



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

POLICY STATEMENT

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

WHEN MUST THE COMPANY SEAL BE USED

It is Home Scotland's policy that the Home 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 - eg 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 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 Company Secretary, the Director of Scotland, the Director of Legal or the Senior Lawyers; or
in their absence
2. Any Home 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 to documents is set out in the Annex to this policy.

RESPONSIBILITIES

- **Under Home Scotland's Rules, the Company Secretary 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 Company Secretary 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 Group Company Secretary.**

MONITORING & REVIEW

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

This policy will be reviewed every three years by Home Group's Company Secretariat 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:

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VERSION CONTROL

Version	Comments	Review Date	Reviewer
3.1	Original	October 2016	Kath Armstrong
3.2	Updated Revised authorized signatories	Approved by Home Scotland board on 27 August 2019	Kath Armstrong