

How do I digitally sign a document?

Digital Signing

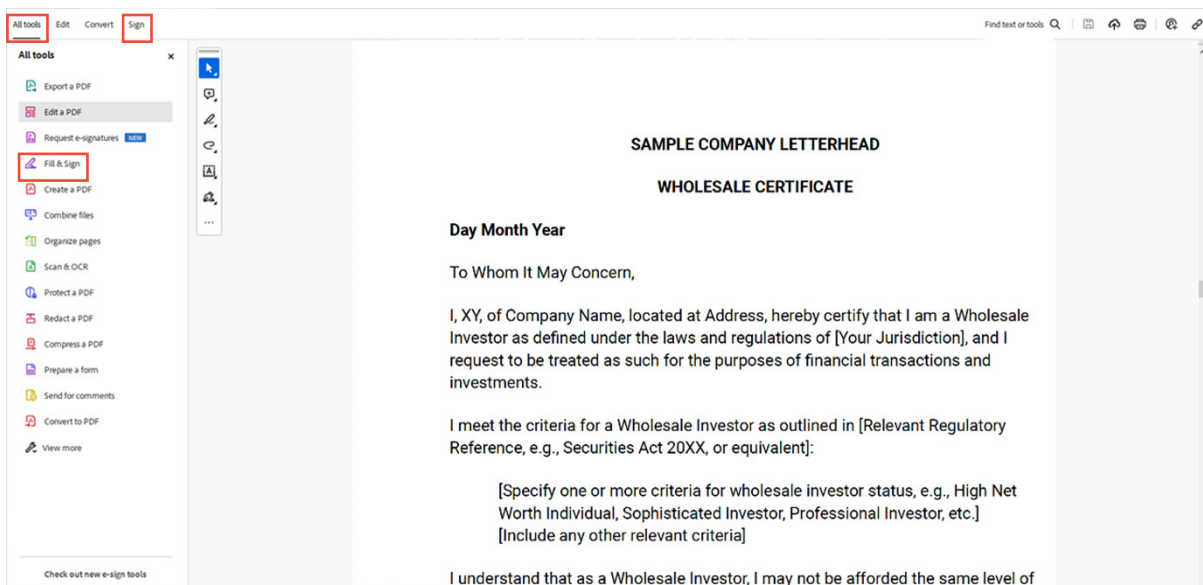
This guide describes how to fill and add your e-signature to documents, ensuring convenience and security.

There are several different options of software that you can use to do this: Adobe Acrobat, Docusign, and Mac users. Read the help guide for the programme that you use to fill and sign documents.

For Adobe Acrobat Reader users:

If you don't have Adobe Acrobat Reader, you can download it for free from the Adobe website here: <https://get.adobe.com/uk/reader/>

1. **Download and save** the document that you need to sign.
2. In the Adobe app, open the downloaded document.
3. Under **"All tools"** at the top-left, click on **"Fill and Sign"**. Input the necessary details by selecting the blank text field in the document.
4. Navigate to the **"Sign"** tab in the top-left corner and choose **"Add signature"**. You can type, draw, or upload an image of your signature. Click **"Apply"** to save.
5. Pick the desired signature from the list to insert it into the document. Drag and position the signature accurately within the designated box.
6. Ensure the signature is appropriately placed, then click **"File"** and select **"Save"**.
7. Your document is now signed. In the Investor Portal, you can upload your signed and saved document.

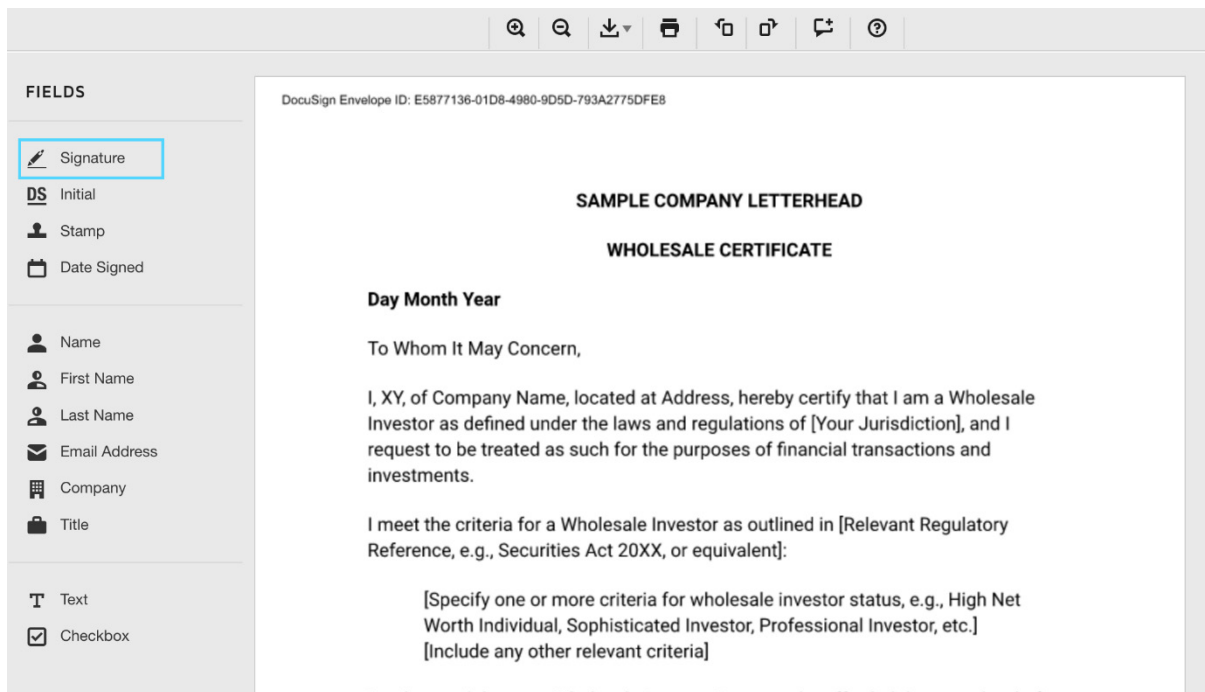


How do I digitally sign a document?

For DocuSign users:

DocuSign is an alternative to Adobe Acrobat that requires a DocuSign account. If you don't already have a DocuSign account, sign up for a free 30-day trial here: <https://trial.docusign.com/en-GB>

1. **Download and save** the document that you need to sign.
2. Log in to your DocuSign account.
3. Click on **"New"** to start a new activity.
4. Upload your document into DocuSign and select the **"I'm the only signer"** option.
5. To create an e-signature, select **"Sign"** at the bottom-right of the page and then under Fields, select **"Signature"**.
6. To fill in the required information, under **Fields** click on the **"Text"** option.
7. To insert the e-signature, click **"Signature"**. Your signature will appear on your document.
8. Click the e-signature and drag it into place to position the signature accurately within the designated box.
9. To complete the process, select **"Finish"** from the bottom of the page
10. Your document is now signed. In the Investor Portal, you can upload your signed and saved document.



How do I digitally sign a document?

For Apple MAC users:

Signing a document using a Mac computer uses the "Preview" app. This comes pre-installed on all Apple computers, so no new programme is required.

1. Download and save the document that you need to sign.
2. Open the downloaded document using the Preview app.
3. Click the **"Show Markup Toolbar"** icon at the top right, then double-click the appropriate blank fields to input the necessary information.
4. Click on the signature icon at the top-left and choose **"Create Signature"**. Using your finger on the trackpad, draw your signature and select **"Done"** to save your newly created e-signature.
5. To insert the e-signature, click the signature icon again and select the relevant signature from the saved signatures. Once selected, the signature will be added to your PDF document. Drag and position it accurately within the designated box.
6. Ensure your signature is correctly positioned, then go to **"File"** and choose **"Save"**.
7. Your document is now signed. In the Investor Portal, you can upload your signed and saved document.

