

Process: Legal Representation in NH Hotel Group

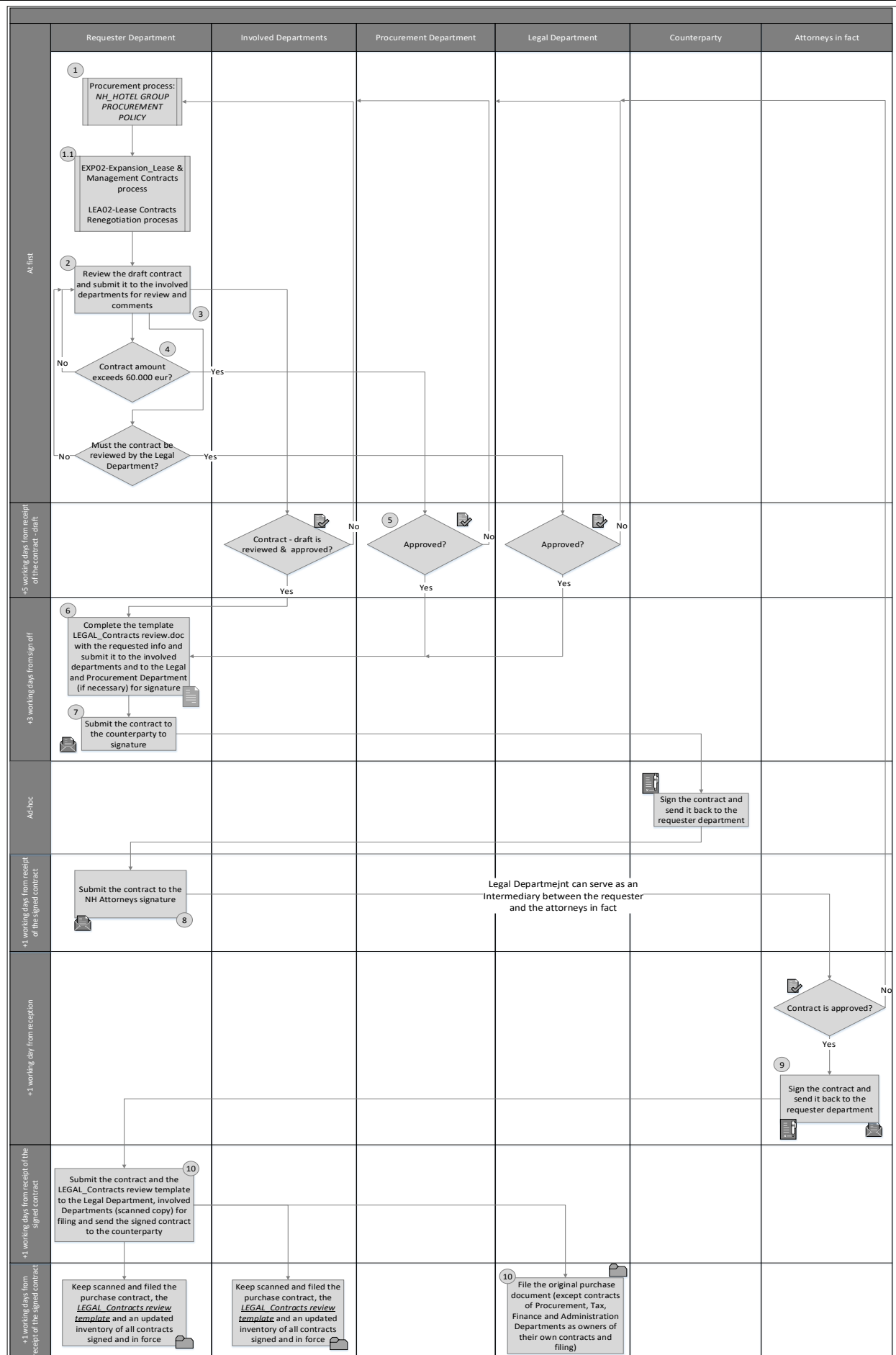
Subprocess: Contract signature process by Attorneys in fact


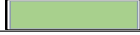



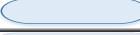
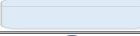



Process Owner: Tamara Wegmann Lecue      Proces Leader: Paula Aparicio Obregón

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NH Approvals			
Name	Function	Date	Comments
Tamara Wegmann Lecue	Process Owner	10.04.18	
Paula Aparicio Obregón	Process Leader	10.04.18	

Modification History			
Document Version	Date	Modified by	Comments



Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Applicatio or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

NH   HOTEL GROUP		Organization - Business Transformation				
Process: Legal Representation in NH Hotel Group						
Subprocess: Contract signature process by Attorneys in fact						
Process Owner: Tamara Wegmann Lecue				Process Leader: Paula Aparicio Obregón		
Order	Task	Task Description	When	Responsible	Frequency	Tools
1	Procurement process: NH_HOTEL_GROUP_PROCUREMENT_POLICY	Procurement process: <i>NH_HOTEL_GROUP_PROCUREMENT_POLICY</i>	Ad-hoc	Requester Department	N/A	<a href="#">NH_HOTEL_GROUP_PROCUREMENT_POLICY</a>
1.1	Expansion and Assets processes	<a href="#">EXP Expansion Lease &amp; Management Contracts</a>	Ad-hoc	Expansion Department Asset Management Department	N/A	<i>N/A</i>
		<a href="#">LEA Lease Contracts Renegotiation</a>				
2	Review the draft contract	Review the draft contract and submit it to: - The involved departments for the review and comments. - The Legal Department (if necessary) for the review of the legal terms & conditions.  Submit to Legal Department when: 1.- Contract value exceeds 60.000 eur per year 2.- Duration > 1 year 3.- It is not a standard contract issued by NH Hotel Group (previously reviewed by the Legal Department)	Ad-hoc	Requester Department	N/A	Draft Contract
3	Review and submit the relevant comments to the requester	Review and submit the relevant comments to the requester.	+5 working days from receipt of the contract - draft	Involved Departments Legal Department (if applicable)	N/A	Draft Contract
4	Submit the contract to Procurement Department if the contract amount exceeds 60.000 eur	Once the requester has received feedback from the involved departments and Legal Department (if necessary), submit the draft of the contract to Procurement Department for approval, if the contract total amount exceeds 60.000 eur.	Ad-hoc	Requester Department	N/A	Draft Contract
5	Review the draft contract	Review that the draft contract meets all requirements within <i>NH_HOTEL_GROUP PROCUREMENT POLICY.pdf</i> and send it back to the requester department / position.	+5 working days from receipt of the contract draft	Procurement Department	N/A	Draft Contract
6	Fill the template LEGAL_Contracts review.doc	Complete the template <a href="#">LEGAL_Contracts review.doc</a> with the requested info and submit it to the involved departments and to the Legal and Procurement Department (if necessary) for signature.	Ad-hoc	Requester Department	N/A	<a href="#">LEG_Contracts review.doc</a>
7	Submit the contract to the counterparty to signature	Requester submits the contract to the counterparty for signature: 1.- Requester makes follow up in order to get the original signed contract (sign off version) back before 3 working days. 2.- Requester provides Legal Department with the original copies of the contract duly signed by counterparty immediately upon reception.	+3 working days from sign off	Requester Department	N/A	Contract document
8	Submit the contract to the NH Attorneys signature	Submit it (together with the LEGAL_Contracts review template) duly signed to the Attorneys for signature. If NH signs first the contract, Order 7, 9 and 10 would apply immediately afterwards.	+1 working day from reception	Requester Department Legal Department	N/A	<a href="#">LEG_Contracts review.doc</a>
9	Signature process by NH Attorneys	Signature process by NH Attorneys	+3 working days from receipt of the signed contract	Attorneys	N/A	<a href="#">LEG_Contracts review.doc</a>
10	File the original contract document	Legal Department will file the original contract and the LEGAL_Contracts review template (except contracts of Procurement, Tax, Finance and Administration Departments as owners of their own contracts and filing). The requester will keep a scanned copy of the contract and the LEGAL_Contracts review template. All requester departments will keep an updated inventory of all contracts signed in force on an annual basis.	+1 working days from receipt of the signed contract	Legal Department Requester Departments	N/A	<a href="#">LEG_Contracts review.doc</a>