

SIGNATURE GUIDELINES

The signature guidelines establish the minimum requirements for correspondence of Max Delbrück Center's staff members and guests.

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Departments and committees involved	Administrative director / all departments for part 2 and 3
Approved by	Board of directors
Status	Valid
Confidentiality level	public

CHANGE HISTORY

Date	Version	Drafted by	Description of changes
23.04.2021	1.0	Ulrike Braune	Finalization
15.07.2022	1.1	Ulrike Braune	Validity extended to guests
30.06.2025	2.0	Ulrike Braune	General updates and adapted to corporate design

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1. GENERAL REGULATIONS

Agreements that are to have legal effect generally require the express consent of all parties involved. Agreements include, in particular, contracts for cooperation, purchases, personnel recruitment, but also material transfer agreements (MTAs), non-disclosure agreements (NDAs), and many more. Consent to an agreement is usually expressed by a signature. The following guidelines intend to clarify when which signature is to be provided by whom. More details are provided in parts 1 to 3 below:

- part 1: general regulations for external correspondence
- part 2: signing authority in external correspondence
- part 3: signing authority in internal correspondence

2. TERMS

On behalf (i.A.)

A signature with the addition “i.A.” means that the signatory is acting as a messenger. They do not deliver the content of the signed document themselves, but as a "mouthpiece" for another person. This can certainly lead to effective contracts. Therefore, as a matter of principle, such a signature shall only be made with the knowledge and consent of the superior or the Board of Directors.

By proxy, p.p. (i.V.)

A signature with the addition “i.V.” means that the content of the letter itself is declared, but for another, in this case the Max Delbrück Center.

Legally binding

Is any oral or written statement to third parties which recipients may consider binding based on the wording of the statement and which entails legal consequences (e.g., the conclusion of a contract).

Signature

A signature is deemed to be a handwritten signature or an advanced electronic signature in digital correspondence. In principle, these are to be treated equally.

3. CORRESPONDENCE WITHIN THE MAX DELBRÜCK CENTER

Correspondence within the Max Delbrück Center can basically be conducted completely electronically. A signature without the addition of a name affix (i.V./i.A.) is sufficient for signing.

4. EXTERNAL CORRESPONDENCE

The specific regulations on signing authorities in external correspondence can be found in part 2.

5. ENTER INTO FORCE

The signature guidelines came into effect on 06.05.2021 and is valid including all additions and amendments made in the meantime.

Berlin, 30.06.2025

Kirstin Bodensiek
Administrative Director (interim)

Ulrike Braune
Head of Legal Department (interim)

ANNEXES

- part 1: general regulations for external correspondence
- part 2: signing authority in external correspondence
- part 3: signing authority in internal correspondence