

Date : \_\_\_\_\_

To,

The Branch Manager  
\_\_\_\_\_ Bank  
\_\_\_\_\_ Branch  
Mumbai - \_\_\_\_\_

Subject : Reelecting Office Bearers of the Managing Committee of  
\_\_\_\_\_ Co-op Housing Society Ltd; \_\_\_\_\_ for  
further period  
of 5 years (20\_\_\_ – 20\_\_\_)

Reference : Our Savings Bank Account No \_\_\_\_\_  
Our Relevant Fixed Deposit Receipts

Dear Sir,

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

1. Resolution is passed in the Managing Committee Meeting held on  
\_\_\_\_\_. "Resolved that \_\_\_\_\_ is  
elected as the Chairman of the Society, \_\_\_\_\_ is  
elected as the Secretary of the Society, and  
\_\_\_\_\_ is elected as the Treasurer of the  
Society.

Further resolved that Savings Bank Account No. \_\_\_\_\_  
with the \_\_\_\_\_ Bank Ltd; \_\_\_\_\_, Mumbai –  
\_\_\_\_\_ will be operated by and cheques drawn on the Bank  
Account to be signed , bills , notes and other negotiable instruments to be drawn  
accepted and endorsed on behalf of the Society by any two of the following  
Office – Bearers.

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

**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

