區 年 月 日。

會議主席

請在英文本簽署

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銀行專用

Account Number

上述授權簽署人

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| 全名 (包括姓、名及其他名) | 出生日期 (日/月/年) | 簽署式樣 |
| 身分證文件種類 <input type="checkbox"/> 香港身分證 (永久 <input type="checkbox"/> 是 <input type="checkbox"/> 否) <input type="checkbox"/> 護照 <input type="checkbox"/> 其他 : | 號碼 | |
| 在已附上的證明文件旁邊加別號並填寫有關資料 <input type="checkbox"/> 國籍 (國家 / 地區) <input type="checkbox"/> 住宅地址 <input type="checkbox"/> 永久住址 (如與住宅地址不同) | | |

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|---|------------------|------|
| 全名 (包括姓、名及其他名) | 出生日期 (日/月/年) | 簽署式樣 |
| 身分證文件種類 <input type="checkbox"/> 香港身分證 (永久 <input type="checkbox"/> 是 <input type="checkbox"/> 否) <input type="checkbox"/> 護照 <input type="checkbox"/> 其他 : | 號碼 | |
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