ANNEX A2

**SECRETARY’S CERTIFICATE OF INCUMBENT OFFICERS**

I, \_\_\_\_(Name of the Secretary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary*,* of (**Name of the CSO)**  duly organized under the laws of the Philippines do hereby certify that I maintain complete and accurate minute books on behalf of the Cooperative/Association. I do further certify that any of those identified below, is authorized, in the name and on behalf of the (Name of the CSO), to enter into, complete and execute agreements, and to give instructions on behalf of the (Name of the CSO) in writing or by telephone, facsimile transmission, telegram, teletype, electronics means, or otherwise, with respect to all transactions, including but not limited to instructions to pay, deliver or transfer property or cash of the Corporation to any third party whatsoever.

I further certify that the following are officers of the \_\_\_\_\_(Name of the CSO)\_\_\_\_\_\_\_\_ elected or appointed until their successors are elected or appointed and that you shall be entitled to rely upon their continued incumbency and empowerment to act for the Corporation until you have been furnished with a duly certified notice to the contrary.

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE/ POSITION** | **CONTACT NUMBER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

IN WITNESS OF WHICH, I have hereunto set my hand as Secretary (or other duly authorized officer) of the (Name of the CSO) on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 2023 in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(NAME AND SIGNATURE OF THE SECRETARY)

Secretary

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 2023, affiant/s exhibit/s to me (ID number) issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTARY PUBLIC

Doc No.

Page No.

Book No.

Series of 2023