



SUBJECT: SIAST Corporate Seal	CATEGORY: General Administration	NO. 507
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PREAMBLE

A corporate seal is utilized to signify the authenticity of an official or legally-binding document of an organization. Generally, it is affixed to legal documents or agreements executed by authorized signing officers or directors of an organization.

POLICY

The SIAST senior executive assistant to the president & CEO is the keeper of the official corporate seal of The Saskatchewan Institute of Applied Science and Technology (SIAST).

The SIAST corporate seal shall be affixed by the senior executive assistant to the president & CEO, or such other authorized delegate, to corporate documents or other such instruments to authenticate their originality and legal significance.

Generally, the SIAST corporate seal shall only be affixed over the signature(s) of the president or directors of the board of the institution, or such other officers as may be delegated by them from time to time.

Approved by: President & CEO	Prepared by: Institutional Secretary	Date Issued: March 5, 2014	Supersedes/New: Supersedes	Page 1 of 1 #507
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