

# Board resolution instructions for Companies

For Business Banking Customers

## 1 Instructions

1. **If you have downloaded this form, highlight and copy the text below into your word processing application, if hard copy received please copy to your own headed paper.**
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 full name(s) of all the signatories authorising the closure of the account(s).
6. Please take Identification for the director instructing closure to your local branch for certification and onward transition to the account closure team.
7. 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

**If you have downloaded this form, highlight and copy the text below into your word processing application, if hard copy received please copy to your own headed paper.**

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:

**That the following account(s) to be closed:**

Sort Code:	Account Number:
Sort Code:	Account Number:
Sort Code:	Account Number:
Sort Code:	Account Number:
Sort Code:	Account Number:

For the aforementioned closure(s) to proceed 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.

• **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:**

• **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:**