



**Angard Staffing
Authority to Sign Policy**

Accurate schedules of authorities granted to staff to sign documents committing the Company and its constituent business units are required to demonstrate to third parties that designated individuals have the authority to sign particular documents.

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Getting help

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com.
For web access please go to: www.angardstaffing.co.uk.

Introduction

Accurate records of authorities granted to staff to sign documents committing the Company and its constituent business units are required to demonstrate to third parties that designated individuals have the authority to sign particular documents.

This policy is effective from 1st April 2014.

Overview

Authorities granted to staff to sign documents committing the Company and its constituent business units are required to demonstrate to third parties that designated individuals have the authority to sign particular documents.

Scope

This policy applies to RMGL. Its subsidiary, joint venture and associate companies need to have in place equivalent policies.

Authority to Sign

The Angard Staffing Board has authorised all Executive Board Members and the Secretary to sign any document on behalf of the Company, and to nominate further authorised signatories within their areas of executive responsibility. The list of authorised signatories is recorded in the Board minutes held by the Company Secretary's Office. The relevant extracts of these Board minutes can be provided on request.

Restrictions

Board minutes providing authority to sign do not confer unfettered discretion on authorised signatories to make the commitments associated with the documents shown against them: in many cases there will be additional criteria which must be met.

Certain documents, for example those relating to sales and purchases of land and buildings, require the application and authentication of the Common Seal of Angard Staffing Solutions Limited. Only Royal Mail Group's Company Secretary's Office or a director of Angard may apply the Common Seal of Angard Staffing Solutions Limited, and only Royal Mail Group's Company Secretary's Office or a director of Angard may authenticate it. Documents requiring application of the Seal must be prepared in consultation with Royal Mail Group Legal Services or their agents who confirm that the document is proper to be sealed. Documents without that confirmation will not be sealed. A record of documents sealed is maintained by Royal Mail Group Company Secretary's Office in the sealing registers.

Power of Attorney

Powers of Attorney are an exception and should always be signed by either the Company Secretary or a Director unless specific written authority has been obtained from the Company Secretary or Director for an authorised signatory to sign on their behalf.

Where to go for further information

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com. If you have any queries about this policy. For web access please go to: www.angardstaffing.co.uk.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.

