



Signing Authority

Overview:

Signing authority for banking and legal documents is usually set out in the Constitution. There is normally a minimum of three (3) signing officers, one of whom shall be the Treasurer.

Normally the President and either the Vice-President or Secretary are the other two signing authorities.

All banking and legal documents must be signed by at least two of the three signing officers.

Timing:

Signing authority is only required to change upon the change of the club Executive.

Changing of Bank Signing Authority:

A letter to the financial institution signed by the officers with existing signing authority is required. See the next page for an example.

This change cannot be done at the reception area or teller. An appointment is normally required. At the appointment:

- Bring a copy of the AGM minutes where the new Executive was voted in.
- Bring a signed copy of the below letter.
- All new signatories should be present to sign documents.

Other Notes:

Any outstanding cheques will need to be voided and re-issued.



Matamata Swifts Association Football Club

Example:

Re: Change of signing officers for account XXXXXX

Following the Matamata Swifts AFC Annual General Meeting (AGM) held on XXXXXX, please remove the following people as signing officers for the above account.

- 1) Name #1 – President
- 2) Name #2 – Vice-President or Secretary
- 3) Name #3 – Treasurer

Please add the following people as the new signing officers.

- 1) Name #1 – President
- 2) Name #2 – Vice-President or Secretary
- 3) Name #3 – Treasurer

Regards,

NAME
Matamata Swifts AFC, President

NAME
Matamata Swifts AFC, Treasurer