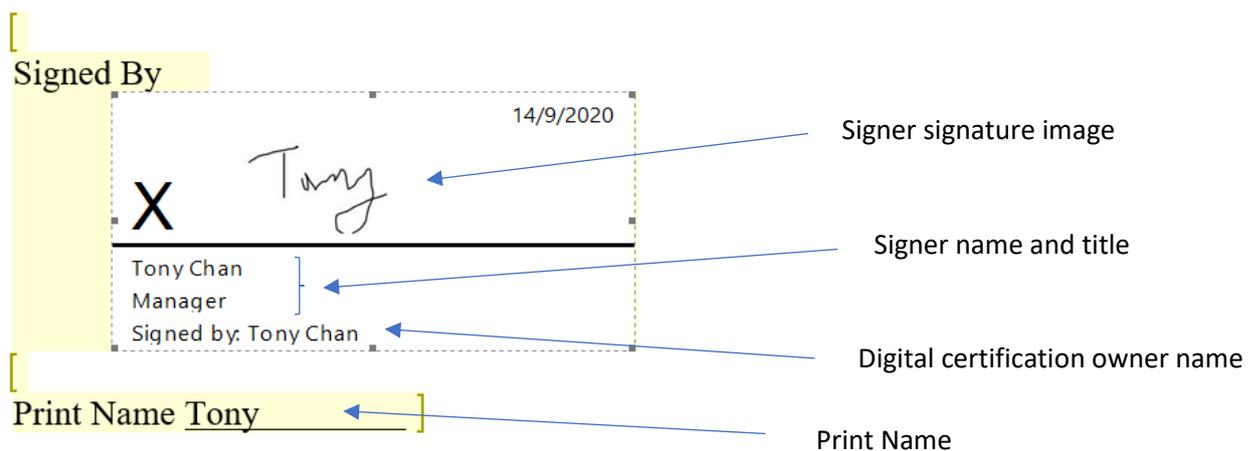


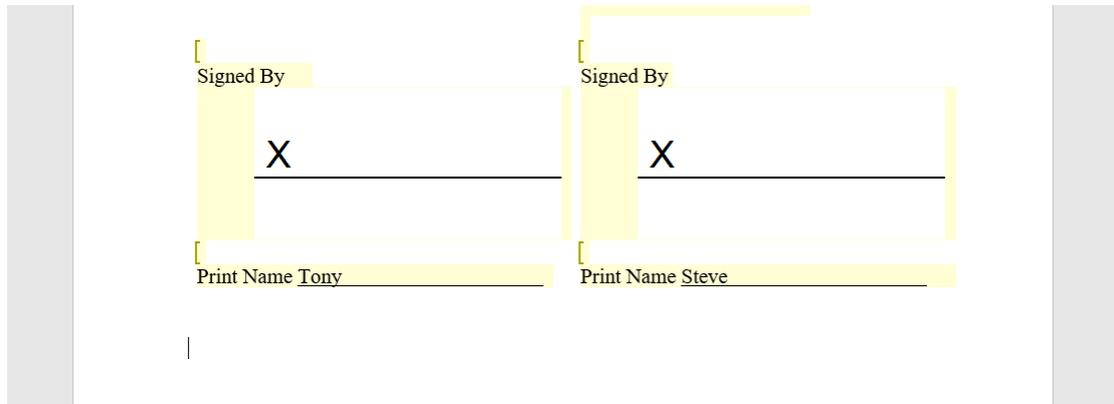
Using Documentation Agreement/Schedule A (DA/SA) with digital signature

This document explains the requirement and step of using digital signature in DA/SA.

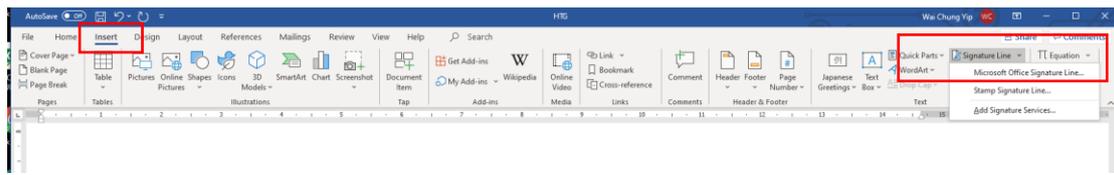
- a. After DA/SA is signed digitally by ONE colleague and customer, you can't edit the file again. If you want to edit it again, the digital signature of ONE colleague and customer will be removed automatically. Then, you are required to sign again.
- b. Signer is required to have digital certification installed in their PC/Notebook. You may refer to Appendix A for details.
- c. Minimal requirement for the digital signature
 - Signer signature image must be provided.
 - Signer name and title must be provided.
 - Digital certification owner name must be same as the signer name
 - Print name is optional.



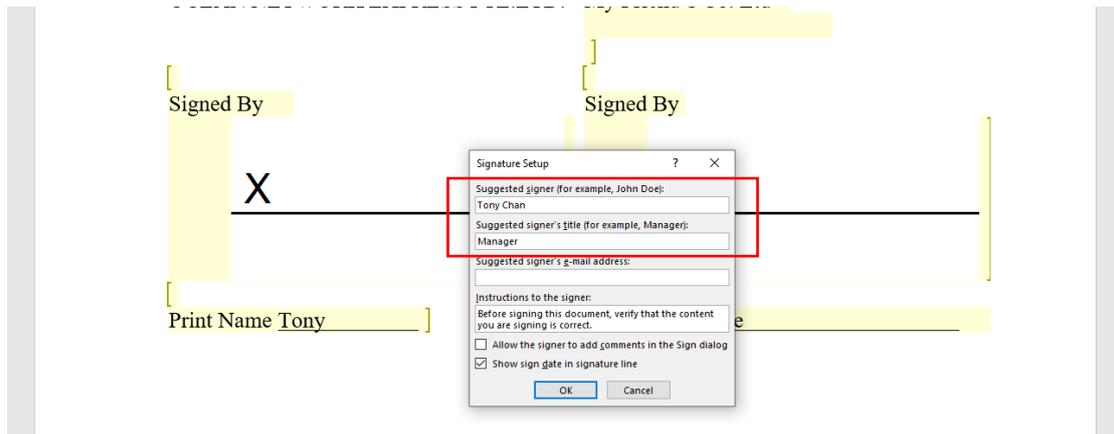
- d. Procedure to sign the DA/SA digitally
 - i. Fill-in required information (e.g. company name, address .. etc) into the DA/SA
 - ii. Review and confirm the filled Information is correct
 - iii. Scroll to below section



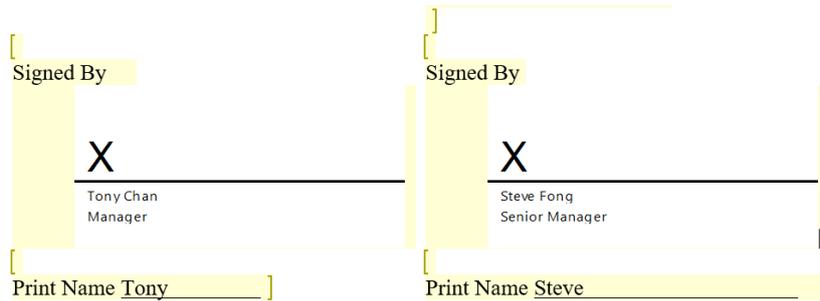
- iv. Click the “X” and select “Insert -> Signature Line -> Microsoft Office Signature Line ...”



- v. Input signer name and title. Then, click “OK”.



vi. Repeat the same steps for another signer's

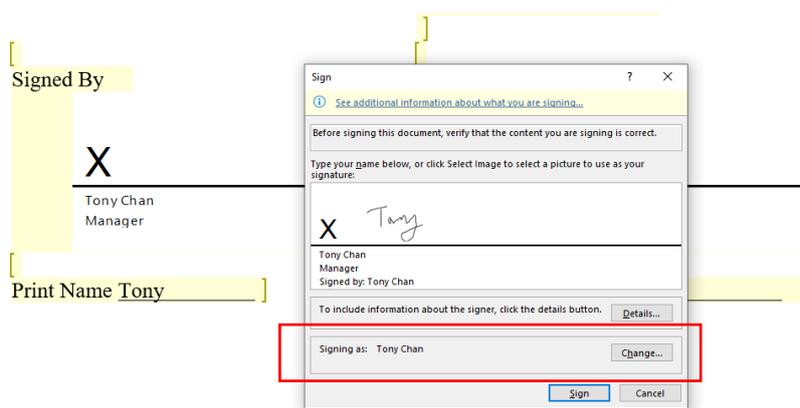


vii. The next step will sign the DA/SA digitally. Pls ensure all input info is correct. Otherwise, you need to remove the digital signature to edit the file and signed again.

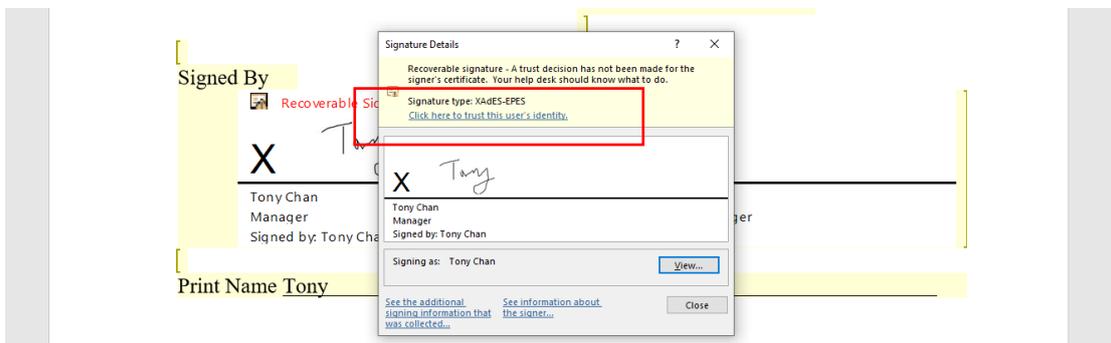
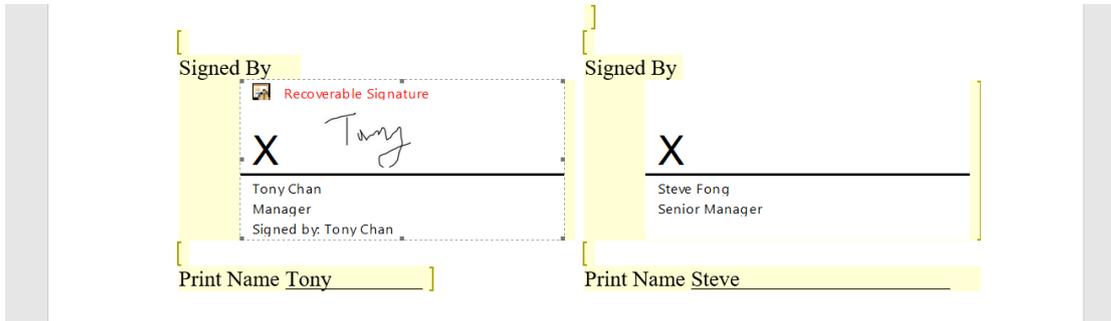
viii. Double click "X" and select image of signer signature. If you received below message, pls refer to appendix A. Otherwise, pls continue



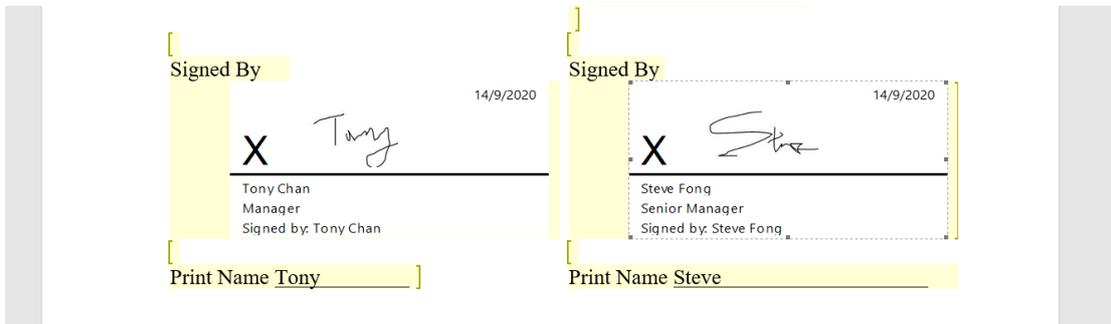
ix. If you have more than one digital certification, you can change it.



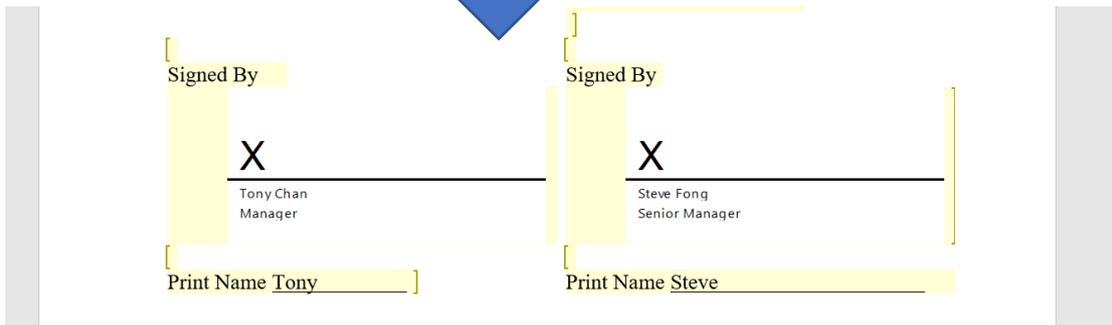
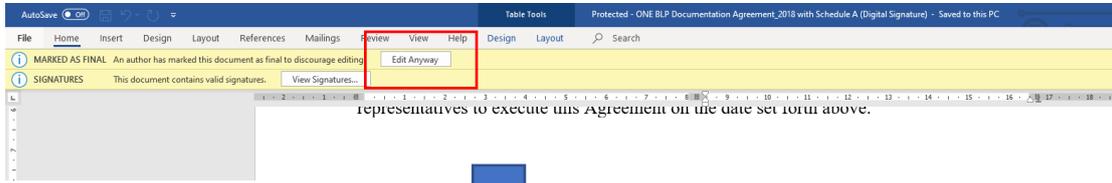
- x. If “Recoverable Signature” is shown, you can double click it and click “Click here to trust this user’s identify”. Then, it will disappear.



- xi. Repeat same steps for another signer.



- xii. After that, the DA/SA is signed digitally. And, if you want to edit the file again, you can click “Edit Anyway”. However, the digital signature will be removed automatically.

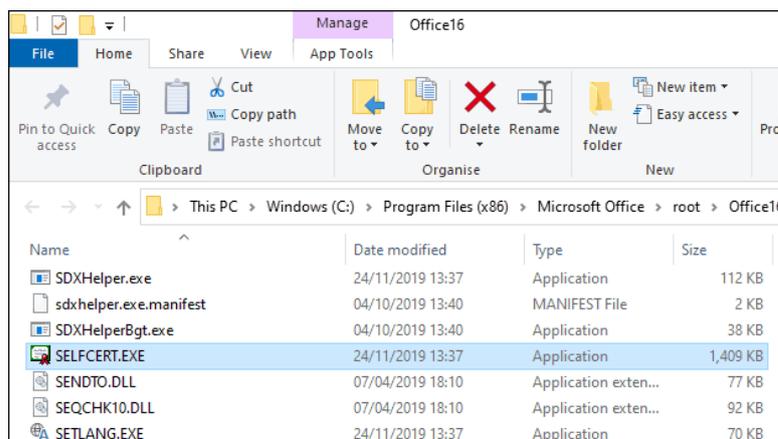


Appendix A

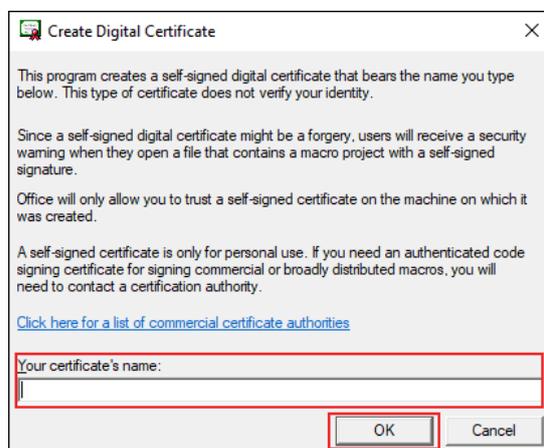
To sign the Word document with digital signature. You are required to install a digital certificate into your PC/Notebook first.

You may use different service providers' digital certification, e.g [GlobalSign](#).

Other than that, you can create free-of-charge digital certificate by "Selfcert" which comes with Microsoft office. You can search SELFCERT.EXE by File Explorer. Double click it.



Input the name of signer and click "Ok".



Then, the digital certificate is created.

FAQ

Q : If only amending Schedule A, do I need to sign the Documentation Agreement or Schedule A digitally again ?

A. It depends on different scenarios.

Scenario 1. If there are only changes in access in View Privileges, Print Privileges and/or additional Authorized Parties, SA should only be provided if DA were previously submitted. And, signature or digital signature is not required for SA.

Scenario 2. If there are changes in the Company name and/or Address in SA which is different from previous DA, both updated DA and SA should be provided. Then, you need to sign the DA/SA again manually or digitally.