

**FINANCIAL PROCEDURES**

**Section 12 – Execution of documents on behalf of Aberystwyth University**

**Approving Body:** Resources and Performance Committee

**Date of Approval:** February 2021

**Policy Owner:** Finance Management

**Last Review Date:** February 2021

**Next Review Date:** June 2022

**Section 12: Execution of documents on behalf of Aberystwyth University**

**12. Section 12: Execution of documents on behalf of Aberystwyth University**

All documents to be executed as deeds shall be affixed with the University’s Common Seal in line with the procedures outlined at Ordinance 14 (“The Council: Custody and Use of the Common Seal”).

Such documents shall include agreements relating to property purchase, sale, lease, and rental transactions; warranties; consortium and framework access agreements; legally-binding Memoranda of Agreement; and Power of Attorney.

Individuals are encouraged to seek advice from the University Secretary, as Clerk to the Council, where they are uncertain whether or not a document should be executed as a deed.

Any documents which do not need to be executed as deeds may be signed on behalf of Aberystwyth University by the appropriate individual, as outlined in Appendix C of the Financial Regulations – Secondary Delegations.