

## List of Approving Persons – Schedule form

### About this form

This form:

- is **NOT** your mandate – a separate mandate or other evidence acceptable to the Bank of your authority should be provided to us
- does **NOT** need to be submitted where you have already provided us with your specimen signatures as acceptable to us
- is an important part of our process and will help us with the set-up of the authorised persons in our systems
- will provide us with a copy of the specimen signatures for each of your Approving Persons and will allow us to manage and authenticate your instructions
- will act as a continuation sheet for any existing Bank’s standard Mandate forms (e.g. the Bank’s Mandate form, List of Approving Persons – Amendment form)
- will act as a General List of Approving Persons (which will include List of Authorised Dealers) – where you have your own mandate, you can use this form to submit to the Bank the Approving Persons (which will include the list of Authorised Dealers) provided that your own mandate indicates the authorised person(s) having authority to provide us the details in this Schedule.

This List of Approving Persons – Schedule form has four (4) parts (from B to E):

- Part B – Basic Information – the basic details of the Client and the Bank
- Part C – Approving Persons – identify, complete and provide us with the details for each of your Approving Persons
- Part D – Authorised Dealers - identify, complete and provide us with the details for each of your Authorised Dealers.
- Part E – Client Authorisation – this section is to be signed by the persons who are authorised to provide us with the details of the Approving Persons and Authorised Dealers

### How to fill in this form

- Please use BLOCK CAPITALS to complete this form
- Any field marked with an “\*” must be completed
- Leave boxes blank if they don’t apply to you
- If you make a mistake, please print a fresh page
- Please **DUPLICATE** this form if you need to submit the details of more Approving Persons or Authorised Dealers
- Please keep a copy of the completed form for your records

### Guidance Notes to this form

#### A. GENERAL

We may clarify any incomplete or inconsistent information in relation to your request under this form

#### B. PART B – BASIC INFORMATION

- SCB entity – you may have more than one relationship with entities under the Standard Chartered Group – please insert the relevant Standard Chartered entity to which you will be submitting this form
- Date of this request – insert the date of your request. This will help us manage your instructions
- Client name – insert your **FULL** legal name. This will help us connect the details under this form to the relevant Client entity
- Date of mandate – insert the date of the mandate which you would like us to continue with/ submit the Approving Persons and Authorised Dealers. This will help us manage your instructions

#### C. PART C – LIST OF APPROVING PERSONS

- Approving Persons – These are persons who are authorised to act on your behalf in accordance with the mandate. Note that the Approving Persons are an “Authorised Person” (as defined under our Standard Terms, General Banking Terms and Conditions or equivalent) or an equivalent person. You will need to provide us the relevant details of the Approving Persons (including their specimen signature, identity information, other related information if required) as part of our set-up of the authorised persons in our systems

- Additional Instructions – You may include additional instructions applicable to Approving Persons under this section. Some examples include:

➤ Signing instructions:

Any [2] Approving Persons are required to jointly: (i) [execute the Documents]; (ii) [provide instructions, notices or other directions to the Bank]; (iii) [carry out the purpose and intent of any foregoing resolution for and on behalf of the Client]; (iv) [etc.]

➤ Accounts:

The Approving Persons listed below shall act as the Representatives of the Client and shall have the authority to handle the following accounts for the Client as the Account Holder defined under the local laws

Account Number	Currency	Account name	Approving Person(s)
			[Kindly refer to the Important Note (b) below for your input.]

➤ Limitations to the power and authority of the Approving Persons:

The Approving Persons listed below shall be limited to the following power, authority or limits:

Name:	Power, Authority and \$ limit
[example: John Adams]	[example: operating the bank accounts of any type with the Bank up to USD1 million per transaction]

provided that each Approving Person shall retain the full power and authority to appoint any person, representative or agent to act for an on behalf of the Client in connection with the Straight2Bank services (including full and unrestricted powers to administer, manage and appoint users for the Straight2Bank services)

**IMPORTANT NOTE:**

1. **Limitations** – any limitations which you impose on an Approving Person may potentially impact our product functionalities.
2. **Straight2Bank set-up** – For Straight2Bank, you will need to submit to us a completed and signed Straight2Bank Setup & Maintenance Form. In that form, you will need to appoint users and set, assign and amend the applicable approving powers and authorisation limits; if you subsequently wish to make changes, you will need to submit to us a new Straight2Bank Setup & Maintenance Form (where system functionality permits, these may also be done through your designated administrator(s)). It is your responsibility to ensure that Straight2Bank Setup & Maintenance Forms submitted by you do not conflict with any additional instructions given in this form.

**We would strongly suggest that you discuss any proposed limitations with the bank before including these under the Additional Instructions section**

D. PART D – LIST OF AUTHORISED DEALERS

- (i) **Authorised Dealers** - These are persons who are authorised to act singly on your behalf to agree to the Bank's proposals, quotations or rates for Financial Markets Transactions. The Authorised Dealers shall not act as your Approving Persons in accordance with Financial Markets Transactions.
- (ii) **Additional Instructions** – You may include additional instructions applicable to authorised dealers under this section. Some examples include:

➤ Deletion of authorised dealer(s):

The following persons are no longer nominated as authorised dealers. Please delete them from the authorised dealers list

Name
(a) [insert name]

E. PART E – CLIENT AUTHORISATION

- (i) **Signature on this Mandate Schedule form** – This form may be attached to other relevant forms (including the Bank's Mandate form and the List of Approving Persons – Amendment form), accordingly this form should be signed by the person(s) who are approved to provide us with the details of the Approving Persons and the Authorised Dealers in accordance with the Bank's Mandate or your own mandate as the case may be.

## List of Approving Persons – Schedule form

### Part B – Basic Information

To* (Insert the name of the SCB entity providing the service) (the “Bank”)	Standard Chartered Bank (Vietnam) Limited
Date of this request*	
Name of the Company / Institution / Partnership / Enterprise (the “Client”)* (Insert FULL legal name)	
Date of mandate*	

### Part C – List of Approving Persons

Signing method of the Approving Persons is described in the Additional Instructions area below.

#### Information of Approving Persons

IMPORTANT NOTE – As this Mandate governs account activities for the Client, please be informed that:

- 1 Any limitations which you impose on an Approving Person may impact our product functionalities. For Straight2Bank, you will need to submit a completed and signed Straight2Bank Setup & Maintenance Form to us. In that form, you will need to appoint users and set, assign and amend the applicable approving powers and authorisation limits; if you subsequently wish to make changes, you will need to submit to us a new Straight2Bank Setup & Maintenance Form (where system functionality permits, these may also be done through your designated administrator(s)). It is your responsibility to ensure that Straight2Bank Setup & Maintenance Forms submitted by you do not conflict with any additional instructions given in this Mandate.
- 2 The laws require that any account unit must register information of its Chief Accountant / Person in charge of Accounting with us, and that any accounting voucher in relation to account usage and **operation must be jointly signed by the Account Holder’s Representative** (or his/ her delegated person) AND the Chief Accountant (or his/ her delegated person).
- 3 A person cannot be registered as an Approving Person of the Account **Holder’s** Representative and Chief Accountant / Person in Charge of Accounting at the same time.
- 4 The Account’s Holder Representative is the Client’s Legal Representative or authorised person (under a power of authorisation or equivalent documents).
- 5 Any delegation / authorisation / designation of the Approving Person(s) related to or mentioned in this Mandate, unless waived by the Bank, is to be provided by the Client to the Bank.
- 6 For the avoidance of doubt, the request for co-signatures by the Account Holder’s Representative (or his / her authorised person) AND the Person in charge of Accounting / Chief Accountant (or his/her authorised person) referred to in the paragraph 2 above only applies to the use of account(s).  
  
In the other words, Chief Accountant /the Person in -charge of Accounting’s authorised person(s) is only needed to be involved in the use of the account. For the transactions performed via account, related instructions must be co-signed by one person in Group A and one person in Group B of Part C, unless otherwise directed by the Client in the Additional Instructions below.
- 7 For non-account related transactions, the default signing method is any of the registered signatory under Group A to complete, sign, deliver and amend transactions specified in Part A of the Mandate, unless otherwise expressly provided by the Client in the Additional Instructions below.

**Group A**

**Approving Person(s) authorised by the Account Holder's Representative**

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

**Group B**

**Approving person(s) authorized by the Chief Accountant / Person in charge of Accounting**

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

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Signature – please ensure signature remains within the box

Full name

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Contact Details

Permanent registered address

Current registered address

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Signature – please ensure signature remains within the box



Full name

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DOB

Nationality

ID/ Passport

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Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

Full name

Title

DOB

Nationality

ID/ Passport

or Visa/TR Card (applied for foreigner)

Date of issue

Place of issue

Contact Details

Permanent registered address

Current registered address

Email

Signature – please ensure signature remains within the box

I, the under-signed, the Company's chief accountant / person in charge of accounting function, hereby authorises each person appointed in this Group B to sign onto any accounting vouchers in operation of Company's account(s) jointly with the account holder's representative or any one in Group A. It is further confirmed that each person appointed above accepts acting as an Authorised Person of the chief accountant / person in charge of accounting function.

Chief Accountant (person in charge of accounting function)

Full Name

(Sign)

## PART D – List of Authorised Dealers in relation to Financial Markets Transactions

Note: These are persons who are authorised to act singly on your behalf to agree to the Bank's proposals, quotations or rates for Financial Markets Transactions. The Authorised Dealers shall not act as your Approving Persons in accordance with Financial Markets Transactions.

Full name

Title

Contact details

Signature – please ensure signature remains within the box

Full name

Title

Contact details

Signature – please ensure signature remains within the box

Full name

Title

Contact details

Signature – please ensure signature remains within the box

Full name

Title

Contact details

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Signature – please ensure signature remains within the box

Full name

Title

Contact details

Signature – please ensure signature remains within the box

### Additional Instructions

These Instructions is valid until otherwise expressly instructed in writing by the Client to the Banks

(a) **For Non-Financial Market Transactions:**

Details about any additional instructions applicable to the Approving Persons or ~~strikethrough~~ if there is no other additional instructions:

(b) **For Financial Markets Transactions,**

- The Financial Markets Transactions shall be performed by:
  - Any Authorised Dealer under Part D of this Schedule, who are authorised, on behalf of us, to request for *the Bank's* proposals, quotations or rates, to discuss and to agree to such proposals, quotations or rates in any means of communications acceptable to the Bank, at the first step; then
  - Any Approving Person under Part C of this Mandate, who are authorised to complete, execute, sign and deliver Documents such as Confirmations and other transactional Documents in connection with each Financial Markets Transaction, which are agreed between the Authorised Dealer(s) and the Bank.
- If this Schedule to Mandate is not signed by the highest managerial authority as per the Company charter, it is not applied to FM transactions unless accepted by the Bank at its own discretion.
- Other additional instructions (Please ~~strikethrough~~ if there is no other additional instructions):

## Part E – Client Authorisation

I/We affirm that the above to be the true and accurate details (including specimen signatures) of Approving Persons and Authorised Dealers provided by the Client

Date of this affirmation*	
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### CLIENT SIGNATURE(S)

Primary Signatory\*

Full name

Title

Signature and Seal – please ensure signature remains within the box

Secondary Signatory (if required)

Full name

Title

Signature – please ensure signature remains within the box