Board resolution instructions for Limited Liability Partnerships

For Business Banking Customers

LLOYDS BANK

1	Instructions

1. **If you have downloaded this form, highlight and copy the text below into your word processing application, if hard copy received please copy to your own headed paper.**
2. Fill in the numbered sub-sections as applicable and delete the numbered sub-sections that do not apply.
3. Document must contain the full Limited Liability Partnership name.
4. Document must contain the Limited Liability Partnership number.
5. Provide full name(s) of all the signatories authorising the closure of the account(s).
6. Please take Identification for the LLP member instructing closure to your local branch for certification and onward transition to the account closure team.
7. Document must be printed on the business' letterhead.

   PLEASE NOTE: A board resolution must be signed either by two existing members or by one existing member and an independent witness. Spouses/close relatives, individuals under the age of 18 and any employee/contractor of Lloyds Banking Group are excluded from acting as witnesses.

2	To be provided on business' printed letterhead

If you have downloaded this form, highlight and copy the text below into your word processing application, if hard copy received please copy to your own headed paper.

At a meeting of the members of (**business name IN FULL**):

business number: , held on (**date of meeting**):   the following resolutions were passed in accordance with the Limited Liability Partnership's agreement:

That the following account(s) to be closed:

Sort Code: Account Number:

Sort Code: Account Number:

Sort Code: Account Number:

Sort Code: Account Number:

Sort Code: Account Number:

For the aforementioned closure(s) to proceed upon the Bank's receipt of this resolution.

We hereby certify that the above resolution is in accordance with the Limited Liability Partnership's agreement.

_____

- **OPTION 1:**

  First member's full name in block capitals:

  First existing member's signature:

  Second member's full name in block capitals:

  Second existing member's signature:

_____

- **OPTION 2:**

  Member's full name in block capitals:

  Existing member's signature:

  In the presence of:

  Independent witness' full name in block capitals:

  Witness' signature: