

## Sealing Procedure

- (1) Accept all the changes/delete the comments from the agreement
- (2) Complete Seal paperwork and obtain Director approval
- (3) EITHER print off two copies and send them to the organisation for signature and return to the council. The organisation should not date the agreement OR create a PDF of the Agreement. If emailed to the organisation request that they print off 2 copies, sign both copies and return them to the council.
- (4) Once the agreement has been signed by the organisation pass these copies on to legal services (together with the seal approval) who will seal the agreement, date it and complete it. Legal will then send one original back to the organisation and provide the other original back to you.