CitiBusiness Change in Authorised Signer(s)

Please complete the form and mail it back to:
Citibank Singapore Limited, Global Consumer Banking, Robinson Road PO Box 330, Singapore 900630
Attn: Standard Account Management Services (SAMS)

To: Citibank Singapore Limited

Date (DD/MM/YYYY): _______ / ______ / 20_____

I/We hereby certify that the resolutions set out below are a true extract of the resolutions of the board of directors/partners/members/trustees/sole proprietor* of _______________________________ (the “Customer”) passed on ________________________ (DD/MM/YYYY).

*Please delete accordingly

RESOLVED THAT:

1. That the list of Authorised Signors for the following account(s) maintained by the Applicant with Citibank Singapore Limited (the “Bank”) and/or their corresponding signing conditions be changed as set out herein:

<table>
<thead>
<tr>
<th>Please tick ONE of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ TO REVISE LIST OF AUTHORISED SIGNER(S) BUT TO RETAIN THE EXISTING SIGNING MANDATE</td>
</tr>
<tr>
<td>(Complete Sections A &amp; C only)</td>
</tr>
<tr>
<td>The persons named in Section C below be added/removed as Authorised Signer(s) of the Customer’s Accounts identified in Section A below. Save for the addition/removal of the named Authorised Signer(s), there are no changes to the Customer’s existing signing mandate.</td>
</tr>
<tr>
<td>☐ TO REVISE LIST OF AUTHORISED SIGNER(S) AND THEIR SIGNING MANDATE (Complete Sections A, B &amp; C)</td>
</tr>
<tr>
<td>The persons named in Section C below be added/removed as Authorised Signer(s) of the Customer’s Accounts identified in Section A below. In addition, the existing signing mandate furnished by the Customer to the Bank with respect to the Account(s) identified in Section A below be cancelled. Instead, the Bank is authorised to accept the mandate as set out in Section B below. Further that such revised mandate shall remain in full force and effect until revocation in writing of the same is received by the Bank.</td>
</tr>
<tr>
<td>☐ TO RETAIN LIST OF AUTHORISED SIGNER(S) BUT TO CHANGE THEIR SIGNING MANDATE (Complete Sections A &amp; B only)</td>
</tr>
<tr>
<td>The existing Authorised Signer(s) of the Customer’s Account(s) identified in Section A below are to remain as Authorised Signer(s) of the respective Customer’s Account(s). However, the existing signing mandate furnished by the Customer to the Bank with respect to the Account(s) identified in Section A below be cancelled and replaced with the mandate set out in Section B below. Such revised mandate shall remain in full force and effect until revocation in writing of the same is received by the Bank.</td>
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SECTION A
The Account(s):

- ☐ ALL accounts
- ☐ Specific accounts

<table>
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Certified by: ____________________________________  ____________________________________
Required Signer 1  Required Signer 2
**SECTION B**

**Authorisation Limit**

(in SGD/USD/Other currency: ______________________*)

(please indicate)

- [ ] Any amount
- [ ] ≤

**Signing Mandate**

Examples of signing mandate

- SINGLY: To be signed off by any 1 Authorised Signer.
- ANY TWO JOINTLY: To be signed off by any 2 Authorised Signers.
- JOINTLY: To be signed off by all Authorised Signers.
- 1A / 1B / 1A+1B, etc.: To be signed off by the indicated number of Authorised Signers from each name group.

- [ ] Singly
- [ ] Any Two Jointly
- [ ] Jointly
- [ ] Others, please specify: __________________________

- [ ] Singly
- [ ] Any Two Jointly
- [ ] Jointly
- [ ] Others, please specify: __________________________

- [ ] Singly
- [ ] Any Two Jointly
- [ ] Jointly
- [ ] Others, please specify: __________________________

- [ ] Others, please specify (For example, if you wish to amend the groupings of your existing Authorised Signers):

  ____________________________________________________

**SECTION C ADDITION/REMOVAL OF AUTHORISED SIGNER(S)**

(I) Addition of Authorised Signer(s) - The Bank is authorised to use the signature affixed next to the name of an Authorised Signer as his/her specimen signature.

<table>
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<tr>
<th>Name (in full, as per NRIC/Passport):</th>
<th>NRIC/Passport No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mr ☐ Mrs ☐ Ms ☐ Dr</td>
<td></td>
</tr>
</tbody>
</table>

Signature: X

Group:

Date of Birth:

- [ ] As per ID documents
- [ ] Please specify: _____ / _____ / ________

DD MM YYYY

Nationality:

- [ ] As per ID documents
- [ ] Please specify: __________________________

Current Residential Address:

- [ ] As per NRIC
- [ ] Please refer to the particulars below

Name (in full, as per NRIC/Passport): NRIC/Passport No:

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Group:

Date of Birth:

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- [ ] Please specify: _____ / _____ / ________

DD MM YYYY

Nationality:

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DD MM YYYY

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Date of Birth:

- [ ] As per ID documents
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DD MM YYYY

Nationality:

- [ ] As per ID documents
- [ ] Please specify: __________________________

Current Residential Address:

- [ ] As per NRIC
- [ ] Please refer to the particulars below

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Signature: X

Group:

Date of Birth:

- [ ] As per ID documents
- [ ] Please specify: _____ / _____ / ________

DD MM YYYY

Nationality:

- [ ] As per ID documents
- [ ] Please specify: __________________________

Current Residential Address:

- [ ] As per NRIC
- [ ] Please refer to the particulars below

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Signature: X

Group:

Date of Birth:

- [ ] As per ID documents
- [ ] Please specify: _____ / _____ / ________

DD MM YYYY

Nationality:

- [ ] As per ID documents
- [ ] Please specify: __________________________

Certified by: ________________________________

Required Signer 1 ________________________________

Required Signer 2 ________________________________
## Removal of Authorised Signer(s)

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Certified by: ____________________________              ____________________________

Required Signer 1                  Required Signer 2
2. That the changes referred to above be communicated to the Bank immediately and that the Bank be given a reasonable period of time to effect such amendments and update its records.

3. That until such time as the Bank’s records have been updated, the Bank may continue to act in reliance on the mandates in force prior to the Bank’s receipt of this amendment. The Bank shall be entitled to a reasonable period of not less than ten (10) business days from receipt of these resolutions to process these resolutions.

4. That save as so revised herein, the Bank may continue to act in reliance on the mandates in force prior to the Bank’s receipt of this amendment for all other accounts maintained by the Applicant with the Bank not herein amended.

5. That these resolutions shall remain in full force and the Bank may rely on these resolutions and the instructions given pursuant to these resolutions until the Bank has received and accepted to be in order, written notice of amendment or revocations of all or any part of these resolutions and has had a reasonable period of time to give effect to the notice.

6. That as between the Customer and the Bank:
   a. Where the Customer is a corporation with at least 2 directors, any (i) two directors or (ii) one director and one company secretary or (iii) such person(s) authorised under the Customer’s memorandum and articles of association or constitutive document;
   b. Where the Customer is a corporation with a single director, (i) the sole director or (ii) such person(s) Authorised under the Customer’s memorandum and articles of association or constitutive document;
   c. Where the Customer is a Limited Liability Partnership (“LLP”), Limited Partnership (“LP”) or a partnership, all its partners or such person(s) authorised under the Customer’s LLP agreement, LP agreement or partnership agreement;
   d. Where the Customer is a society, association, club or management corporation, any two of its office bearers or such person(s) authorised under the Customer’s rules, charter or constitutive documents;
   e. Where the Customer is a sole proprietorship, its sole proprietor;

(each a “Required Signer” and collectively the “Required Signers”) be and are hereby authorised to certify to the Bank a true copy or extract of these resolutions passed by the Customer and such certification may be relied upon by the Bank as conclusive evidence of the passing of the resolutions so certified.

APPROVED AND VERIFIED BY:

<table>
<thead>
<tr>
<th>Name as in NRIC/Passport:</th>
<th>Name as in NRIC/Passport:</th>
</tr>
</thead>
</table>

Sign here X

*Please select accordingly

- [ ] Sole Proprietor
- [ ] Partner
- [ ] Director
- [ ] Others, please specify: ________________________________

Sign here X

*Please select accordingly

- [ ] Secretary
- [ ] Chairman
- [ ] Treasurer
- [ ] Others, please specify: ________________________________

Name as in NRIC/Passport:

Sign here X

*Please select accordingly

- [ ] Sole Proprietor
- [ ] Partner
- [ ] Director
- [ ] Others, please specify: ________________________________

Name as in NRIC/Passport:

Sign here X

*Please select accordingly

- [ ] Secretary
- [ ] Chairman
- [ ] Treasurer
- [ ] Others, please specify: ________________________________

Name as in NRIC/Passport:
### SPECIAL NOTES:

1. **MANDATORY DOCUMENTS**
   If new Authorised Signers have been added, please enclose one copy each of the identification documents (e.g. NRIC, passport) for each new Authorised Signer. All identification documents will need to be certified in one of the following ways:

   (i) The Authorised Signer may attend at any of the Bank’s branches with the original and copies of his identification documents for a face to face verification; or

   (ii) The identification documents may be certified true by:
        - Independent Company Secretary (for Singapore Incorporated Company); or
        - A Notary Public or Independent External Lawyer; or
        - A Certified Public Accountant.

   Additional Certified True Copy (CTC) method allowed – only for corporate entities (operating companies) which have annual revenues of at least US$2,000,000
   - Independent & Non Managing Director, i.e. any director who is not an owner or related to any owners (i.e. immediate family member) of the entity

   For society, association, club or management corporation ("Organisation"), please enclose a copy of your Organisation's latest minutes of meeting to be certified true by any one Required Signer (i.e. any one of your Organisation's office bearers).

2. **CERTIFIED EXTRACT OF RESOLUTIONS**
   The extract of resolutions should be certified by the persons described in clause 6 of the extract of resolutions.

3. **REQUIRED SIGNERS**
   For the purpose of authenticating the instructions contained in this extract of resolutions, it is recommended that the Required Signers who certify the extract of the resolutions contained herein be existing signers whose specimen signatures have previously been provided to the Bank. If the Bank is unable to verify the signatures of the Required Signers found on this extract of resolutions, the Bank will require the Required Signers to attend at any of the Bank's branches for a face to face verification. The Bank may perform a callback as and when required for security verification purposes.

4. **AMENDMENTS**
   Any amendments made to the extract of resolutions should be countersigned by the Required Signers. Please provide full signature. No correction tape or initials allowed.