

Policy on the sealing of deeds & documents on behalf of Home Group Scotland

POLICY STATEMENT

This policy sets out Home Group Scotland's policy on the sealing of deeds and documents on behalf of Home Group Scotland and has been developed to help ensure that Home Group Scotland meets the Requirements of Writing (Scotland) Act 1995.

WHEN MUST THE COMPANY SEAL BE USED

It is Home Group Scotland's policy that the Home Group Scotland common seal **must** be used when executing any of the following deeds or documents:

- All deeds relating to land and buildings;
- All long-term contracts - such as leases, management agreements etc.;
- All arrangements involving significant amounts of money - e.g. agreements with an overall value of £50,000 or above. Exceptions to this are any contract where the prior approval of the Group Company Secretary is given to the document being signed, but not executed as a deed.

The use of the common seal must be attested by one of the authorised signatories listed below.

WHO IS AUTHORISED TO ATTEST THE USE OF THE COMMON SEAL

Only those persons listed below (or others duly authorised by the Home Group Scotland Board) have authority to attest to the fixing of the Home Scotland common seal, and only following certification that all relevant approvals are in place:

1. The Group General Counsel, the Director of Scotland, the Legal Director or the Senior Lawyers; or
in their absence
2. Any Home Group Scotland Board member.

ATTESTATION CLAUSE

A document will be considered to be formally executed as a deed provided that it has been signed by *one* of the authorised persons listed above and the common seal has been affixed.

The standard sealing clause to be inserted into documents is set out in the **Annex** to this policy.

RESPONSIBILITIES

- Under Home Group Scotland's Rules, the General Counsel is responsible for keeping the company seal secure;
- It is the responsibility of all colleagues to ensure that all relevant documents are sealed in accordance with this policy by forwarding them to the Group General Counsel or to the Director of Scotland who will arrange for them to be sealed accordingly.
- All documents which are sealed are recorded in an electronic Seals Register, maintained by the Legal Department on behalf of the Group General Counsel.

MONITORING & REVIEW

This policy only applies to those documents executed after the date this policy was formally approved by the Home Group Scotland Board.

This policy will be reviewed every three years by the Governance and Risk Team or in response to any changes in legislation or regulatory guidance.

CONTACT/ADVICE

For advice on this policy or on the practicalities of getting a document sealed, please contact:

Austin Woods (General Counsel) Tel: 07545314553

Email: austin.woods@homegroup.org.uk

ATTESTATION CLAUSE

THE COMMON SEAL of
HOME GROUP SCOTLAND LIMITED
was hereunto affixed and this document
thereby executed as a deed in the presence of:

.....Authorised Signatory

At [] on the []
Day of []
[]

Version Control

Version Number	Effective Date	Amendment made by (job title)	Version approved by (job title)	Description of Changes
3.1	October 2016	Senior Corporate Lawyer	Home Scotland Board	Original
3.2	August 2019	Senior Corporate Lawyer	Home Scotland Board on 27 August 2019	Updated Revised authorized signatories
3.3	November 2022	Director of Legal	Director of Legal & Head of Governance & Risk	Updated reference to different teams due to structural changes
3.4	June 2025	Governance Business Partner	General Counsel	Update to Home Group Scotland name Update to contact details Update to role titles. Update to logo