

NPO Name: _____

Address: _____

Cell: _____ **NPO Number:** _____

Email: _____

Meeting Minutes and Resolution

Agenda: Appointment of Signatories for Managing Bank Account

Date: _____

Attendees:

Chairperson: _____

Board members present:

- _____
- _____
- _____

Additional attendees:

- _____
- _____
- _____

Resolution

The board voted to appoint three signatories to manage the bank account of [Name of organization]_____

Signatories names and ID numbers:

- _____
- _____
- _____

Responsibilities of the Signatories

The board agreed to the following responsibilities for each signatory:

- To facilitate deposits, withdrawals, and purchases in compliance with the organization's policies, amongst others.

Meeting Adjournment

The meeting was adjourned at [place] _____ by

_____, Chairperson of the board.