STARDOM UNIVERSITY

Delegation of Authority Policy

Field	Details
Policy ID	SDU-GOV-DELEGATION
Version	1.0

1. Purpose

Establishes how authority may be delegated to individuals acting for the University or company while preserving corporate authority, approval controls, and accountability. This policy alone does not grant legal authority to any individual.

2. Scope

Applies to company members, authorized signatories, executives, managers, and employees who request, grant, or exercise delegated authority.

3. Core Principles

- No implied authority — A job title alone does not authorize a person to bind the company unless authority is validly established.
- Written record — Material delegations identify the grantor, delegate, scope, limits, and duration.
- Reserved matters — Matters reserved to members may be delegated only where governing documents and law permit.
- Conflicts of interest — Conflicts must be disclosed and independent approval applied where needed.
- Revocation — The authorized grantor may amend or revoke a delegation under applicable requirements.

4. Procedures and Responsibilities

Request — The requesting unit identifies the need, scope, limits, and duration.

Approval and record — The authorized body approves and records the scope, date, and conditions.

BPPE representation — A designation must align with current form instructions; it does not automatically make the representative the Agent for Service of Process.

Review and revocation — Delegations are reviewed after role changes or expiry, and revocations are communicated.

5. Records and Evidence

Evidence generated under this policy is retained under applicable legal requirements and the Document and Records Management Policy.