

Board resolution instructions

1 Instructions

1. Highlight and copy the text in section 2 into your word processing application.
2. Fill in the numbered sub-sections as applicable and delete the numbered sub-sections that do not apply.
3. Document must contain the full Limited Liability Partnership name
4. Document must contain the Limited Liability Partnership number.
5. Provide the full name(s) of all the new signatories or non-signatories you are appointing, and all the authorised signatories you are removing.
6. Document must be printed on the business' letterhead.

PLEASE NOTE: A board resolution must be signed either by two existing members or by one existing member and an independent witness. Spouses/close relatives, individuals under the age of 18 and any employee/contractor of Lloyds Banking Group are excluded from acting as witnesses.

2 To be provided on business' printed letterhead

Highlight and copy the text below into your word processing application

At a meeting of the members of _____ (business name IN FULL), business number _____, held on _____ (date of meeting), the following resolutions were passed in accordance with the Limited Liability Partnership's agreement:

1. That the following person(s) be appointed as new signatories to all accounts:

Full Name:

Full Name:

2. That the following person(s) be appointed as non-signatories to all accounts:

Full Name:

Full Name:

3. That the following person(s) be removed as authorised signatories from all the accounts:

Full Name:

Full Name:

For the aforementioned changes to take effect upon the Bank's receipt of this resolution.

We hereby certify that the above resolution is in accordance with the Limited Liability Partnership's agreement:

• **OPTION 1:**

First member's full name in block capitals:

First existing member's signature:

Second member's full name in block capitals:

Second existing member's signature:

• **OPTION 2:**

Member's full name in block capitals:

Existing member's signature:

In the presence of:

Independent witness' full name in block capitals:

Witness' signature: