

Draft Resolution for Limited Companies, Trusts, Associations, Societies, Clubs

The resolution is to be given on Organisation’s Letter Head.

Extracts of the minutes of the meeting of the Board of Directors/Managing Committee of _____ held at _____.

Chairman of the meeting informed the other members of the Board/Managing Committee that the Company/Trust/Association/Society being a customer of Kotak Mahindra Bank Ltd, is now desirous of availing of Net Banking, Phone Banking and Debit Card provided by Kotak Mahindra Bank Ltd.

The following resolutions were unanimously passed.

Unanimously resolved:

1) That the Company/Trust/Association/Society/Club avails of the Net Banking, Phone Banking and Debit Card offered by Kotak Mahindra Bank. That the Company has read the terms and conditions applicable to Net Banking, Phone Banking and Debit Card and accepts the same.

2) The Company/Trust/Association/Society/Club hereby authorises

Mr./Ms. (Designation)

Mr./Ms. (Designation)

Mr./Ms. (Designation)

to avail of the Net Banking, Phone Banking and Debit Card offered by the Bank in the manner specified (Company/Trust etc to give specifics)

3) That the Company/Trust/Association/Society/Club undertakes to inform the Bank 15 days in advance in case any of its authorised signatory’s Net Banking, Phone Banking and Debit Card needs to be revoked. The Company/Trust/Association/Society/Club will not hold the Bank responsible if it does not comply with the aforesaid term.

4) That the Company/Trust/Association/Society/Club hereby authorises the Bank to mail/courier the Debit Card and other items enabling access such as PIN, password, etc. to the attention of the person(s) authorised as above at the mailing address recorded with the Bank.

5) That the Company/Trust/Association/Society/Club hereby agree that the Bank may debit from the primary account stated by the authorised signatory’s for service charges as applicable from time to time.

6) That the Company/Trust/Association/Society/Club hereby agree that all existing account(s) or to be opened in future will be linked to the Debit Card(s) issued to any authorised signatory and that specific instructions will be given for de-linking any account(s).

7) That the Company/Trust/Association/Society/Club hereby understand that the Bank may at its absolute discretion, discontinue any of the services completely or partially without any notice to us.

8) That a copy of these minutes be forwarded to the Bank.

Signature of the Secretary/Director
Under seal/stamp as applicable

Place

Date

Name of the Secretary/Director

Note : Association and Clubs are not allowed to open Demat Account.

Partnership Letter

The Partnership Letter is to be given on the Letter Head of the Partnership.

A meeting of partners of M/s (the Firm), a partnership firm having its principal office at in which the partners of the Firm, constituting the requisite forum, were present namely: Mr./Ms., Mr./Ms., and Mr./Ms. was held on _____.

Mr/Ms _____, partner informed the other partners that the Firm being a customer of Kotak Mahindra Bank Ltd, is now desirous of availing of Net Banking, Phone Banking and Debit Card provided by Kotak Mahindra Bank.

After discussions, it was unanimously agreed.

1) That the Firm avails of the Net Banking, Phone Banking and Debit Card offered by Kotak Mahindra Bank. That the Firm has read the terms and conditions applicable to Net Banking, Phone Banking and Debit Card and accepts the same.

2) The Firm hereby authorises

Mr./Ms.(Designation)

Mr./Ms.(Designation)

Mr./Ms.(Designation)

to avail of the Net Banking, Phone Banking and Debit Card offered by the Bank in the manner specified.

3) That the Firm undertakes to inform the Bank 15 days in advance in case any of its authorised signatory’s Net Banking, Phone Banking and Debit Card needs to be revoked. The Firm will not hold the Bank responsible if it does not comply with the aforesaid term.

4) That the Firm hereby authorises the Bank to mail/courier the Debit Card and other items enabling access such as PIN, password, etc. to the attention of the person/s authorised as above at the mailing address recorded with the Bank.

5) The Firm hereby agrees that the Bank debit from the primary account stated by the authorised signatory’s for service charges as applicable from time to time.

6) The Firm hereby agrees that all existing account(s) or to be opened in future will be linked to the Debit Card(s) issued to any authorised signatory and that specific instructions will be given for de-linking any account(s).

7) The Firm hereby understands that the Bank may at its absolute discretion, discontinue any of the services completely or partially without any notice to us.

8) That a copy of these minutes be forwarded to the Bank.

Names of all the Partners

Signatures

1. _____

2. _____

3. _____

Date

Place

Note : Partnerships are not allowed to open Demat Account.

For Bank Use Only

Branch Name _____

Request Captured by _____

Verified by _____

Request Authorised by _____

Signature & Stamp _____

Date _____

Date _____