Avoid these common mistakes to avoid processing delays

Doc Date: Effective Date of Contract, do not leave blank

Doc Description: Title of Contract + Contract number

Date document is notarized must match the date the grantee signs the contract

# Pages: Total number of pages in contract, not including cover letter
RESOLUTION TO ARTICLE VI
AMENDED AND RESTATED BYLAWS

Of

In accordance with the Article VI, of the Amended and Restated Bylaws of
dated May 24, 2012, the Board of Trustees by motion and passing vote at their
meeting on July 7, 2016, hereby authorizes effective July 7, 2016 its Executive Director
to enter into any contract or to execute and deliver
any document, instrument or writing of any nature in the name of and on behalf of

The Board of Trustees of the Corporation adopts the resolution.

Signed by: ____________________________, President, Board of Trustees,

Dated: 07-07-16
Honolulu, Hawaii

[Signature]
Maintain compliance – HCE Express

Make sure that you remain compliant throughout the life of your contract.