

SECRETARY CERTIFICATE

_____ being duly qualified Corporate Secretary of the _____ a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at _____ do hereby certify that a meeting of the Board of Directors of said corporation held at its principal office on _____ at _____ at which meeting a quorum was present and acting throughout, the following resolution was unanimously adopted, thus:

Board Resolution No. _____

"RESOLVED, as it is hereby unanimously resolved by the Board of Directors of the _____, that the bank apply for a Retail Guaranty Line with the HOME GUARANTY CORPORATION (HGC), in the amount of _____ Pesos (Php _____)." The bank has made constituted and appointed HOME GUARANTY CORPORATION to perform and do the following in case of call on its guaranty:

1. To take possession and prevent, by all lawful means, the commission of any trespass or waste, or other injury upon the parcel of land and improvement thereon, covered by the list of Original Certificate of Title/Condominium Certificates of Title under the "Property"
2. To sue for the protection against any such damages which may accrue by means of the commission of any trespass or waste upon the Property, or any part thereof by any person whomsoever;
3. To inspect and examine during reasonable hours on business days all documents, books of accounts and other papers pertaining to the Property, which is in the possession of the BANK.

"RESOLVED FURTHER, that the following officers be authorized to sign documents necessary to enroll with HGC, for guaranty coverage, the Bank's housing mortgage loans and installment receivables, which shall be documented by Real Estate Mortgage (REMs) and Contracts-to-Sell (CTS) and sign documents necessary to file Bank's Guaranty Call with HGC:

NAME	DESIGNATION	SPECIMEN SIGNATURE
1.		
2.		

"RESOLVED FINALLY that the appointment/designation of the above-name officers shall remain in FULL FORCE and EFFECT, until the same is REVOKED, by way of a Board Resolution and a copy of such revocation is submitted to the Bank for its guidance."

I hereby CERTIFY that the above quoted resolution remains in full force and effect and has not been amended, modified or revoked as of this date and that the specimen signatures of the corporate officers appear above.

_____, Philippines, _____, 2013.

By:

Corporate Secretary

Corporate Secretarys Answer

Naomi C. Dallob



Corporate Secretary's Answer:

Corporate Secretary's Answer Book Krus, Cynthia M. Krus, 2010-12-16 The Corporate Secretary's Answer Book is the only comprehensive single volume reference to address the specific tasks corporate secretaries face on a daily basis in a Q A format Every topic is conveniently listed for easy reference with an index organized by commonly used terms With all of this valuable know how located within one volume corporate secretaries will be able to find the best way to proceed with any particular matter quickly and confidently The Corporate Secretary's Answer Book also includes sample forms and checklists that offer step by step guidance to completing each phase of the corporate secretary's duties throughout the year especially under Sarbanes Oxley including Conduct of Shareholders Meeting Guidelines Annual Meeting Script Minutes of Incentive Committee Meeting Establishing a Special Litigation Committee of the Board Audit Committee Charter Corporate Governance Listing Standards Corporate Governance Guidelines Corporate Disclosure And much more **Corporate Secretary's Answer Book** Eversheds Sutherland (US) LLP, Llp Eversheds Sutherland (Us), 2020-06-09 The Corporate Secretary's Answer Book is the only comprehensive single volume reference to address the specific tasks corporate secretaries face on a daily basis in a Q A format Every topic is conveniently listed for easy reference with an index organized by commonly used terms With all of this valuable know how located within one volume corporate secretaries will be able to find the best way to proceed with any particular matter quickly and confidently The Corporate Secretary's Answer Book also includes sample forms and checklists that offer step by step guidance to completing each phase of the corporate secretary's duties throughout the year especially under Sarbanes Oxley including Conduct of Shareholder Meeting Guidelines Annual Meeting Script Minutes of Incentive Committee Meeting Establishing a Special Litigation Committee of the Board Audit Committee Charter Corporate Governance Listing Standards Corporate Governance Guidelines Corporate Disclosure And much more [Corporate Secretary's Answer Book](#) Dallob, 2002-01-31 Until now information on the duties of the corporate secretary was only available by searching through a multitude of scattered sources The Corporate Secretary's Answer Book changes all that it is the only comprehensive single volume reference to address the specific tasks corporate secretaries face on a daily basis Every topic is conveniently tabbed for easy reference with an index organized by commonly used terms With all this valuable know how located within one volume corporate secretaries will be able to find the best way to proceed quickly and confidently given any particular matter The Corporate Secretary's Answer Book presents information in a time saving Question and Answer format that combines in depth textual descriptions with helpful forms and checklists By providing ready answers to key questions about the required events that occur within the corporate cycle organized by topic The Corporate Secretary's Answer Book helps the corporate secretary remain organized and focused on every aspect of the position's responsibilities **Corporate Secretary's Answer Book** Cynthia M. Krus, 2004 The Corporate Secretary's Answer Book is the only comprehensive single volume reference to address the specific tasks corporate secretaries face on a

daily basis in a Q A format Every topic is conveniently listed for easy reference with an index organized by commonly used terms With all of this valuable know how located within one volume corporate secretaries will be able to find the best way to proceed with any particular matter quickly and confidently The Corporate Secretary s Answer Book also includes sample forms and checklists that offer step by step guidance to completing each phase of the corporate secretary s duties throughout the year especially under Sarbanes Oxley including Conduct of Shareholder Meeting Guidelines Annual Meeting Script Minutes of Incentive Committee Meeting Establishing a Special Litigation Committee of the Board Audit Committee Charter Corporate Governance Listing Standards Corporate Governance Guidelines Corporate Disclosure and much more

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Unveiling the Magic of Words: A Review of "**Corporate Secretarys Answer**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Corporate Secretarys Answer**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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