



**Office of the University Counsel
INDEMNITY APPROVAL FORM**

Part 1. To be completed by originating department or administrative unit.

Name of Originating Department/Administrative Unit: _____

Contact Person: _____

Details of the Indemnity¹:

a) Description of Document containing the Indemnity²:

b) Indemnitee³:

c) Indemnity wording is contained in section _____ of the Document.

Signature of Head of Unit

Date

¹ An indemnity is where the University agrees to pay for another party's liability, loss or damage. There can be more than one indemnity in a contract and they can be in multiple unrelated sections. To find an indemnity, look for words such as: indemnity, indemnification, save or hold harmless, secure against loss or damage, compensate, and reimburse.

² List the parties to the contract and include a general overview of what the contract is about.

³ An indemnitee is the party whose liability, loss or damage the University agrees to pay for (usually the other party).

Part 2. To be completed by person reviewing Indemnity approval request (Office of the University Counsel, University-Industry Liaison Office, Treasury).

Name of Person Reviewing Request: _____

Assessment of Request:

a) The request for Indemnity approval has been reviewed and recommended for approval: Yes No

b) Indemnity effective date: _____

c) Indemnity termination date: _____

or

Indemnity survives contract.

or

Indemnity terminates with contract but contract has no set completion date.

or

other: _____

Signature of Person Reviewing Request

Signature of Person Approving Request

Date

Date