

NORTH VIEW Housing Association

North View is a recognised Scottish charity – charity registration number SC032963

POLICY

SEAL

Passed:-	19 th March 2021	Review Date:-	Feb 2026
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All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Register

- 1.1 The Association will keep a record register of each use of the company Seal.

2.0 Execution

- 2.1 The Seal will be used exclusively by the Secretary. However in exceptional circumstances, it may be used by the Chairperson, Vice-Chairperson, or Treasurer (e.g. if the Secretary is ill or on vacation). However such use must be authorised by the Management Committee and recorded in a minute of the meeting.
- 2.2 The Seal will only be used in the presence of two members of the Committee (other than the person using Seal).

3.0 Record

- 3.1 The person using the Seal shall record the function of its use in the *Seal Register*.
- 3.2 The date, location of use, function of use, person using the Seal, witnesses of use, and the signature of the person using the Seal will be recorded in the Seal Register.
- 3.3 The Seal, and the Seal Register shall be kept in a secure place within the Association's Registered Office.

End of Policy

reviews and amendments

18/6/97	-	Policy established.
27/10/99	-	Policy reviewed.
29/10/08	-	Policy reviewed.
29/7/15	-	Policy reviewed.
19/3/21	-	Policy reviewed.

NORTH VIEW HOUSING ASSOCIATION

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