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## COMMON SEAL

<b>Section</b>	Institute Governance and Management		
<b>Approval Date</b>	23.05.2022	<b>Approved by</b>	NMIT Board
<b>Next Review</b>	29.04.2025	<b>Responsibility</b>	Chief Executive
<b>Last Reviewed</b>	29.04.2022	<b>Key Evaluation Question</b>	6

### PURPOSE

To establish authority for use of the Nelson Marlborough Institute of Technology Ltd (NMIT) Common Seal.

### SCOPE

The Common Seal shall be used on documents as required and at the discretion of NMIT.

### AUTHORITY

The affixing of the Common Seal must be signed by at least two people from the list below, who are authorised to execute and countersign the seal:

- The Chief Executive (CE);
- A Director within the Management Team identified by the CE and lawfully acting on their behalf;
- NMIT Board Chair (or Deputy in his/her absence).

The Common Seal Register must be updated each time the seal is affixed to a document, with a monthly report recording its use to be submitted to the Board of Directors.

### REFERENCES

#### EXTERNAL

Education and Training Act 2020