



## UFCH Contract Management Policy

### 北京和睦家医疗救助基金会合同管理政策

Board Approval Date 董事会批准日期: 2021-12-13

#### Legal Review of Non-Template UFCH Contracts

UFCH shall follow UFH Contract Policy. UFH Legal Team will review and signoff on all UFCH Contracts that do not use Legal-approved templates. As in line with UFH practice, UFCH contracts that go through Legal Review will be assigned a unique contract number by the UFH Legal Team.

#### Contract Originals

All contracts that go through full Legal Review will be signed with 3 originals so that each party to the contract will have their own original contract. On the bottom of each of the originals, the owner of that original will be written on the contract. If the contract has more than one counterparty, then the number of originals needs to increase accordingly.

1. UFH Original
2. UFCH Original
3. "Counterparty" Original (substitute name of party)

#### Agreements using Legal Approved Templates

For commonly used agreements, pre-approved templates may be used without having to go through full Legal Review each time. A pre-approved template will first be reviewed and material fields will be "locked". If any material field needs to be adjusted, the entire contract will need to go through full legal review.

When the template is used by the UFCH Team, the following steps should be taken every time:

1. Template will be signed in two originals. One original for UFCH and one for the counterparty.
2. UFCH staff will assign a unique serial number to the agreement after the template number.

对非模板式和睦家基金会合同的法律审查和睦家基金会应遵循和睦家的合同政策。和睦家的法律团队将对所有未使用法律批准的模板的和睦家基金会合同进行审查和签收。按照和睦家医疗的惯例，经过法律审查的和睦家基金会合同将由和睦家医院法律团队分配一个独特的合同编号。

#### 合同原件

所有经过全面法律审查的合同都将签署三份原件，以便合同的每一方都有自己的合同原件。在每份原件的底部，都会写上该原件的所有者。如果合同有一个以上的交易方，那么原件的数量也需要相应增加。

1. UFH 原件
2. UFCH 原件
3. "对方"原件（替代当事方的名称）

#### 使用法律批准的模板的协议

对于常用的协议，可以使用预先批准的模板，而不必每次都要经过全面的法律审查。预先批准的模板已经经过了审查，且合同具体内容已被"锁定"。如果任何材料字段需要调整，整个合同将需要重新经过全面的法律审查。

当 UFCH 团队使用该模板时，每次都应采取以下步骤。

1. 模板将签署两份原件。一份原件给和睦家基金会，一份给对方。
2. 和睦家基金会的工作人员将在模板编号之后为协议分配一个独特的序

3. Agreement will still require both signature and legal chop to endorse.
4. Signed contracts will be logged on the UFCH Contract List with all approvals and originals kept for future reference in the UFCH Contract Folder.

#### Obtaining Contract & Chop Approvals

Approvals need to be obtained in line with the UFCH Approval Matrix and the UFH Approval Matrix.

- UFCH Approval Matrix – dated March 12, 2019
- UFH Company Stamp Use Application Form

All contracts need to be both endorsed via signature and have the official company stamp. Only authorized individuals may endorse a contract (see Approval Matrix). UFCH contracts should also use a “fan stamp” to demonstrate that the contract is fully intact. Moreover, the requestor shall work with the counterparty to complete their endorsement and company stamp on the contract.

#### Contract Custody and Record Keeping

##### Contracts without an Approved Template

The requestor needs to complete the following steps:

1. Immediately scan the approved Stamp Form and the stamped documents.
2. Return the original Stamp Form to UFH Legal.
3. Send the UFH Legal plus the person who stamped the documents the scan of the documents. Scan needs to be in color.
4. After the contract is fully endorsed, return the UFH Original and a scan of the fully endorsed agreement to the UFH Legal.
5. File the UFCH Original in the UFCH Contract Folder with a copy of the approved Stamp Form.
6. Keep a scan of the UFCH Original and the approved Stamp Form in the UFCH Contract Folder on the UFH HQ Shared Drive.
7. Update the contract database / log

##### Contracts using an Approved Template

The requestor needs to complete the following steps:

1. UFH Contract Form is not needed but UFCH Treasurer must initial every page to show contract approval and authorized personnel must endorse contract with their signature.

列号。

3. 协议仍然需要双方签字和法律印章来背书。
4. 已签署的合同将被记录在和睦家基金会的合同列表中，所有的批准和原件将被保存在和睦家基金会的合同文件夹中供将来参考。

#### 获得合同和印章的批准

需要根据和睦家基金会的审批政策和和睦家医院的审批表来获得批准。

UFCH 审批政策 - 日期为 2019 年 3 月 12 日  
UFH 公司印章使用申请表

所有的合同都需要通过签字认可，并盖上公司的正式印章。只有被授权的人可以在合同上签名（见审批表）。和睦家基金会的合同也应使用“扇形印章”，以证明合同是完全完整的。此外，申请者应与交易方合作，在合同上完成他们的背书和公司印章。

#### 合同保管和记录保存

##### 没有批准的模板的合同

申请人需要完成以下步骤。

1. 立即扫描经批准的盖章表格和盖章文件。
2. 将盖章表原件返回给和睦家医疗法律团队。
3. 将文件的扫描件发送给和睦家法律团队和持章负责人。扫描件需要是彩色的。
4. 在合同完全背书后，将 UFH 原件 and 完全背书的协议扫描件返回给 UFH 法务部。
5. 将 UFCH 原件与经批准的盖章表的副本一起归入 UFCH 合同文件夹。
6. 在和睦家总部共享驱动器上的 UFCH 合同文件夹中保存 UFCH 原件 and 经批准的盖章表的扫描件。
7. 更新合同数据库/日志

##### 使用批准的模板的合同

申请人需要完成以下步骤。

1. 不需要 UFH 合同表，但 UFCH 财务

2. UFH chop form should be used to get the UFH approvals needed to put the legal chop on the contract.
3. After the contract is fully endorsed, return the UFCH Original and a scan of the agreement to the UFCH contract custodian.
4. File the UFCH Original in the UFCH Contract Folder with a copy of the approved Stamp Form.
5. Keep a scan of the UFCH Original and the approved Stamp Form in the UFCH Contract Folder on the UFH HQ Shared Drive.
6. Update the contract database / log

**RELATED FORMS**

. None

**END OF POLICY**

主管必须在每一页上签名，以显示合同的批准，授权人员必须在合同上签名认可。

2. 应使用和睦家医疗印章申请表，在获得和睦家医疗的批准后，在合同上盖章。
3. 在合同完全背书后，将 UFCH 原件 and 协议的扫描件返还给 UFCH 合同保管人。
4. 将 UFCH 原件与经批准的盖章表的副本一起归入 UFCH 合同文件夹。
5. 将 UFCH 原件和经批准的盖章表的扫描件保存在 UFH 总部共享驱动器上的 UFCH 合同文件夹中。
6. 更新合同数据库/日志

**相关表格**

- 无

**政策结束**