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COMMON SEAL

Section	Institute Governance and Management		
Approval Date	27.10.2016	Approved by	Council
Next Review	14.10.2019	Responsibility	Chief Executive
Last Reviewed	14.10.2016	Key Evaluation Question	6

PURPOSE

To establish authority for use of the NMIT Common Seal.

SCOPE

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

AUTHORITY

The following are authorised to execute and countersign the Common Seal:

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

The affixing of the common seal must be signed by at least two people from the list above.

The Common Seal Register must be updated each time the seal is affixed to a document. The register is held in the safe located in the NMIT Finance office.

REFERENCES

EXTERNAL

Education Act 1989 (NZ)

LEGAL

Legal Opinion:	Pitt and Moore	16 September 2016
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