

# **PART 1: SIGNATURE GUIDELINES GENERAL REGULATIONS FOR EXTERNAL CORRESPONDENCE**

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## 1. REPRESENTATION OF THE CORPORATE BODY

the management of the corporate body by the Board of Directors, as well as its composition is stipulated in § 12 of the MDC Statutes. The Chairperson of the Board together with the Administrative Board Member jointly represent the Max Delbrück Center in and out of court.

## 2. GENERAL REGULATIONS

### Principle of dual control

All legally binding documents in external correspondence must be signed by two authorized signatories. In case of handwritten signatures the names of the signatories must be repeated clearly readable under the signature (e.g. stamp, block letters). The signatories thereby assume responsibility for the content of the document.

### Initialling

Initialling means signing a document with one's own name abbreviation in the lower right corner of the document. Initialling always has to be done in one of the following cases:

- The author oneself drafting a document is not authorized to sign it and/or,
- persons of other departments were involved in drafting and/or
- (an)other department(s) will be responsible for subsequent work steps.

### Special rules for contracts:

Original contracts are initialled by the processor on all pages. Contracts to be concluded electronically are initialled on the signature page with the addition *reviewed* using the advanced electronic signature.

### Letterheads

The uniform letterheads intended for external correspondence are posted on the Intramax (*Corporate Design*) and shall be used consistently.

### Representation

Each head of a department, working group and staff unit shall name at least one representative to the Administrative Director, who shall be authorized to sign external and internal correspondence.

In the event of absence, the representative shall sign on behalf of the supervisor. For this purpose, the representative must have been granted the signing authority (according to item 4). The representative signs in his/her own name.

### **3. CORRESPONDENCE**

#### External correspondence

In principle, the aim at Max Delbrück Center should be to work towards a version of the contract that is signed by all parties. Advanced electronic signatures are generally equivalent to original signatures (legal exceptions apply in the case of the departments People and Culture und Technical Facility Management).

The signing authorizations for correspondence with external parties in the individual departments, working groups, technology platforms and administrative units are set out in Part 2 of this signature policy. These are considered minimum requirements.

#### Non-legally binding correspondence

All employees and guests are authorized to send other, non-legally binding correspondence that is not covered by the regulations in Part 2 within the scope of the tasks assigned to them. For example, documents, meeting dates and the like may be sent without explicit authorization.

### **4. DELEGATION AND DOCUMENTATION OF SIGNING AUTHORITY**

#### Board of Directors

Only members of the Board of Directors are allowed to sign correspondence with externals without adding an affix (i.V./i.A.).

#### i.V.-signing authority (p.p.)

Anyone who has received the power of attorney to sign i.V. (p.p.) is allowed to sign on behalf of the Max Delbrück Center as an authorized signatory. The Administrative Board Member is responsible for granting the authority to sign.

The i.V. (p.p.) signing-authority is assigned to the heads of the departments and the staff units. Decisive for this is the naming at the appropriate place in MDC's organizational chart.

In addition, the i.V. (p.p.) signing-authority may be delegated by the supervisor to deputies or employees with a specific area of responsibility. In this case, the *form for applying for signing authority* (Download Center in the Intramax) must be completed and sent by email to the Office of the Administrative Director.

#### i.A. signing authority (on behalf)

The authority to sign on behalf (i.A.) is delegated to all (guest-) leaders of working groups and technology platforms by the Administrative Director.

In addition, the respective supervisor may apply for i.A. signing authority of employees or guests. In this case, the *form for applying for signing authority* (Download Center in the Intramax) must be completed and sent by email to the Office of the Administrative Director.

#### Information and change of signing authority

A granted signing authority can be extended, restricted, related to other areas of responsibility or revoked at any time (with the aforementioned form).

The Personnel Service informs about granted, changed and revoked signing authorities. In addition, Personnel Services is also responsible for updating and central archiving (personnel file) of signing authorities, as well as for providing information about them.

Upon termination of employment or guest state, the granted signing authority expires automatically.