



ENTREPRENEURIAL
BUSINESS LAWYERS

Instructions for Signing Electronic Documents

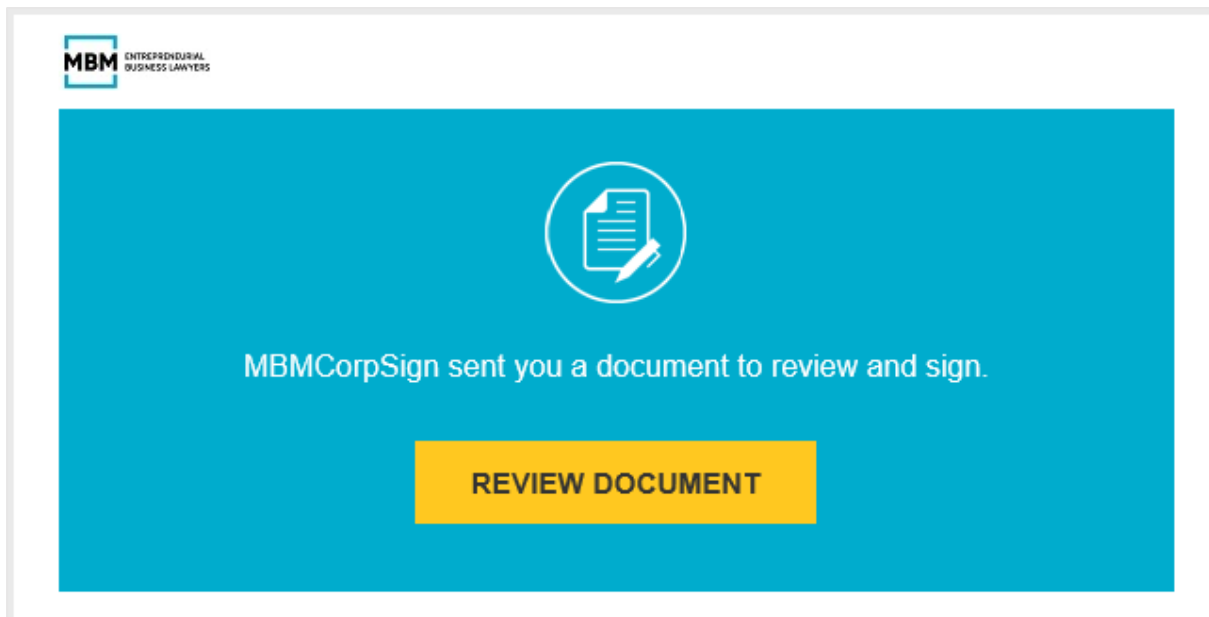
Witness Required

MBM Commercial LLP



Instructions for signing DocuSign documents.

1. Review the DocuSign email: Open the email from DocuSign EU System dse@eumail.docusign.net and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.



2. Agree to sign electronically: Click **CONTINUE** to begin the signing process.

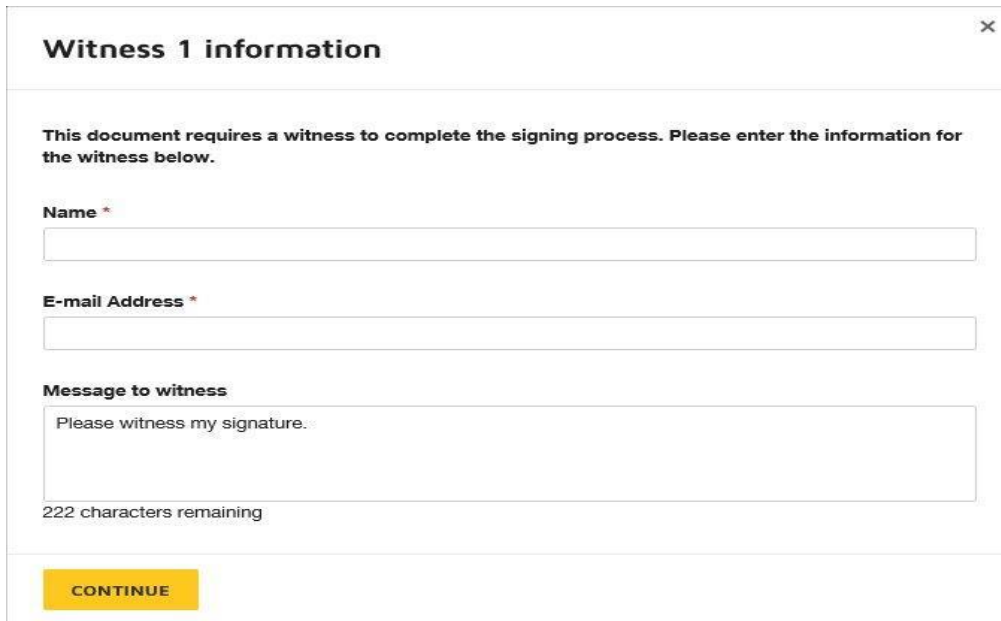


To view and sign the documents, you must agree to conduct business electronically. **Note:** To view additional options, click **OTHER ACTIONS**.

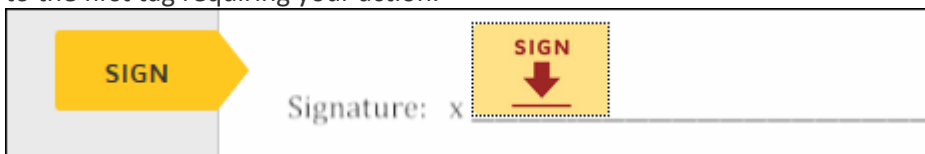
MBM Commercial LLP

Suite 2, Orchard Brae House, 30 Queensferry Road, Edinburgh, EH4 2HS
T 0131 226 8200 F 0843 178 0723 DX ED403
London T 0203 096 0122
E info@mbmcommercial.co.uk
mbmcommercial.co.uk

- Once you have clicked continue you will be prompted to fill in the witness information. Once you have entered their name and email address click **CONTINUE** which will take you to the next step.

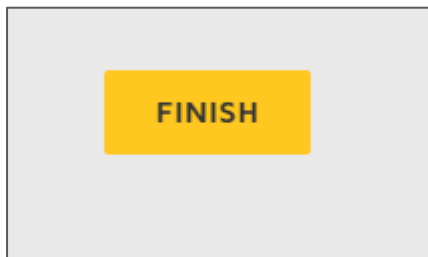


- Start the signing process: Click the **START** tag on the left to begin the signing process. You are taken to the first tag requiring your action.



Click the **SIGN** tag.

Once signed, scroll to the bottom of the page and click **FINISH**.



- If you do not have a Docusign account, you will be asked to confirm your full name and signature and adopt your signature. Verify that your name and initials are correct. If not, change them as needed. You may also be asked at this stage to insert an access code. This will have been provided separately by your MBM contact.



Adopt Your Signature ×

Confirm your name, initials and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

Hannah Brazel HB

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

ADOPT AND SIGN **CANCEL**

6. Adopt a signature by clicking **ADOPT AND SIGN** to adopt and save your signature information and return to the document.
7. If you do have a DocuSign account and are required to enter an access code, you will be asked to Confirm Your Identity and insert the security code that you have been separately sent by your MBM contact.

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Confirm Your Identity

Please enter your security code to confirm your identity.

If you didn't receive a security code, please contact the sender.

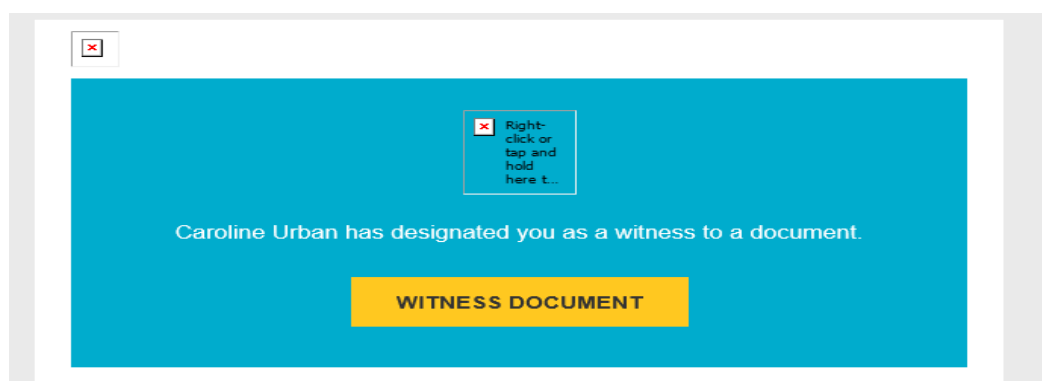
Your signature includes:

Signer Name: Hannah Brazel
Email: hannah.brazel@mbmcommercial.co.uk
Envelope ID: 25dc99ee-11fb-422c-a2fb-fb74cf974bdc

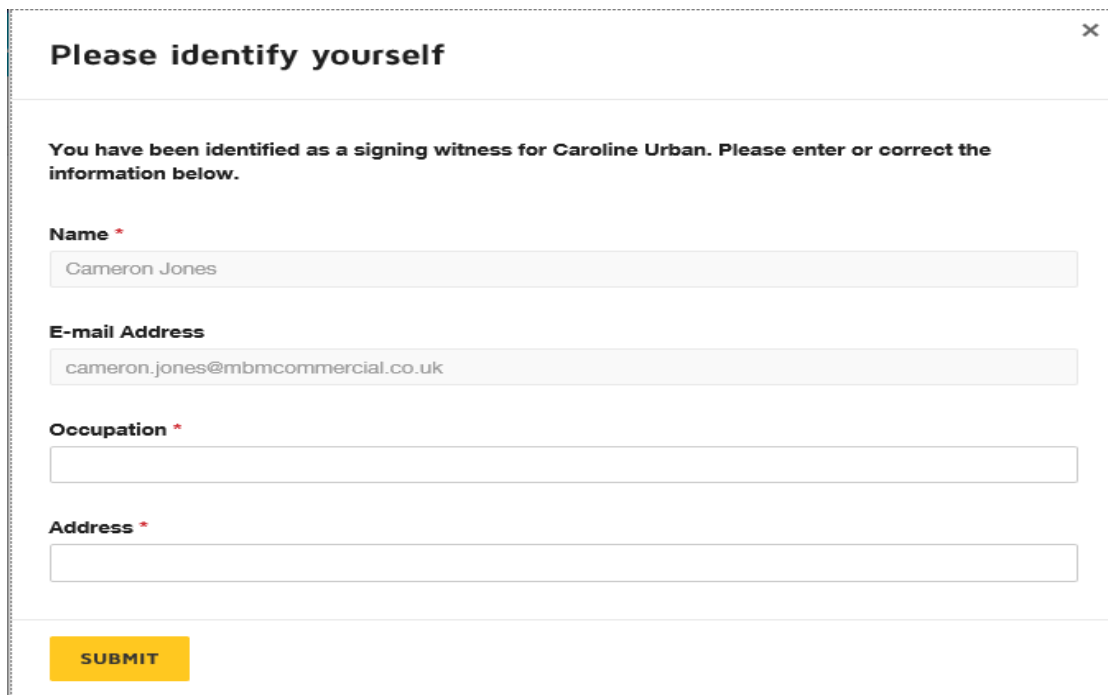
By selecting Sign, I agree to sign the Document(s) contained in the Envelope identified by the EnvelopeID. I confirm the signer name and email are accurate and I agree to the terms in the [EU Advanced signature Subscriber Agreement](#).

SIGN CANCEL DECLINE

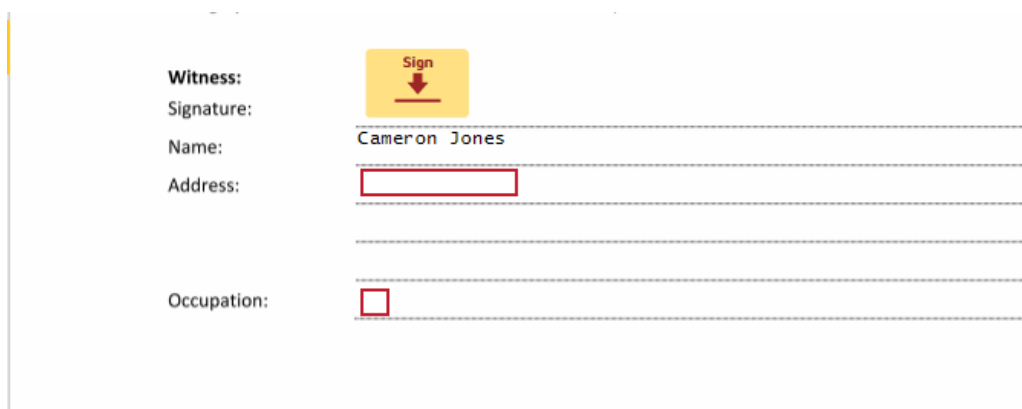
8. Confirm signing: When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**. A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.
9. Sign up for a DocuSign account: It is optional to sign up to a DocuSign account and save the document in your own account. There is no requirement to do so, but should you expect to sign more documents with DocuSign, it will save you time in the future as you will not be asked to Adopt and Sign.
10. Once you have signed the required document(s) your witness will receive an email. They should click the **WITNESS DOCUMENT** button to get started.



11. DocuSign will open in a web browser and the witness will need to click **CONTINUE**. They then need to insert their details and click **SUBMIT**.



12. The witness will click **NEXT** which will take them to the execution block. Once they have signed and inserted their name, address and occupation they will click **FINISH**.



13. Once the witness clicks **FINISH** they will need to enter the authentication code (this will be provided to the signee), tick the check box and click sign. This will complete the process.



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OK

Confirm Your Identity

Please enter your security code to confirm your identity.

Enter code

If you didn't receive a security code, please contact the sender.

Your signature includes:

Signer Name: Cameron Jones
E-mail: cameron.jones@mbmcommercial.co.uk
Envelope ID: 04dd4644-4d77-43c1-b2a4-febfd1cc5416

By selecting Sign, I agree to sign the document(s) contained in the envelope identified by the EnvelopeID. I confirm that the signer name and email address are accurate, and I agree to the terms in the [EU Advanced signature Subscriber Agreement](#).

SIGN CANCEL DECLINE

RE OPTIONS

Should you have any questions about DocuSign and MBM's use of DocuSign, please contact your relevant MBM contact or Hannah Brazel (Hannah.Brazel@mbmcommercial.co.uk).

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