

GOVERNANCE POLICY

SUBJECT	Common Seal	PAGE:	1 of 1
ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	04/06/03
		REFERENCE	CS3.6

1. Purpose

To set out the policies relating to affixing the Common Seal

2. Definitions

Nil

3. Policy

- 3.1 The underlying transaction to which the Seal is to be affixed must first be approved in accordance with the authorities delegated by the Board.
- 3.2 Any two of the Chair, Deputy Chair, Director and Trust Board Secretary are authorised to witness affixing the Common Seal to documents.
- 3.3 The witnesses shall not be the same people who request or authorise affixing the Common Seal.
- 3.4 Documentation verifying the authority to use the Common Seal shall be maintained in a register.
- 3.5 A form to request use of the Common Seal is attached.

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REQUEST FOR SEAL FORM

Description of document to be sealed:

Date requested: ___/___/___

Requested by: _____
Name

Signature

Authorised by: _____
Name

Signature

(Amount in the document must be within the authoriser's delegated authority)

Seal affixed on: ___/___/___

Witnessed by: _____
Name

Signature

: _____
Name

Signature