**University of Newcastle – Commercial Activity Exit Form**

*This Report must be completed in accordance with the* [*Commercial Activities*](https://policies.newcastle.edu.au/document/view-current.php?id=153) *Policy and its associated Procedure. This form is designed to assist in planning an approved exit from a commercial activity.*

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| Responsible Officer Details |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Business Unit / Division | Click or tap here to enter text. |

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| Nominated Executive Details |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Business Unit / Division  | Click or tap here to enter text. |

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| Commercial Activity Details |
| Title | Click or tap here to enter text. |
| Brief Activity Description | Click or tap here to enter text. |
| Reason for Exit / Termination | Click or tap here to enter text. |
| Date on which activity commenced | Click or tap to enter a date. | Proposed termination date | Click or tap to enter a date. |

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| Financial Evaluation |
| Please detail the University’s contribution to the Activity since it’s commencement: |
| Type of Contribution | Total Value | Details | Exit Plan |
| Internal Funding | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Debt | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Equity | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| In-kind  | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Assets | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Personnel | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Facilities | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Equipment | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Other | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Other | $ Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Where “other” is selected for an individual University contribution, please provide details below: |
| Click or tap here to enter text. |
| What is the projected cost to the University to exit the activity? | $ Click or tap here to enter text. |
| Please detail advice from Financial Services regarding accounting and tax implications of exiting the commercial activity: |
| Click or tap here to enter text. |

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| Legal and Compliance |
| Details of third-party contract (if applicable): |
| 3rd Party Trading Name: | Click or tap here to enter text. |
| 3rd Party ABN / ACN: | Click or tap here to enter text. |
| Notice Period in Agreement: | Click or tap here to enter text. |
| End date of Agreement: | Click or tap to enter a date. |
| Please detail advice from Legal & Compliance Unit regarding exit / termination of the arrangement: |
| Click or tap here to enter text. |

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| Intellectual Property |
| Does the activity commercialise University Intellectual Property? | Choose an item. |
| If yes, please detail advice from Knowledge Exchange & Enterprise regarding how the Intellectual Property will be dealt with: |
| Click or tap here to enter text. |

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| Risk and Insurance |
| What is the highest level of risk assessed on the proposed exit of the activity? | Choose an item. |
| *Please attach the completed Commercial Activity Risk Assessment.* |
| How is the activity currently insured? | Choose an item. |
| Please detail advice from the Risk Team regarding how the current insurance arrangements will be dealt with: |
| Click or tap here to enter text. |

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| Governance |
| Identify the appropriate Delegate to approve the termination of any agreement: |  |
| Identify the appropriate Delegate[[1]](#footnote-1) to approve the University’s exit of the commercial activity: |  |
| Please include a copy of the completed and signed Commercial Activities Monitoring and Review Report. |

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| Controlled Entities Only |
| Is the entity being wound up? *If yes, answer the following 3 questions* | Choose an item. |
| Have all payables, employment entitlements and penalties been paid? | Choose an item. |
| Are they any outstanding liabilities or contractual obligations? | Choose an item. |
| Is the entity a party to any legal proceedings? | Choose an item. |

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| Report Details |
| Completed by: |  | Click or tap to enter a date. |
| Reviewed by: (Responsible Officer for the Commercial Activity): |  | Click or tap to enter a date. |

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| Approval (to be used where the matter is not required to be considered by a committee or governing body) |
| Delegate Name, Position: |  |
| Decision re exit of commercial activity: | Choose an item. |
| Date of approval: | Click or tap to enter a date. |
| Conditions of approval (if any): | Click or tap here to enter text. |
| If approved, the delegate must notify Governance and Assurance Services. |

1. Where the delegate to approve the exit arrangement is a governing body, this form must be attached to a committee Cover Sheet and the decision must be recorded by way of resolution. [↑](#footnote-ref-1)