**Please complete the form below in full:**

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| --- | --- | --- | --- |
| **Document description** | **Action Required by the Secretary’s Office**  | **Date document to be sealed by** | **Name of person requesting sealing** |
|  |  |  |  |
| **Background to the document(s)** |
|  |

**Sign-Off Sheet:**

Please collate and provide email/notes from all those listed below/include reports from external lawyers as needed[[1]](#footnote-2):

|  |  |
| --- | --- |
|  | Signature/attachment |
| **Funding/Budget****Code (if applicable)** | Please complete |  |
| **Finance - Central** | Sign off by the appropriate Head of Finance Business Partnering - please attach/provide |  |
| **Finance - Tax** | Sign off from the Head of Tax – please attach email from Head of Tax |  |
| **Finance - Treasury** | Sign off from the Head of Treasury to confirm that no lender consent is required / or it has been received if consent is required - please attach/provide |  |
| **Authorisation Route** | With reference to the University's [Delegation Schedules](https://uob.sharepoint.com/sites/governance/SitePages/Constitution-Modernisation--Consultation-on-the-Charter-%26-Statutes.aspx?OR=Teams-HL&CT=1634900071368) including the [Executive Delegation Schedule](https://uob.sharepoint.com/sites/governance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fgovernance%2FShared%20Documents%2FResources%2FConsultation%20%2D%20Modernisation%20of%20Constitution%2FFinal%20Versions%2FExecutive%20Delegation%20Schedule%2Epdf&parent=%2Fsites%2Fgovernance%2FShared%20Documents%2FResources%2FConsultation%20%2D%20Modernisation%20of%20Constitution%2FFinal%20Versions) and [Contracts Addendum](https://uob.sharepoint.com/sites/governance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fgovernance%2FShared%20Documents%2FResources%2FConsultation%20%2D%20Modernisation%20of%20Constitution%2FFinal%20Versions%2FContracts%20Addendum%20to%20Executive%20Delegation%20Schedule%2Epdf&parent=%2Fsites%2Fgovernance%2FShared%20Documents%2FResources%2FConsultation%20%2D%20Modernisation%20of%20Constitution%2FFinal%20Versions):1.    Name and Signature of authoriser to enter into the agreements; and2.    (where applicable) Copy of approved minutes from the Board of Trustees or one of its Committees; and3.    Note of relevant section/authorisation from the applicable Delegation Schedule (i.e., Specific Power or via Vice- Chancellor’s Delegates or other) |  |
| **Legal** | 1. Sign off from internal legal counsel - please attach/provide; or
2. Report from external legal counsel to confirm that the proposed transactions / contracts / agreements are not inappropriate to enter into; or
3. Confirmation why this is low risk and no legal review is required
 |  |

1. Please note that the authoriser of the sealing may reject the sealing request if information is missing or unsatisfactorily qualified [↑](#footnote-ref-2)