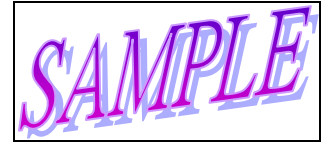


**HONG KONG BAPTIST UNIVERSITY**  
**OFFICE OF STUDENT AFFAIRS**



Document for Changing the Specimen Signature(s) of Bank Account

To: The Manager,  
Hong Kong Baptist University Branch, Hang Seng Bank Ltd.

From: XX Society/Club (Name of student organization)

Contact Person: Chan Tai Man

Contact Phone No.: 91234567

Date: March 31, 2024

Re: *Change of Account(s) Holders*  
*Saving A/C No.* 987-143456 *Current A/C No.* 987-143456-001

Dear Sir/Madam,

Please be advised that the new executive officers of our organization for the year of 2023/2024 have been elected. In our general meeting held on Mar. 28, 2024 (date), it was agreed that signatories of the above account(s) would be changed to the following with effective from Apr. 1, 2024 (date);

1) <u>Chan May</u>	(Name)	HKID <u>Z123456(5)</u>
2) <u>Lee Fong</u>	(Name)	HKID <u>Z258258(5)</u>
3) <u>Kwok Chi</u>	(Name)	HKID <u>Z478965(6)</u>
4) _____	(Name)	HKID _____

and that the transaction would only be valid with:

\*Any / ~~Both~~ Two of the above Three signature(s) included together with the official chop of our organization stamped.

It would be appreciated if you could arrange to amend our records accordingly.

Thanks for your assistance.

Yours Faithfully,

Signature

Signature

Signature



Name: Chan Tai Man  
(HKID: Z456456(5))

Name: Man Wa  
(HKID: Z628766(5))

Name: Chan Yee  
(HKID: Z946846(6))

Organization Chop

Title: (23/24) President

Title: (23/24) Vice-President

Title: (23/24) Finance Sec.

2023/2024 Executive Officers of XX Society/Club  
(Student Organization)

Approved by Finance Office