

Signature Guidelines

of the Max-Delbrück-Centrum für Molekulare Medizin in der Helmholtz-Gemeinschaft

The signature guidelines below establishes the minimum signature authority requirements for legally binding and other correspondence of MDC staff members and guests.

The English version is merely for the purpose of information; the legally binding text is the German version.

Version:	1.1
Date of Version:	15.07.2022
Authored by:	Ulrike Braune
Departments and committees involved:	Office Graßmann / Parts 2+3: all Departments
Approved by:	Board of Directors
Status:	valid
Confidentiality Level	Public

History of Changes

Date	Version	Draftet by	Description of the change
25.10.2019	0.1	Ulrike Braune, Frauke Meta Luxa	First draft of the document
15.11.2019	0.2	Ulrike Braune, Frauke Meta Luxa	Discussion and additions to the document
29.11.2019	0.3	Ulrike Braune, Frauke Meta Luxa	Discussion and additions to the document
16.12.2019	0.4	Ulrike Braune	Text adjustments
15.01.2020	0.5	Ulrike Braune, Katrin Rosswog	Discussion and additions to the document
24.11.2020	0.6	Frauke Meta Luxa	Additions and changes after consultation with the Board of Directors, incorporation of final feedback from the departments
05.02.2021	0.7	Frauke Meta Luxa	Finalization after changes in governance
19.03.2021	0.8	Ulrike Braune	Addition and amendment after consultation with Board of Directors
22.04.2021	0.9	Ulrike Braune	Coordination with individual departments completed
23.04.2021	1.0	Ulrike Braune	Finalization
15.07.2022	1.1	Ulrike Braune	Validity extended to guests

Table of Contents

1. General Regulations	3
2. Terms.....	3
3. Correspondence within the MDC.....	3
4. Signing authority of departments, staff units, groups and technology platforms in external correspondence.....	4
5. Announcement of the Guidelines	4
6. Coming into effect.....	4

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 guideline is intended 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 of departments, staff units, groups and technology platforms in external correspondence](#)
- [Part 3: Signing authority for correspondence within the MDC](#)

2. Terms

a) On behalf of (i.A.)

A signature with the addition of "i.A." means that the signatory is acting as a messenger. They does not deliver the content of the signed document themselves, but as a "mouthpiece" for the superior. This can certainly lead to effective contracts. Therefore, as a matter of principle, such a signature may only be made with the knowledge and consent of the superior(s) or the Board of Directors. The authority to sign on behalf of the company is granted by the Board of Directors (for workflow, see [Part 1](#)).

b) 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 MDC. The declarant does not merely deliver a ready-made message, but has thought it up him/herself. The authority to sign i.V. is granted by the Board of Directors (for workflow, see [Part 1](#)).

c) 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. a conclusion of a contract).

d) Signature

A signature is deemed to be both a handwritten signature and a signature using an advanced electronic signature in digital correspondence. In principle, these are to be treated equally (exceptions apply to the Personnel and Corporate Culture departments and TFM Construction).

3. Correspondence within the MDC

Correspondence within the MDC can basically be conducted completely electronically¹. A signature without the addition of a name affix (i.V./i.A.) is sufficient for signing, unless internal departmental regulations stipulate otherwise.

If several agencies are affected by an internal MDC process, they must be involved by initialling (co-signing).

¹ It must be ensured that employees and guests without regular e-mail access also gain awareness, for example by means of printed paper versions.

4. Signing authority of departments, staff units, groups and technology platforms in external correspondence

The specific regulations on signing authority in external correspondence can be found in [Part 2](#).

5. Announcement of the Guidelines

This Signature Guidelines will be communicated personally to all employees and guests by e-mail. If there is no regular e-mail access, the supervisor shall ensure that the guidelines, including parts 1-3, is handed out to these persons.

6. Coming into effect

The signature guidelines come into effect on 06.05.2021 and replace the previously effective signature guidelines of 06.02.2017 including all additions and amendments made in the meantime.

Berlin,
MAX-DELBRÜCK-CENTRUM
FÜR MOLEKULARE MEDIZIN
IN DER HELMHOLTZ GEMEINSCHAFT

Prof. Dr. Thomas Sommer
Scientific Director (interim)

Prof. Dr. Heike Graßmann
Administrative Director

Annex

- [Part 1: general regulations for external correspondence](#)
- [Part 2: Signing authority of departments, staff units, groups and technology platforms in external correspondence](#)
- [Part 3: Signing authority for correspondence within the MDC](#)