

USE OF COLLEGE SEAL REGULATION

PURPOSE

The purpose of this regulation is to define the use of the College Seal.

SCOPE

The College Seal is to be used for the following purposes:

- Execution of official Board documents
- Issuance of College testamurs

PROCEDURES

The Seal must be kept in the College safe at the Secretariat.

The College may execute a document by affixing the Seal to the document in the presence of:

- 2 Directors
- a Director and the Chief Executive (Company Secretary), or
- a Director and some other person appointed by the Directors for the purpose

The Secretary will keep a register of documents to which the seal is affixed and that register must be tabled at every meeting of the Directors. The register will show:

- the title of the document
- the date issued
- where kept or sent
- actioned by whom
- witnessed by whom

RELATED DOCUMENTS

RACMA Constitution

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