

天津茱莉亚学院教育发展基金会印章及证书管理办法

（第一届理事会第五次会议通过）

Tianjin Juilliard School Education Development Foundation Seal and Registration Certificate Management and Usage Policy

(Passed at the 5th Meeting of the 1st Board of Directors of Foundation)

第一章 总则

Chapter One General Provisions

第一条 为保障天津茱莉亚学院教育发展基金会（以下简称“**基金会**”）的合法权益，加强对机构印章及证书的管理，保证印章（定义见第二条）及证书（定义见第十三条）使用的合法性、规范性、严肃性和安全性，根据《基金会管理条例》、《中华人民共和国慈善法》等法律、法规规定以及天津市民政局、天津市公安局关于社会组织印章管理有关规定和本基金会章程，结合基金会实际情况，特制定印章及证书管理使用制度（下称“**本制度**”）。

Article 1 In order to protect the lawful rights and interests of the Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the “**Foundation**”), strengthen the management of the Foundation’s Seals (as defined in Article 2) and Certificates (as defined in Article 13), and ensure the legality, standardization, seriousness, and reliability of the use of Seals and Certificates, in accordance with *the Regulations on Foundation Administration*, in compliance with *the Charity Law of the People’s Republic of China* and other laws and regulations, as well as regulations of the Tianjin Municipal Civil Affairs Bureau and the Tianjin Municipal Public Security Bureau on the management of Seals of social organizations and the Articles of Association of the Foundation, combined with the actual situation of the Foundation, the Foundation therefore formulates a Seal and Registration Certificate Management and Usage Policy (hereinafter referred to as “**this Policy**”).

第二章 印章管理及使用

Chapter Two The Management and Use of the Seal

第二条 本制度所指印章包括本基金会的公章、法定代表人印鉴，及基金会财务专用章等具有法律效力的印章（“印章”）。

Article 2 The Seals in this Policy refer to the official seal of the Foundation, the seal of the Foundation's legal representative, and the Foundation's special financial seal and other seals that have legal effect (“Seal”).

第三条 印章的启用或废止按照天津市民政局、天津市公安局关于社会组织印章管理有关规定执行。

Article 3 The use or abolition of Seals shall follow the regulations of the Tianjin Municipal Civil Affairs Bureau and the Tianjin Municipal Public Security Bureau on the management of seals of social organizations.

第四条 基金会印章须按规定在基金会登记管理机关备案。

Article 4 The Seals of the Foundation must be filed with the foundation registration and management agency as required.

第五条 基金会印章应由专人负责保管，具体为：

1. 基金会公章、法定代表人印鉴由法定代表人指定专人负责保管；
2. 财务专用章由财务部门专人保管。

财务专用章与法定代表人印鉴应分开保管。

Article 5 The Seals of the Foundation shall be kept by a dedicated person, specifically:

1. The official seal of the Foundation and the seal of the legal representative shall be kept by a person designated by the legal representative;
2. The special financial seal shall be kept by a dedicated person in Finance department.

The special financial seal and the seal of the legal representative shall be kept separately.

第六条 印章保管需有记录，注明印章名称、颁发部门、枚数、启用日期、保管人、图样等。印章移交需办理书面交接手续，签署移交证明，注明移交人、接受人、移交时间和图样等信息。

Article 6 The storage of Seals must be recorded, indicating the name of the Seal, issuing department, number of pieces, the commencement date of the usage, custodian, drawings, etc. The handover of Seals requires written transfer procedures, signed transfer certificates, indicating the transferor, recipient, handover time, drawings and other information.

第七条 用印文件须经秘书长或文件相关负责人审批。其中，涉及合同或其他法律文件等重要事项需要使用印章的，需经天津茱莉亚学院教育发展基金会法务部审阅后方可盖章。法定代表人印鉴须经法定代表人审批。

Article 7 The documents to be sealed must be approved by the Foundation's Secretary-General or the related responsible person of the document. Among them, for important matters such as contracts or other legal documents that require the use of Seals, they must be reviewed by the Legal Department of The Tianjin Juilliard School before they can be sealed. The usage of the seal of the Foundation's legal representative shall be approved by the legal representative.

第八条 用印人需填写用印登记单，载明用印时间、事由、份数等；印章保管人应对文件内容和载明的签署情况予以核对，经核对无误方可盖章，留存用印文档，并在用印登记单上签字。

Article 8 The user of the Seals shall fill in the seal registration form, stating the time, purpose, and number of copies, etc.; the Seals custodian shall verify the content of the document and the execution status. The Seal can only be stamped after verification and a copy of the sealed document shall be retained. The Seals custodian shall also sign on the seal registration form.

第九条 印章保管人需妥善保管印章，并做好印章管理档案记录和整理归档。任何人员不得未按本制度规定擅自使用印章。

Article 9 The Seals custodian shall properly keep the Seals, and maintain a record of Seals management files and archive the same as appropriate. No person shall use the Seals in violation of this Policy.

第十条 印章原则上不允许带出基金会，确因工作需要将印章带出使用的，应事先填写申请，载明用途、地点、时间、办事机构等，经秘书长批准后，方可带出。

Article 10 In principle, the Seals are not allowed to be taken out of the Foundation. If the Seals are taken out for use due to work needs, an application should be provided in advance, specifying the purpose, location, time, office, etc., and approved by the Secretary-General.

第十一条 印章保管人必须明确职责，妥善保管印章，保证印章的绝对安全和正确使用，如有遗失或被盗用，必须及时向基金会报告，因印章保管人失职而给基金会造成损失的，印章保管人员应承担相应的责任。

Article 11 The custodian of the Seals must clearly define his/her duties, properly keep the Seals, ensure the absolute safety and correct usage of the Seals. The custodian of the Seals shall report to the Foundation in a timely manner if the Seal is lost or stolen, and the custodian of the Seals shall bear the corresponding responsibility if the Foundation suffers losses due to the negligence of the custodian of the Seals.

第十二条 任何人员必须严格依照本制度规定程序使用印章，防止滥用和被盗用。不得委托他人代管代用，未经本制度规定的程序，不得擅自使用。

Article 12 Any personnel must use the Seals in strict conformity with the procedures stipulated in this Policy to prevent misuse and misappropriation. Nobody shall entrust others to use it on his/her behalf, and the Seals cannot be used without going through the procedures stipulated herein.

第三章 证书管理及使用

Chapter Three The Management and Use of Certificates

第十三条 本制度所称证书是指本基金会的《法人登记证书》、《税务登记证》、《组织机构代码证书》、《银行开户许可证》的正副本以及其他相关证书。（“证书”）

Article 13 In this Policy, the Certificates referred to the original and copy of the *Legal Person Registration Certificate, Tax Registration Certificate, Organization Code Certificate, Bank Account Opening License* and other relevant certificates of the Foundation. (“Certificate”)

第十四条 基金会的证书应由法定代表人指定专人负责保管。凡因证书使用或保管不当而造成严重事故者，将追究保管者的责任。

Article 14 The Certificates of the Foundation shall be kept by a person designated by the legal representative of the Foundation. The custodian will be held responsible for any serious accident caused by improper use or storage of Certificates.

第十五条 不得涂改、出租、出借基金会证书。

Article 15 The Certificates of the Foundation shall not be altered, leased, or lent.

第十六条 用证须经秘书长审批。用证人应填写用证登记单，载明用证时间、事由。证书保管人员应对用证事由予以核对，确认无误后方可用证，并在用证登记单上签字。

Article 16 The use of Certificates must be approved by the Foundation’s Secretary-General. The user should fill in the registration form, specifying the time and purpose for the use of the

Certificates. The Certificates custodian shall verify the purpose, allow the usage after ensuring the accuracy, and sign the registration form.

第十七条 因工作需要使用基金会证书复印件的，须加盖基金会公章并在复印件上注明使用事由。

Article 17 If a copy of the Foundation Certificates is used for work needs, it must be stamped with the official seal of the Foundation and the purpose for use shall be indicated on the copy.

第十八条 证书申办由基金会秘书处负责。证书到期或证书所载内容发生变更时，基金会应及时上报登记管理机关办理登记，更换证书。

Article 18 The Foundation's Office of the Secretary is responsible for Certificates application. When the Certificates expire or the content contained in the Certificates changes, the Foundation shall report to the registration management agency for registration and replacement of the respective Certificates in time.

第十九条 证书原则上不允许带出基金会。确因工作需要将证书带出使用的，应事先填写申请，载明用途、地点、时间、办事机构等，经秘书长批准后，方可外带使用。

Article 19 In principle, the Certificates are not allowed to be taken out of the Foundation. If it is really necessary to take the Certificates out for use due to work needs, the application should be filled out in advance, specifying the purpose, location, time, office, etc., and approved by the Secretary-General.

第二十条 基金会在规定的时间内到相关部门进行年检，并在证书上加盖年检部门的年检印章。

Article 20 The Foundation shall have annual inspections at relevant authorities within specified time, and affix the annual inspection stamp of the authorities on the Certificates.

第四章 附则

Chapter Four Additional Provisions

第二十一条 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

Article 21 This Policy is written in both Chinese and English languages. In the event of a conflict between the two versions, the Chinese version shall prevail.

第二十二条 本制度由基金会秘书处负责解释。

Article 22 This Policy shall be interpreted by the Foundation's Office of the Secretary.

第二十三条 本制度自基金会理事会批准之日起生效并执行。

Article 23 This Policy shall come into effect upon approval by the Foundation's Board of Directors.