

List of Requirements

Corporations

Releasing of Securities / Documents of Fully Paid Accounts to Corporations

1. Letter of Authorization (original copy) from the authorized signatory/ies per Secretary's Certificate on file with the bank. The combination of signatories as specified in the Secretary's Certificate must be followed (e.g if the Secretary's Certificate requires 2 signatories, the Letter of Authorization should bear 2 signatures of the authorized signatories)
2. Valid ID of the representative (original to be presented)
3. Valid ID of the authorized signatories (original to be presented)
4. Original copy of the Secretary's Certificate, duly notarized (if there are changes in the authorized signatories of the corporation)

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Rule IV Section 1.(b) of the Notarial Act of 2004

A notary public is authorized to certify the affixing of a signature by thumb or other mark on an instrument or documents presented for notarization if:

- (1) the thumb or other mark is affixed in the presence of the notary public and of two (2) disinterested and unaffected witnesses to the instrument or document;
- (2) both witnesses sign their own names in addition to the thumb or other mark;
- (3) the notary public writes below the thumb or other mark, "Thumb or Other mark affixed by (name of signatory by mark) in the presence of (names and addresses of witnesses) and undersigned notary public", and
- (4) the notary public notarizes the signature by thumb or other mark through an acknowledgment, jurat or signature witnessing

Rule IV Section 1.(c) of the Notarial Act of 2004

A notary public is authorized to sign on behalf of a person who is physically unable to sign or make a mark on an instrument or document if:

- (1) the notary public is directed by the person unable to sign or make a mark to sign on his behalf;
- (2) the signature of the notary public is affixed in the presence of two disinterested and unaffected witnesses to the instrument or document;
- (3) both witnesses sign their own names;
- (4) the notary public writes below his signature: "Signature affixed by notary in the presence of (names and addresses of the person and two witnesses)"; and
- (5) the notary public notarizes his signature by acknowledgment or jurat