



## **FINANCIAL PROCEDURES**

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

<b>Approving Body:</b>	Resources and Performance Committee
<b>Date of Approval:</b>	February 2021
<b>Policy Owner:</b>	Finance Management
<b>Last Review Date:</b>	February 2021
<b>Next Review Date:</b>	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.