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# LEGAL DEPT. AUTHORITY MANDATE

GLS Solutions Pte Ltd



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**PART A | GUIDANCE NOTES**

1. USER TOOLKIT GUIDANCE
2. TOOLKIT PURPOSE
3. TOOLKIT STRUCTURE
4. DOCUMENTING YOUR AUTHORITY – OUR RECOMMENDED APPROACH

**PART B | INTRODUCTION & AUTHORITY**

5. INTRODUCTION
6. SOURCE OF AUTHORITY
7. SCOPE OF AUTHORITY
8. AUTHORITY STATUS

**PART C | LEGAL DEPT. MISSION & OBJECTIVES**

9. LEGAL DEPT. MISSION STATEMENT
10. OBJECTIVES

**PART D | SPECIFIC HEADS OF AUTHORITY**

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**PART E | DEPT PLANNING & OPERATIONS**

26. ORGANIZATIONAL DESIGN
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36. REPORTING LINES

**PART F | FINANCIAL PLANNING & ADMINISTRATION**

37. LEGAL BUDGET PREPARATION & APPROVAL

**PART G | OTHER MATTERS**

38. CORPORATE SOCIAL RESPONSIBILITY
39. GROUP LEGAL POLICY DEPARTURES
40. MISCELLANEOUS AUTHORITY



## **SCHEDULE 1 | DEFINITIONS**

### **1. DEFINITIONS**

- 1.1 In this Agreement (unless the context otherwise requires), the following words and phrases shall have the following meaning:

### **2. INTERPRETATIONS**