

# **BOARD RESOLUTION OF [YOUR COMPANY NAME] AMENDING THE SIGNING OF CHEQUES**

**DULY PASSED ON [DATE]**

## **AMENDING THE SIGNING OF CHEQUES**

WHEREAS, on [DATE], the Directors approved "Authorising The Signing Of Cheques", adopting a Policy for Signing Cheques (the "Policy"); and

WHEREAS, on [DATE], the Budget and Finance Committee of the Board, determined that the Policy should be amended to grant the [POSITION] cheque signing authority and increase the authority level of the [POSITION], and discussed and recommended approval of the amendment;

RESOLVED, that the Board hereby amends the Cheque Signing Policy in the form attached hereto as Appendix A and the amendment shall supersede the current Policy, effective immediately.

RESOLVED FURTHER, that the officers of [YOUR COMPANY NAME] are, and each acting alone is, hereby authorised and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that [YOUR COMPANY NAME] is comprised [NUMBER] members, of whom [NUMBER], constituting *a quorum*, were present at a meeting duly and regularly called, noticed, convened and held this [DAY] day of [MONTH, YEAR], and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of [NUMBER] members, and opposed by [NUMBER] members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

---

[DIRECTOR]

---

[DIRECTOR]

---

[DIRECTOR]

**APPENDIX A**  
**[YOUR COMPANY NAME]**  
**CHEQUE SIGNING POLICY**

|                               |   |
|-------------------------------|---|
| Cheques up to Rs.10,000       | Must be signed by any of the following: Chair, Vice-Chair, Executive Director, Director of Finance, or Controller.                  |
| From Rs.10,001 to Rs.100,000  | Must be signed by both (1) either the Chair, Vice-Chair or Executive Director and (2) either the Director of Finance or Controller. |
| From Rs.100,001 to Rs.500,000 | Must be signed by any two of the following: Chair, Vice-Chair, Executive Director or Director of Finance.                           |
| Over Rs.500,000               | Must be signed by both (1) either the Chair or Vice-Chair and (2) the Executive Director or Director of Finance.                    |