

Using DocuSign for Electronic Signature on contracts with the Bank

Standard Chartered Bank adopts electronic signatures using DocuSign, in jurisdictions permitted by respective legislation and regulators.

WHY

Manual overhead with printing and scanning are saved
Signing and viewing can be performed anywhere any time

WHAT IF

You are out of office ? You can use 'Delegate' feature if your company is a paid DocuSign client. Go to '*My Preferences*' to set delegation to another colleague for the period involved.

HOW

You will first receive an SCB email sent by DocuSign



Key question to consider:

Are you authorised to sign ?

Yes

No

Please Review & Act on These Document



Vishnu ML (Standard Chartered Bank - SCM)
SCB Test user



standard
chartered

Powered by DocuSign

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

10/21/2021

Finish Later

Assign to Someone Else

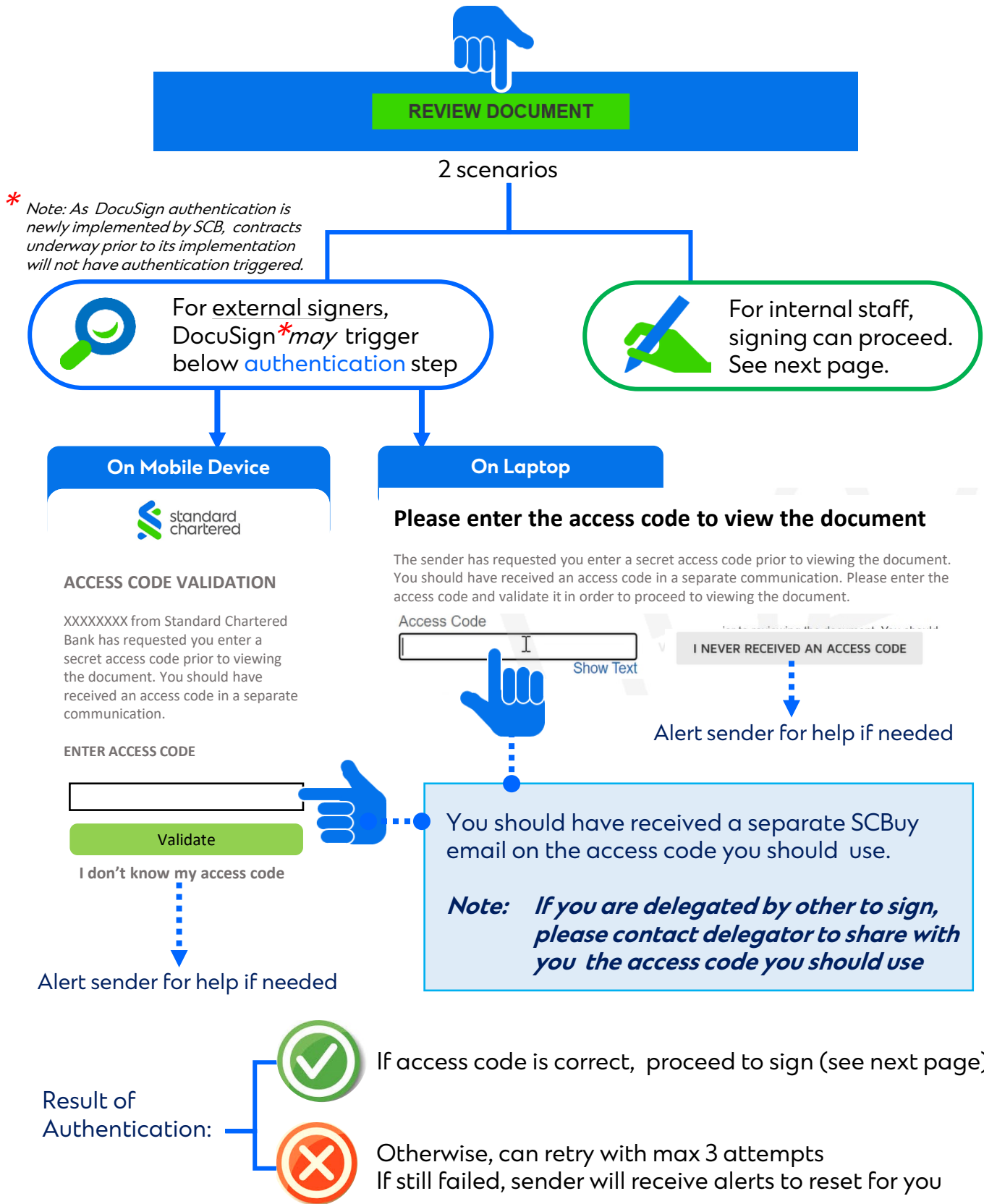
You will be prompted for name & email address and a message for the assignee

IMPORTANT

Original signer is fully responsible to ensure that the person reassigned to is an appropriately authorized person within the organization.

Before Signing

Click 'Review Document' button in email to launch DocuSign

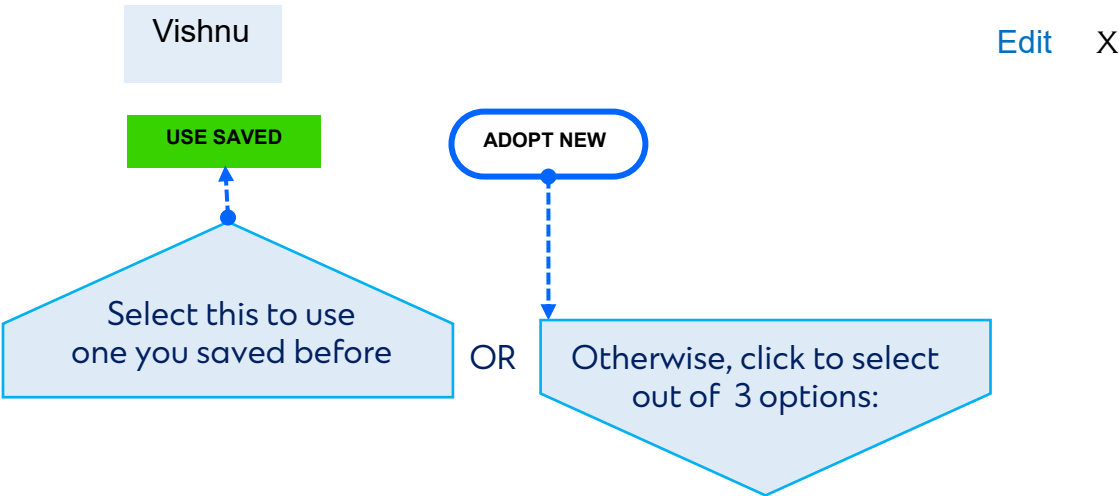


When Signing

Select from previous signatures or use new one

My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelop



Adopt Your Signature

Confirm your name, initials and signature

* Required

Full name*

M L, Vishnukumar



SELECT STYLE

DRAW

UPLOAD

Option 1

Provide an image file of your signature

OR

Option 2

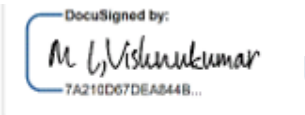
Hand draw it on your device now

OR

Option 3

Use suggested font created by DocuSign

PREVIEW



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature (my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or

ADOPT AND SIGN

CANCEL



After Signing

Signers can download signed contract & audit trail in DocuSign

Signers will be notified after contract was fully signed



External signers will go through same authentication steps to view signed contracts.



This gives one PDF containing:

- Signed contract and
- DocuSign certificate (audit trail)

This gives:

- Signed contract as a PDF and
- DocuSign certificate as another PDF