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## APPENDIX I-2

# FORM HUD 11702 — RESOLUTION OF BOARD OF DIRECTORS AND CERTIFICATE OF AUTHORIZED SIGNATURES

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a current OMB control number

**Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.

**Purpose:** To provide Ginnie Mae with a Resolution of an applicant's or issuer's Board of Directors authorizing the issuance of Ginnie Mae MBS and the names and genuine signatures of individuals authorized to act on behalf of the applicant or issuer in connection with Ginnie Mae MBS.

**Prepared by:** Applicant/Issuer

**Completion  
Instructions:**

General instructions to complete and submit this form to Ginnie Mae are as follows:

1. Login into GMEP;
2. Select the IPMS tab;
3. Select Master Agreements Management Application;
4. Enter the data points listed below;
5. Upload the PDF version of Form HUD 11702; and
6. Upon completion of PDF upload, send documents (hard copy) with original signatures to the below address:

Ginnie Mae Relationship Services  
C/O The Bank of New York  
101 Barclay Street – 8 East  
New York, NY 10286-0001

**Note: Form HUD 11702 must be submitted and approved prior to submission of the remaining agreements. Failure to do so will prevent the acceptance of other required Master Agreements.**

For detailed instructions, see Master Agreement Management User Manual which can be accessed via GMEP.

- Issuer Details: **Issuer Number/Name:** Type/select the Issuer Number from the drop down menu, the Issuer name will display.

- **Board Meeting Place:** Enter the building name/number and street address of the Issuer's corporate head quarters.
- **City/State/Zip:** Enter location of the Issuer's Corporate headquarters.
- **Board Meeting Date:** Select the date from the calendar corresponding to the date that the board approved the authorized signatories. The date may not be greater than the current date.
- **Secretary's Name:** Enter the full name of the Issuer's Board of Directors Secretary.

#### **Certifying Officer Details:**

- **Certifying Officer's Name:** Enter the full name of the Authorized Officer certifying the authorized signature list.
- **Certifying Officer's Title:** Enter the full title of Officer certifying the authorized signature list.

#### **Institutional Details:**

- **Institution Name:** Displays based on Issuer Number previously entered.
- **Address:** Street address of Issuer's office where primary contacts are located.
- **City/State/Zip:** Enter location of the Issuer's office where the primary contacts are located.
- **Signed By/Title:** These fields cannot be edited. They default to the name and title of the Authorized Signatory authenticating the form.
- **Date:** Utilizing the calendar icon, select the date the form is being submitted. The date cannot be greater than the current date or before the board meeting date.

#### **Authorized Signatory**

- **Replace Existing Authorized Signers:** Not applicable for the first entry.
- **Browse:** Utilized to add multiple names to the Authorized Signatory listing. This feature directs user to their folder/file directory to identify the CSV file listing the authorized signers names and titles.

Click Upload File to upload the CSV file of authorized signatory names and titles on to the form.

#### **Authorized Signers:**

- Click Delete to remove an authorized signatory; the user is prompted to confirm the request.
- Click Add Row to add a new authorized signatory. Enter the name and title of the signatory.

**Form HUD-11702** requires the Issuer to create a PDF of the form and obtain the original signatures prior to submission.

#### **Generated PDF via GMEP Application:**

Click the View as HUD PDF button located on the Create Form Screen.

A file download box displays, select Save or Open and print the form.

- Obtain the original signatures
- Scan the form as a PDF
- Save to the users folder/file directory.

#### **Uploading the Completed Form**

To upload the completed form:

- Click the browse button
- Select the file name of the saved PDF form.
- Click the Upload Document button.  
**NOTE:** The path to the selected document appears in the field directly to the left of the Browse button.
- Click Save to Submission to submit the form for review and authentication.

**Paper forms are only to be used for continuity of business in the event Ginnie Mae systems are not available. You must receive prior approval from your Ginnie Mae Account Executive before a request can be submitted in paper form.**

**COMPLETION INSTRUCTION FOR FORM**

1. Enter full legal name of Issuer
2. Enter Issuer ID Number
3. Must obtain original signatures
4. Complete Certification
5. Sign name and add corporation seal
6. Enter full name of secretary
7. Enter full name of officer
8. Enter full title of officer
9. Enter full legal name of institution
10. Enter full address of institution
11. Enter full name of acting secretary
12. Enter full legal name of institution
13. Enter date form witnessed
14. Enter authorized officer signature