

1.0 Purpose

- 1.1 To outline the University of New Brunswick's policy regarding the powers of the UNB legal representative in Italy.

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 **SIGNATURE POWERS:** To sign beneath the name of the University branch in Italy, and their respective titles, all the ordinary and extraordinary correspondence of The University of New Brunswick branch in Italy, including that of a confidential nature.
- 4.2 **EMPLOYMENT CONTRACTS:** To hire, suspend, and dismiss managers, employees and workers of the University branch in Italy, and to fix or modify their duties and compensation.
- 4.3 **CONTRACTS IN GENERAL:** To execute and terminate any contract relating to the ordinary operation of the University branch in Italy, including any lease or rental contract.
- 4.4 **SALES AND PURCHASE:** To purchase and to sell, including by contracts of long duration, and to exchange, import and export machinery, goods and products relating to the business of the University branch in Italy, fixing the prices, terms and conditions thereof, and, if required, granting discounts.
- 4.5 **COLLECTIONS AND RECEIPTS:**
 - 4.5.1 To request payment of, and to cash any payment for, any sum owing to the University branch in Italy, for whatever reason, and to give a receipt either for full- or partial payment as the case may be.
 - 4.5.2 To receive from the post office, railways and transportation companies any registered or insured letter, parcels or valuable objects, giving receipts and releases therefore.
- 4.6 **BANKING AND FINANCIAL OPERATIONS:**

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- 4.6.1 To engage in any banking operation and to arrange for the opening of accounts at any bank or other institution of credit in Italy, including postal accounts for the University branch in Italy.
 - 4.6.2 To arrange for the opening of and to execute, perfect and use lines of credit, bank advances, discounts, overdraft facilities, loans and financing, determining terms and conditions thereof for the University branch in Italy.
 - 4.6.3 To make deposits and to withdraw from the University branch in Italy bank accounts and to issue payment and transfer offers in favor of third parties.
 - 4.6.4 To issue, accept or endorse checks, promissory notes, drafts and other negotiable paper for the University branch in Italy including payments in favor of third parties or bankers.
 - 4.7 **INSURANCE:** To execute contracts with insurance companies or institutions, signing the policies, with power to undertake any required procedures, and in the case of a claim, to settle the amount of damages or indemnities on behalf of the University branch in Italy.
 - 4.8 **RELATIONS WITH PUBLIC AUTHORITIES:**
 - 4.8.1 To act on behalf of the University branch in Italy, in contacts with any and all public authorities at the national or local level, including but not limited to, the Ministries of University and Internal and Foreign Affairs.
 - 4.8.2 To carry out any procedure or operation by signing and filing requests, papers or documents of any kind and the execute any deed or contract, to make or withdraw security deposits with the Ministries, offices of the public debt, Cassa Depositi, tax authorities, custom offices, cities, provinces and regions, and any other public office on behalf of the University branch in Italy.
 - 4.8.3 To act on behalf of the University branch in Italy before any union, social security office, or organization of employers in Italy.
 - 4.9 **FISCAL POWERS:** To act on behalf of the University branch in Italy with reference to any matter concerning taxes, fees and contributions, to appoint and dismiss accountants, to sign and file returns and declaration, to accept and to reject assessments, to sign tax settlements and to file oppositions, briefs, and documents before any authority or commission, including the Central Tax Commission to accept tax refunds and to cash them.
 - 4.10 **LEGAL CONTROVERSIES:**
 - 4.10.1 To represent the University branch in Italy before any court, including the Supreme Court, the Constitutional Court or the State Administrative Council, whether at the trial level or any subsequent appeal, to appoint and dismiss attorneys and technical consultants.
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- 4.10.2 To accept the benefit of oaths and to take oaths.
- 4.10.3 To request attachments, whether judicial or protective, of assets in the hands of debtors of third parties; to attend to the release of the same and to implementation of court pertaining to the University branch in Italy.
- 4.10.4 To act on behalf of the University branch in Italy in any bankruptcy proceeding, including settlements with creditors and receiverships until the conclusion thereof, to accept and to cash distributions whether in full or partial payment thereof.
- 4.11 SETTLEMENTS AND ARBITRATION: To settle any controversy whether in court or not yet litigated, to enter into arbitration, including submissions for decision on equitable principles and to appoint and to dismiss arbitrators on behalf of the University branch in Italy.

5.0 Interpretation and Questions

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 sjd@unb.ca.