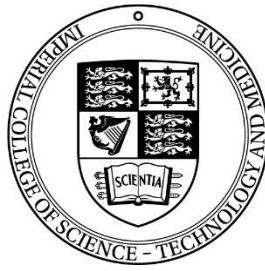


## **IMPERIAL COLLEGE LONDON**

### **ORDINANCE A6**

#### **CUSTODY AND USE OF THE COMMON SEAL**

1. In accordance with Article 12 of the Charter, the Council shall have the custody and sole use of the Common Seal of the College.
2. The Clerk to the Council shall be responsible to the Council for the security of the Common Seal.
3. The Common Seal shall be used only to seal documents upon which the Seal is required by law or by accepted custom and usage. Within these terms, the following uses of the Common Seal are authorised:
  - a. Degree, Diploma and Other Certificates.
  - b. Legal Contracts.
  - c. Conveyances.
4. The Clerk may authorise the affixing of the Common Seal to documents listed in Paragraph 3 above. Otherwise, the Seal shall be affixed only pursuant to a resolution of the Council or of the Senate or by authority of the Chairman of the Council.
5. Every instrument to which the Common Seal is affixed shall be signed by any two of the following:
  - a. Members of the Council, except co-opted external members, the Elected Staff Member and the President of the Imperial College Union;
  - b. The Clerk to the Council;
  - c. The Assistant Clerk;
  - d. The principal College Officers appointed by the Council in pursuance of Ordinance D3.
6. A Sealing Register shall be kept by the Clerk, in which shall be entered the date of each occasion on which the Common Seal of the College is affixed, the nature of the instrument and the names of the members of the Council or other College Officers who sign the instrument.
7. The Common Seal shall be that approved by the Governing Body of the Imperial College on 10 July 2020, a reduced size facsimile impression of which is affixed below.



Approved by the Council 23 March 2007

Effective from 8 July 2007

Revisions approved by the Council: 7 February 2014

Revisions approved by the Council: 10 July 2020