

**PROTOCOL FOR AFFIXING OF THE COMMON SEAL OF THE UNIVERSITY ON DOCUMENTS
(Pursuant to clause 4.1.4 of Statute 4)**

Australian Catholic University Limited's (**the Company**) common seal (**the Seal**) is kept by the Company Secretary and is only used on rare occasions (eg. on a Deed of Campus Arrangements or on testamurs). The Seal is usually only attached ("affixed") to a document with the approval of Senate.

However, in formal or urgent matters, when it is not possible to obtain prior Senate approval, the Seal may be affixed to a document on the request of a person with appropriate authority (ie. the Pro-Chancellor, Vice-Chancellor or a member of the Senate Standing and Finance Committee).

The Office of General Counsel (**OGC**) will arrange for such documents to be signed under the Company's common seal.

1. Before sending the document to the OGC, the following signature block must be inserted in the signing page of the document:

The Common Seal of **Australian Catholic University Limited A.B.N. 15 050 192 660**
was hereto affixed by direction of

.....
Signature

.....
Name (print)
*Pro-Chancellor/Vice-Chancellor/ Member of the
Senate Standing and Finance Committee*

In the presence of:

.....
Signature

.....
Name (print)
Secretary/Director of Finance

The document must be accompanied by a completed **Document Execution Form**. This form can be downloaded from the **OGC website - Resources - Templates**.

2. The OGC will then prepare following supporting documents:
 - a. an ***Explanatory Memorandum***, addressed to the person with appropriate authority to request the affixing of the Seal (see 2(b) below) and the Company Secretary (or, in the Company Secretary's absence, the Director of Finance). The Explanatory Memorandum sets out the parties and nature of the document to be signed, the dollar value of the transaction (if applicable) and key obligations of the University.
 - b. a ***Direction to Affix the Seal***, sets out a brief description of the document, explains why it needs to be signed under Seal and requests the Seal be affixed to the document in the presence of the Company Secretary/Director of Finance). The Direction is signed by one of the persons who is authorised to request the Seal be affixed to the document (ie. the Pro-Chancellor, Vice-Chancellor or a Member of the Senate Standing and Finance Committee).
3. The OGC will arrange for the Direction to Affix the Seal to be signed by the Pro-Chancellor, Vice-Chancellor or a Member of the Senate Standing and Finance Committee.
4. The Direction to Affix the Seal and the document are delivered to the Office of the Secretary for the affixing of the Seal on the document by the Company Secretary, who also signs the document.
5. Details of the document are entered into a Register of all sealed documents, which is held by the Office of the Secretary.
6. The signed document and Direction to Affix the Seal are returned to the OGC to arrange their delivery as appropriate.