

ON Society Letter Head

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.

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Thanking You.

Yours faithfully,
For _____ Co-op Hsg. Society Ltd;

Hon.Treasurer

Hon.Secretary

Chairman