

## **ORDINANCE 25**

### **SEALING AND AUTHENTICATION OF DOCUMENTS**

#### **UNIVERSITY SEAL**

1. The Vice-Chancellor shall be responsible for the safe-keeping of the University Seal and for having the seal affixed to documents in accordance with the provisions of this Ordinance.

#### **SEALING OF DOCUMENTS**

2. All documents requiring to be sealed in pursuance of a resolution of the Board of Trustees or in the exercise of the Board of Trustees' powers and duties shall have the seal affixed to them in the presence of any two of the following:
  - Members of the Board of Trustees;
  - Deputy Vice-Chancellor;
  - Pro-Vice Chancellor (Operations);
  - University Secretary and Director of Human Resources;
  - Deputy University Secretary;
  - Chief Financial Officer;
  - Director of Legal Services;
  - Director of Property and Facilities Management;
  - Director of Development; and
  - One of the other members of staff of the University designated by the Vice-Chancellor for the purpose.
3. Every such document shall be attested by the signatures of the two persons in whose presence the Seal was affixed.
4. Public addresses, diplomas, and documents of an academic nature requiring to be sealed shall be sealed in such manner as the Vice-Chancellor shall from time to time direct.

#### **REGISTER**

5. An entry of the sealing of all documents shall be registered in a book provided for the purpose, signed by those in whose presence the Seal was affixed.
6. Sealings shall be reported annually to the Board of Trustees.

#### **OTHER INSTRUMENTS**

7. All instruments which, not being under the Seal of the University, require to be signed on behalf of the University, including cheques and other negotiable instruments, shall be signed, drawn or endorsed by such person or persons and in such manner as the Vice-Chancellor shall from time to time direct.

29 March 2017