Date :

To,

The Branch Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-operative Bank

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mumbai -

Subject : Closing of promoters account and change of name to \_\_\_\_\_\_\_\_\_\_ Co-op

Housing Society Ltd.

Dear Sir,

We append below copies of the resolution passed by \_\_\_\_\_\_\_\_\_ Co-op Housing Society Ltd; Thane (West) in its Managing Committee Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_

Resolved that a banking account be opened with the **\_\_\_\_\_\_\_\_\_ Co-op Bank** opened by the Builder be closed and transferred in the name of the society and the elected office bearers of the society be authorized to sign all documents relating to the opening of the account.

Further resolved that all cheques on the bank account be signed and bills, notes and other negotiable instruments be drawn, accepted and endorsed on behalf of the society jointly by either Secretary / Treasurer or Secretary / Chairman of office-bearers duly authorized by in that behalf as per the provision of byelaws no.112 of housing society

Proposed by :-

Seconded by :-

**SPECIMEN SIGNATURE OF THE OFFICE BEARER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Hon.Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Hon.Treasurer

The above are hereby certified to be true-copies of the resolutions actually passed by the Society.

Thanking You.

Yours faithfully,

For \_\_\_\_\_\_\_\_\_ Co-op Hsg. Society Ltd;

Hon.Treasurer Hon.Secretary Chairman