

Part 1: Signature Guidelines

MDC external correspondence

1. Representation of the corporate body

§ 12 of the MDC Statutes stipulates the management of the corporate body by the Board of Directors, as well as its composition. The Chairperson of the Board and the Administrative Board Member jointly represent the MDC in and out of court.

The Scientific Board Member and the Administrative Board Member each appoint their representative in case of absence.

2. General Regulation

2.1 Principle of dual control

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

Authorized signatories with less power of attorney (i.A.; on behalf of) have to sign on the right side of the document, those with more extensive power of attorney (i.V./p.p. [by proxy]) will sign on the left side.

If the authorized signatories have the same power of attorney, then the process-leading person signs on the right.

2.2 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 initialed by the processor on all pages. Contracts to be concluded electronically are initialed on the MDC signature page with the addition "reviewed" using the advanced electronic signature.

2.3 Letterheads

The uniform letterheads intended for external correspondence are posted on the intranet under [Corporate Design](#). Other letterheads not approved by the Board of Directors are not permitted to be used.

2.4 Representation

Each head of a department, working group and staff unit shall name at least one representative to the Administrative Board, 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 signing authority (according to item 4.3). The representative signs in their own name.

3. Correspondence

3.1 External correspondence

The minimum signing authority standards for correspondence with externals in each department, working group, technology platform, and staff office are to be found in [Part 2](#) of this Signature Guidelines.

Correspondence concerning employment contracts at MDC and any consequences thereof (e.g. conclusion, transfer, termination, etc.) must always be signed handwritten by two authorized signatories.

3.2 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

4.1 Types of signing authority

Documents shall be signed with one of the following name affixes in accordance with the authority granted to sign:

- i. V. = by proxy/p.p. (extensive power of attorney)
- i. A. = on behalf of (less power of attorney)

4.2 The Board of Directors

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

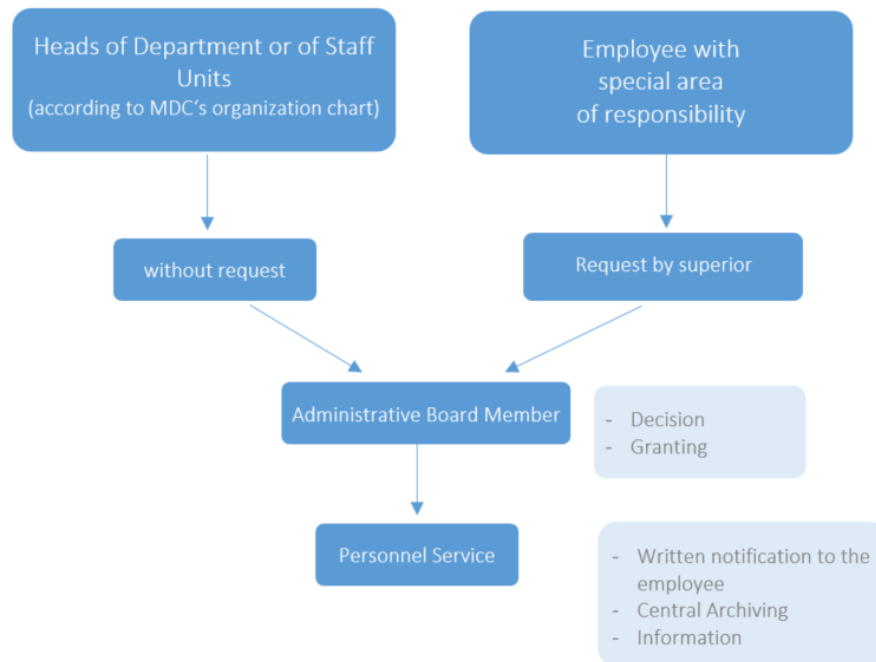
4.3 i.V.-signing authority (p.p.)

Anyone who has received the power of attorney to sign i.V./p.p. is allowed to sign on behalf of the MDC 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 organization chart.

Upon [request](#), the i.V.-signing authority may also be delegated to employees with a special area of responsibility.

by proxy (i.V.)

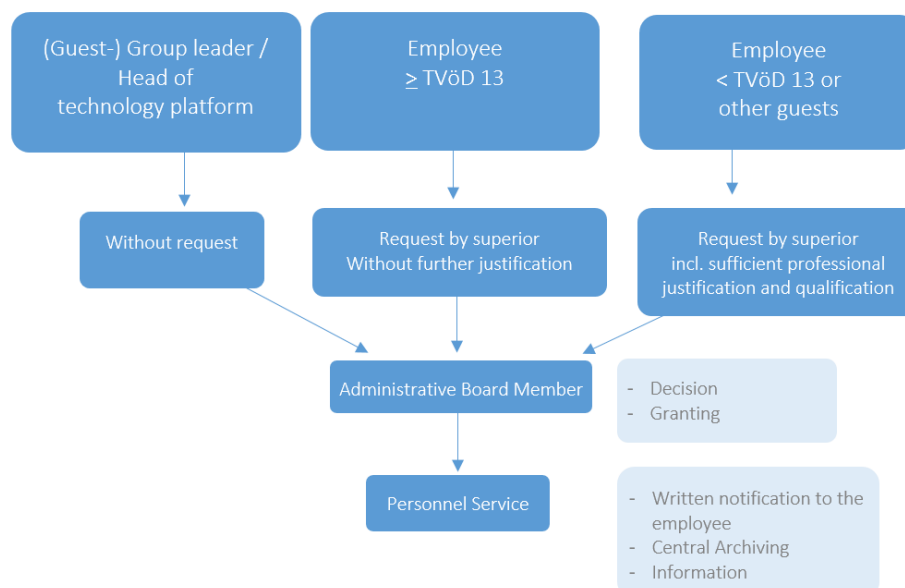


4.4 i.A.-signing authority

The authority to sign on behalf (i.A.) is delegated to all (guest-) leaders of a working group and technology platform by the Administrative Board.

In addition, the i.A.-signing authority can be requested by the respective employees' or guest' supervisor as follows:

- with a grouping according to TVöD 13 and higher without justification,
- with other grouping or other guests only with sufficient professional justification and a correspondingly available qualification.



4.5 Notification and changes of signing authority

A granted signing authority can be extended, restricted, related to other areas of responsibility or revoked at any time upon request (aforementioned workflow in no. 4.3/4.4).

The Personnel Service department informs about granted, changed and revoked signing authorities in writing. 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 authorities expire automatically.

5. Electronic correspondence

Under German law, contracts can also be concluded by means other than written on a paper, for example verbally or by e-mail. In principle, the contents of a contract must be documented in writing. Therefore efforts must be made to have a version signed by all contracting parties on paper or by means of an advanced electronic signature (exceptions apply to the departments People and Culture as well as TFM-C).