



ENTREPRENEURIAL
BUSINESS LAWYERS

Instructions for Signing Electronic Documents

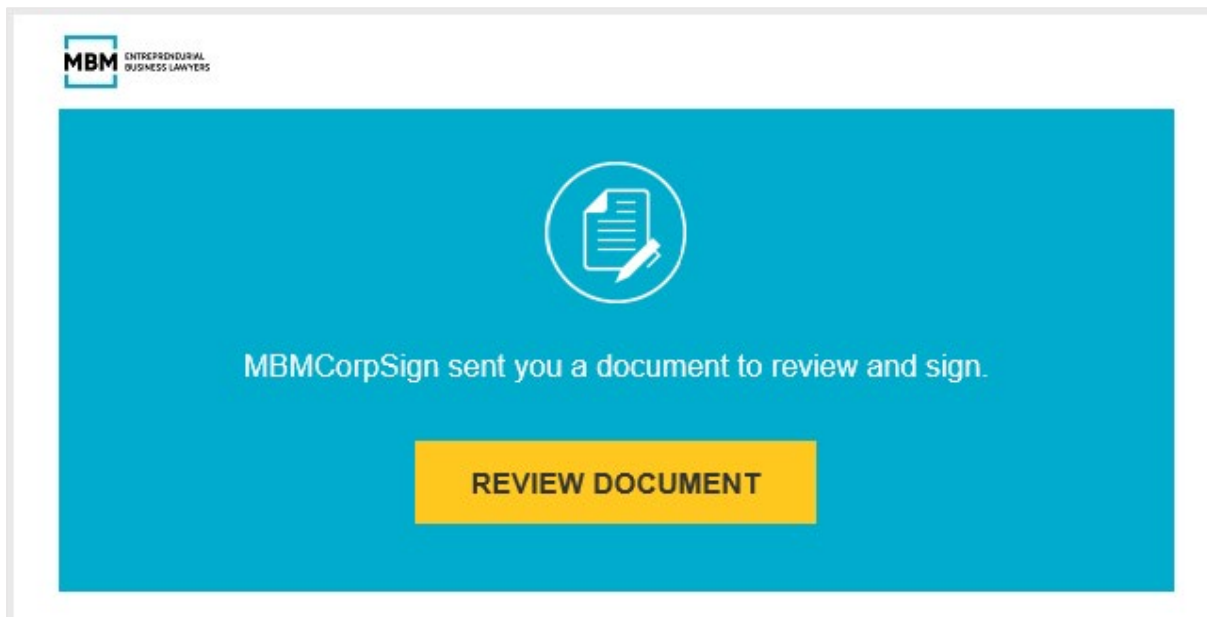
No Witness Required

MBM Commercial LLP

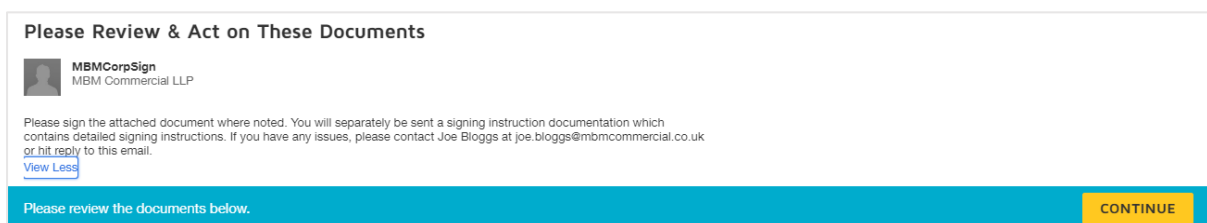


Instructions for signing DocuSign documents.

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.

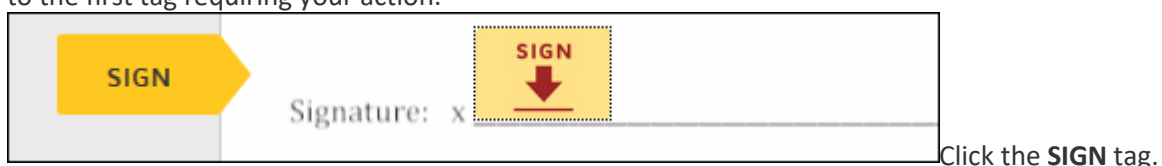


2. Agree to sign electronically: Click **CONTINUE** to begin the signing process.

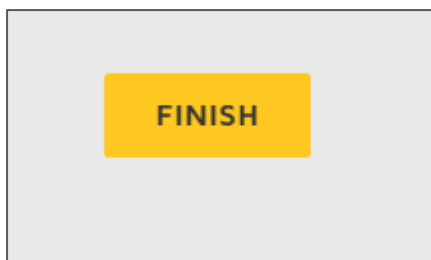


To view and sign the documents, you must agree to conduct business electronically. **Note:** To view additional options, click **OTHER ACTIONS**.

3. 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.



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 your name: 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](#)

- Adopt a signature by clicking **ADOPT AND SIGN** to adopt and save your signature information and return to the document.
- 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.

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

7. 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.
8. 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.

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).