

# 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 company name in full.
4. Document must contain the company 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 company letterhead.

**PLEASE NOTE:** A board resolution must be signed either by two existing company directors or by one existing director and the company secretary. In the event that a company only has one director, the document can be signed by the director and one 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 company's printed letterhead

**Highlight and copy the text below into your word processing application**

At a meeting of the Board of Directors of \_\_\_\_\_ (company name IN FULL), company number \_\_\_\_\_, held on \_\_\_\_\_ (date of meeting), the following resolutions were passed in accordance with the Company's Memorandum and Articles of Association:

**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 Company's Memorandum and Articles of Association.

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• **OPTION 1:**

First director's full name in block capitals:

**First existing director's signature:**

Second director/Company secretary's full name in block capitals:

**Second existing director/Company secretary's signature:**

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• **OPTION 2:**

Director's full name in block capitals:

**Existing director's signature:**

In the presence of:

Independent witness' full name in block capitals:

**Witness' signature:**