

# Legal Department Policy: Contract Approval & Signing

## 1. Authority Rules

- Only **authorized signatories** (C-level executives or directors) may sign contracts.
- Managers or employees **cannot sign contracts** without written delegation from Legal.

## 2. Contract Value Rules

- Contracts  $\leq \$50,000$ : Can be approved by **Legal Manager**.
- Contracts  $> \$50,000$  and  $\leq \$250,000$ : Must be approved by the **Head of Legal**.
- Contracts  $> \$250,000$ : Require approval from both **Head of Legal** and the **CFO**.

## 3. Vendor Compliance

- Vendors must provide:
  - **Tax Identification Number (TIN)**
  - **Certificate of Incorporation**
- Contracts without these documents are **invalid**.

## 4. Digital Signing Rules

- Only **company-approved digital signature software** may be used.