**(To be printed on letterhead)**

[insert date]

[Insert designation of recipient]

[Insert name of Bank]

[Insert address or location of bank]

Dear Sir/Madam

**SUBJECT: OPENING OF BANK ACCOUNT**

The directors of [insert name of school] have resolved as follows:

1. To open a bank account with [insert name of bank] in the name of [insert proposed account name].
2. The following will be signatories to the account:

* [name of 1st signatory] ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [name of 1st signatory] ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [name of 1st signatory] ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. That any transactions on the account must be approved by at least [insert number] of the above-named persons. This includes but is not limited to withdrawals and cheques.
2. That any changes in the above instructions or on other matters regarding the operation of the account shall be agreed and officially communicated to the bank in writing.

Thanking you in advance for your assistance.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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