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.

Signed By	
14/9/2020	Signer signature image
X	Signer name and title
Tony Chan Manager	Signer name and the
Signed by: Tony Chan	Digital certification owner name
Print Name Tony	Print Name

- 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

[Signe	ad By	[Signed	By	
	x		x	
[Print	Name <u>Tony</u>	[Print N	ame <u>Steve</u>	
I				

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

		Wai Chung Yip 🤷 🗖 – 🗆 X
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v. Input signer name and title. Then, click "Ok".

[
Signed By	Signed By
V	Signature Setup ? X
<u> </u>	Tony Chan
	Suggested signer's <u>tit</u> le (for example, Manager): Manager
	Suggested signer's g-mail address:
	Instructions to the signer:
Print Name Tony	Before signing this document, verify that the content you are signing is correct.
	Allow the signer to add comments in the Sign dialog
	Show sign gate in signature line

vi. Repeat the same steps for another signer's

[]	
Signed	Ву	Signed	By
	Х		Х
	Tony Chan Manager		Steve Fong Senior Manager
<mark> </mark> Print N	lame Tony	[Print N	lame Steve

- 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

	X	Microsoft Word	
	~ ~		
		No usable signing certificates are available. Please insert your smart card, or	contact your administrator to obtain a signing certificate
		No usable signing certificates are available. Please insert your smart card, or	r contact your administrator to obtain a signing certificate
		No usable signing certificates are available. Please insert your smart card, or OK	r contact your administrator to obtain a signing certificate
		No usable signing certificates are available. Please insert your smart card, or OK	r contact your administrator to obtain a signing certificate
[No usable signing certificates are available. Please insert your smart card, or	r contact your administrator to obtain a signing certificate

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

	[
Signed By	Sign ? ×
	See additional information about what you are signing
	Before signing this document, verify that the content you are signing is correct.
X	Type your name below, or click Select Image to select a picture to use as your signature:
Tony Chan Manager	X Try
	Tony Chan Manager
Print Name Tony	Signed by: Tony Chan
	To include information about the signer, click the details button.
	Signing as: Tony Chan Change
	Sign Cancel

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.

Signed By Recoverable Sid X Tony Chan Manager Signed by: Tony Cha	qnature Y	Signed By X Steve Fong Senior Mana	ger	
Print Name <u>Tony</u>] F	<mark>Print Name <u>Steve</u></mark>		
Signed By	Signature Details Recoverable signature - A trust decision has appres scrifticate. Your heip sets should Signature type: XAdES-EPES Cick here to trust this users identify.	? ×	1	
Tony Chan Manager	X Twy Tony Chan Manager		er	

xi. Repeat same steps for another signer.

	~	igned by
	14/9/2020	14/9/2020
X Twy		X
Tony Chan Manager		Steve Fong Senior Manager
Signed by: Tony Chan		Signed by: Steve Fong

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.