



Live more,
Bank less

Customer guide to use DigiSign



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eSigning for Signers

1. Signer will receive an email notification to start eSigning, at the same time you will also receive and SMS from DBS Bank.

Help Tips

1. Please retain the same access code which will be used to access the completed documents.
2. Please use the email link sent to your email to access the documents. **Do not forward** the email as link to document is unique to each person
3. If you did not receive the SMS access code, please inform your RM.




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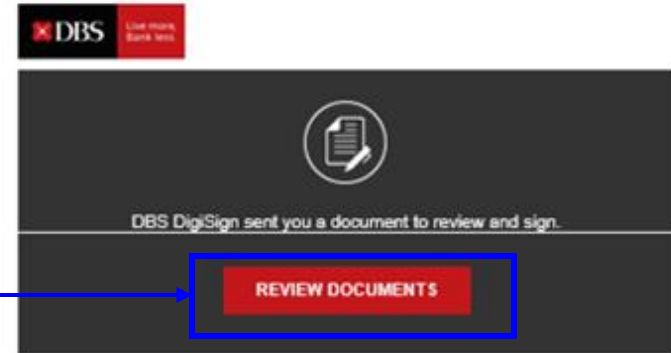
DBS: Please review and eSign [Reference No : 3080]



DocuSign EU System <dse@eumail.docusign.net>
To: Tracy Tan

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This mail originated from an **external** party outside DBS - dse@eumail.docusign.net.
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DBS DigiSign sent you a document to review and sign.

REVIEW DOCUMENTS

DBS DigiSign
dbsdigi@db.com

Dear Sir/ Mdm,

You have been nominated to eSign DBS Account Opening Form.

Please note that your use of DocuSign and electronic signatures will be governed by [DBS Terms Governing Use of Electronic Signatures](#) ("Terms of Use"). By proceeding to use DocuSign/electronic signatures, you will be treated as having agreed to our Terms of Use.

Please review and eSign as per your authorised specimen signature before expiration date . For authentication purposes, please use the secret access code sent to your mobile to open the document for signing.

Please also retain the secret access code which will be used to access the completed documents. Completed documents will be accessible for 14 days from the date of completion.

For any clarifications, please contact your Relationship Manager.

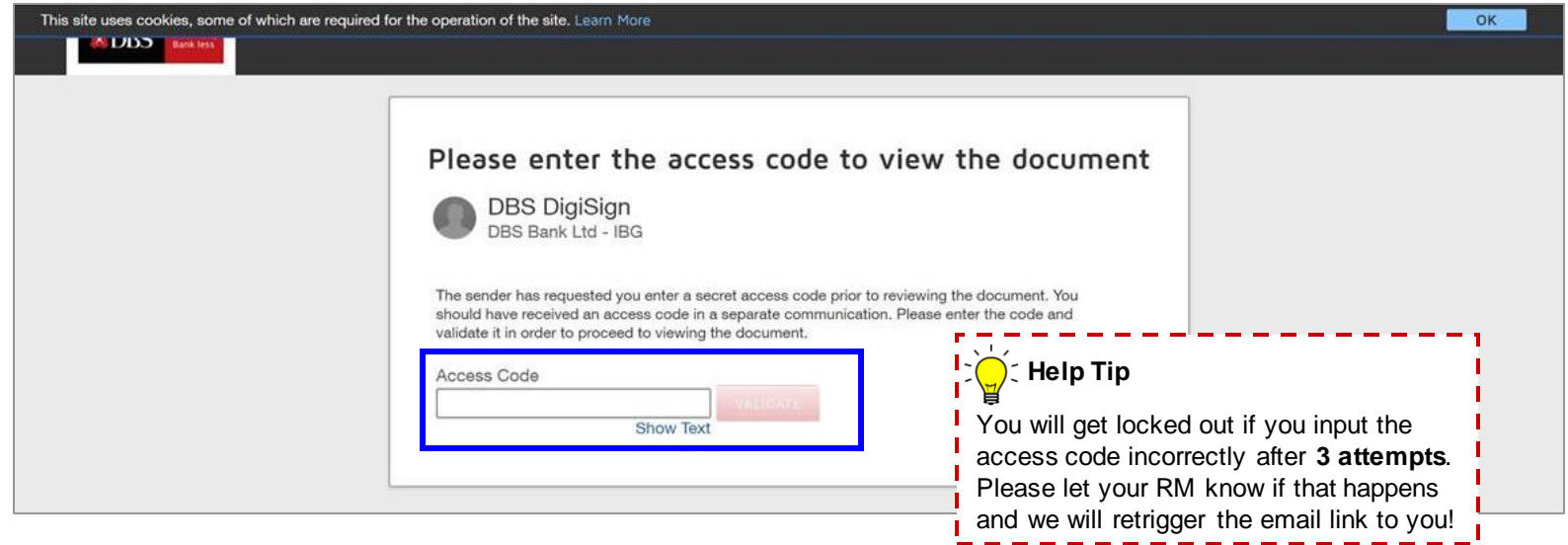
Thank you.

Best Regards,
DBS Bank

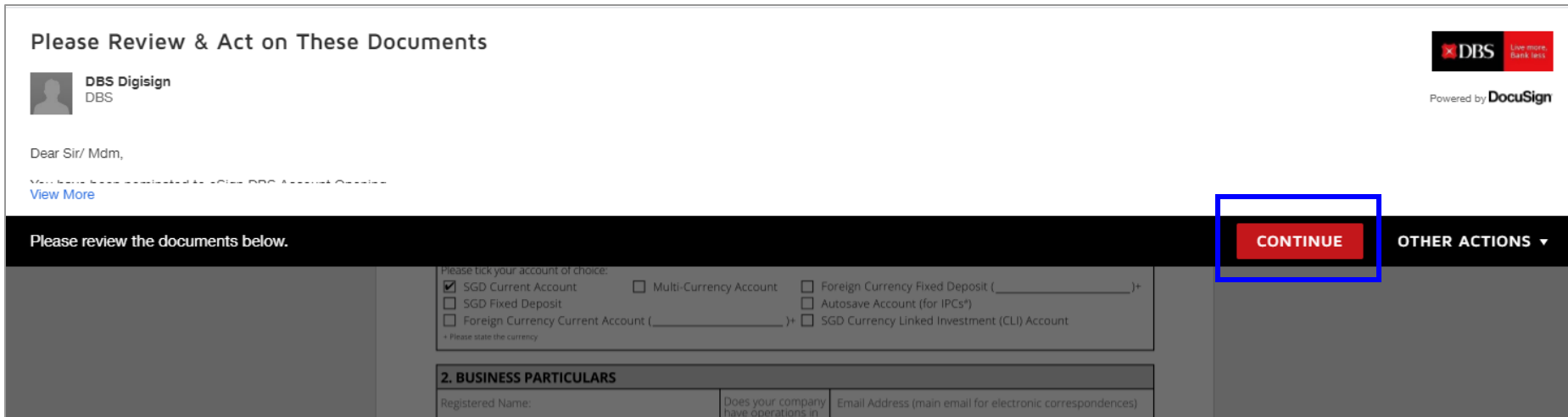
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dbsrm@db.com

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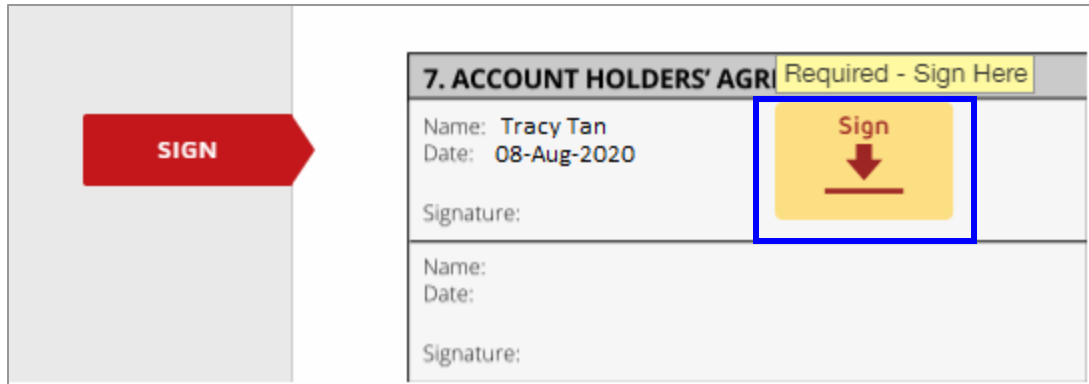
2. Enter the access code received via SMS. Then click “Validate”.



3. Click “Continue” to access document



4. Click to eSign



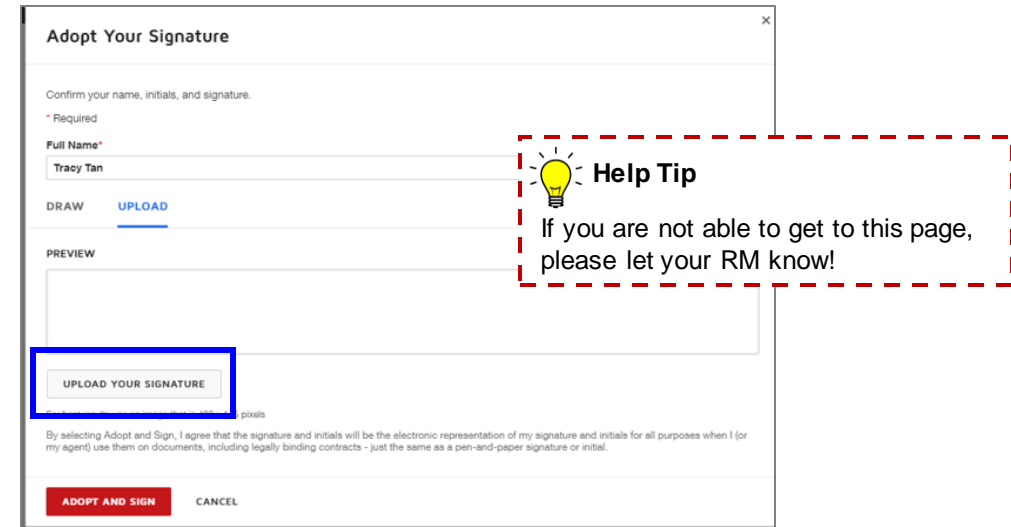
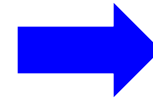
7. ACCOUNT HOLDERS' AGREEMENT Required - Sign Here

Name: Tracy Tan
Date: 08-Aug-2020

Signature: Sign

Name:
Date:
Signature:

5. Click "Upload your Signature". Attach an image of your specimen signature. Then click "Adopt and Sign".



Adopt Your Signature

Confirm your name, initials, and signature.
* Required

Full Name*
Tracy Tan

INITIALS*
TT

DRAW UPLOAD

PREVIEW

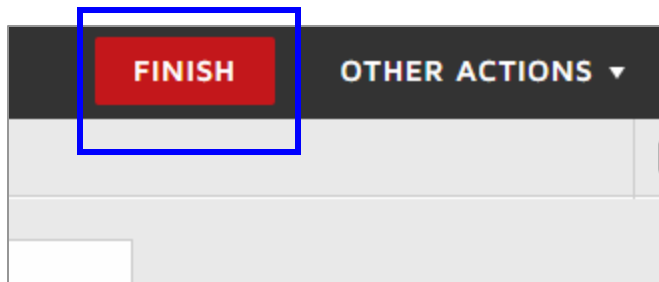
UPLOAD YOUR SIGNATURE

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.

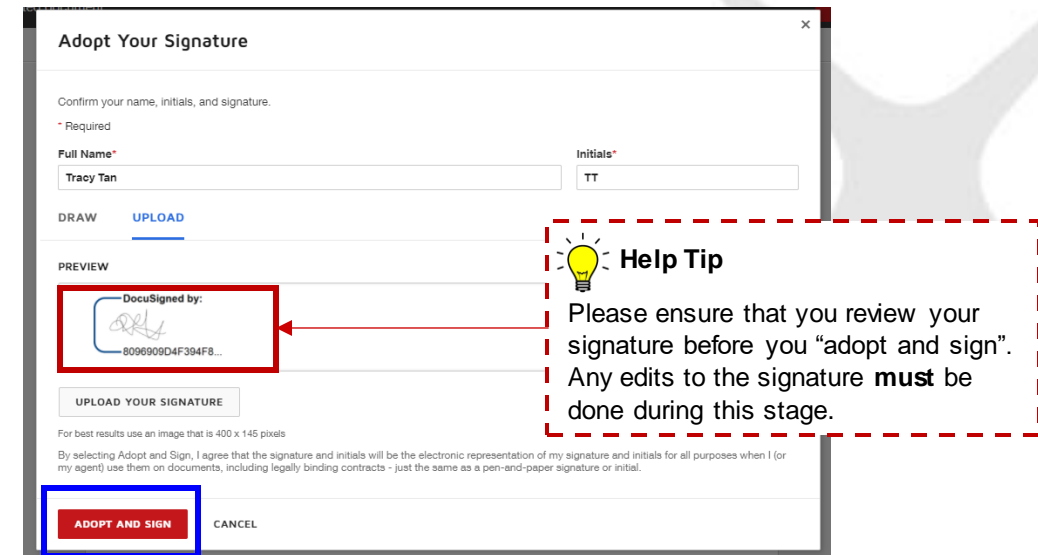
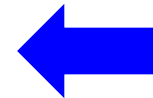
ADOPT AND SIGN CANCEL

Help Tip
If you are not able to get to this page, please let your RM know!

6. Click on "Finish" to complete signing.



FINISH OTHER ACTIONS ▾



Adopt Your Signature


Confirm your name, initials, and signature.
* Required

Full Name*
Tracy Tan

INITIALS*
TT

DRAW UPLOAD

PREVIEW

DocuSigned by:

8096909D4F394F8...

UPLOAD YOUR SIGNATURE

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

Help Tip
Please ensure that you review your signature before you "adopt and sign". Any edits to the signature **must** be done during this stage.


7. After all signers have completed eSigning, all signers and the requestor will receive an email notification informing you that eSigning is completed.


Completed: [Reference No : 3080]

 DocuSign EU System <dse@eumail.docusign.net>
To Tracy Tan
 If there are problems with how this message is displayed, click here to view it in a web browser.

Click here view completed documents.

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 **DBS** List your bank here



Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)

DBS DigiSign
dbsdigi@db.com

All parties have completed DBS Account Opening: Please review and eSign [Reference No : 20].

Dear Sir/ Mdm,

You have been nominated to eSign DBS Account Opening Form.

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For any clarifications, please contact your Relationship Manager.

Thank you.

Best Regards,
DBS Bank

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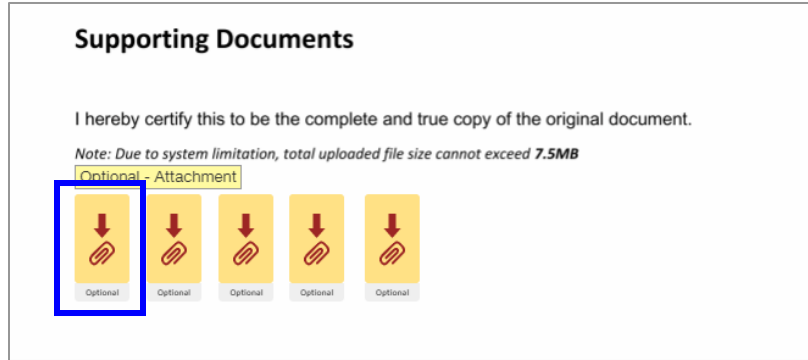
Note:
Please use the same access code to access the documents. Completed documents will be accessible for 14 days from the date of completion.



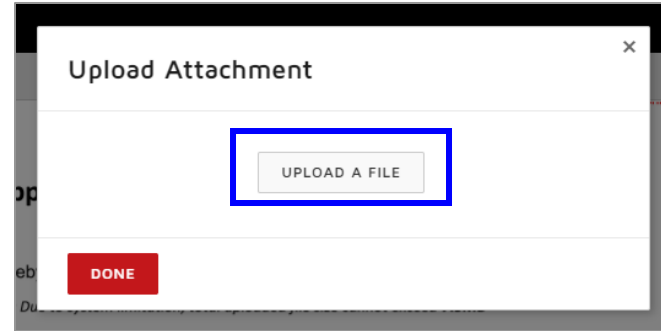
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Uploading of documents for eCTC (Certified True Copy)

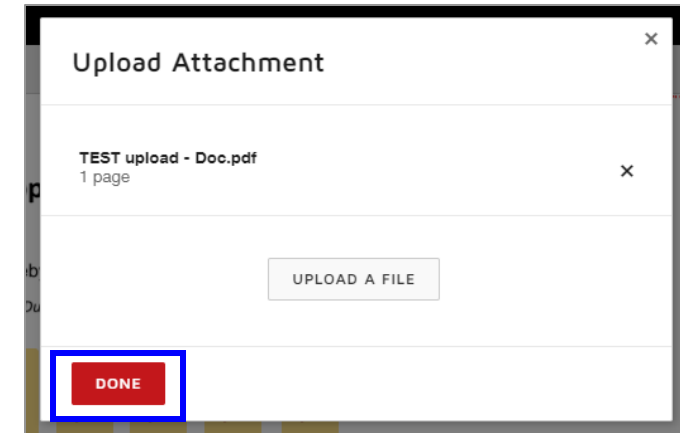
1. To upload documents for eCTC, click on the attachment.



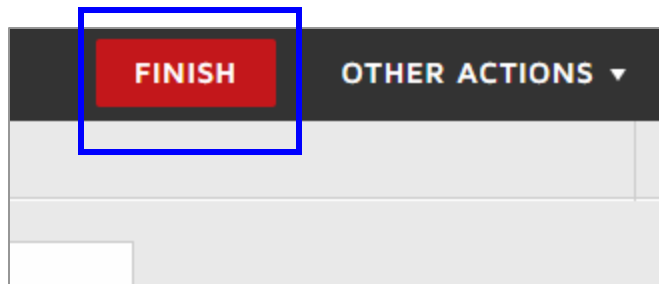
2. A pop up screen will appear. Click on "Upload a File".



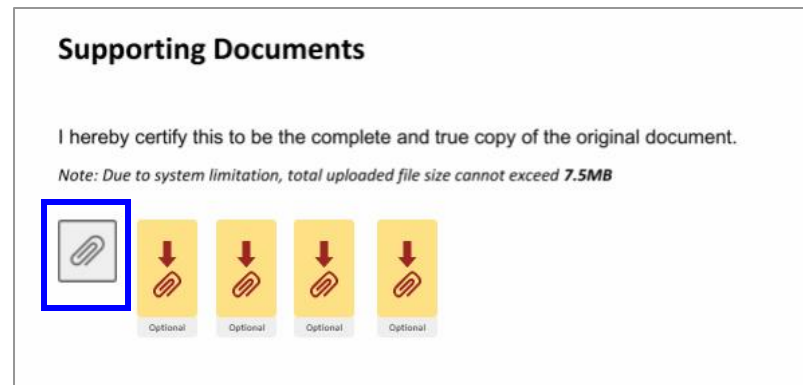
3. Browse and select your file. Then click on "Done".



5. Click on "Finish" to complete signing.



4. File has been successfully uploaded and appended. If you need to replace the attachment, click on the attachment icon again and repeat steps 2 and 3.



Requestor's copy upon trigger of eSigning

Upon the trigger of eSigning, Requestor will get a copy of the same email. But no action is required. You will also get an SMS from DBS containing the access code which will be used to access the completed documents.



DBS: Please review and eSign [Reference No : 3080]



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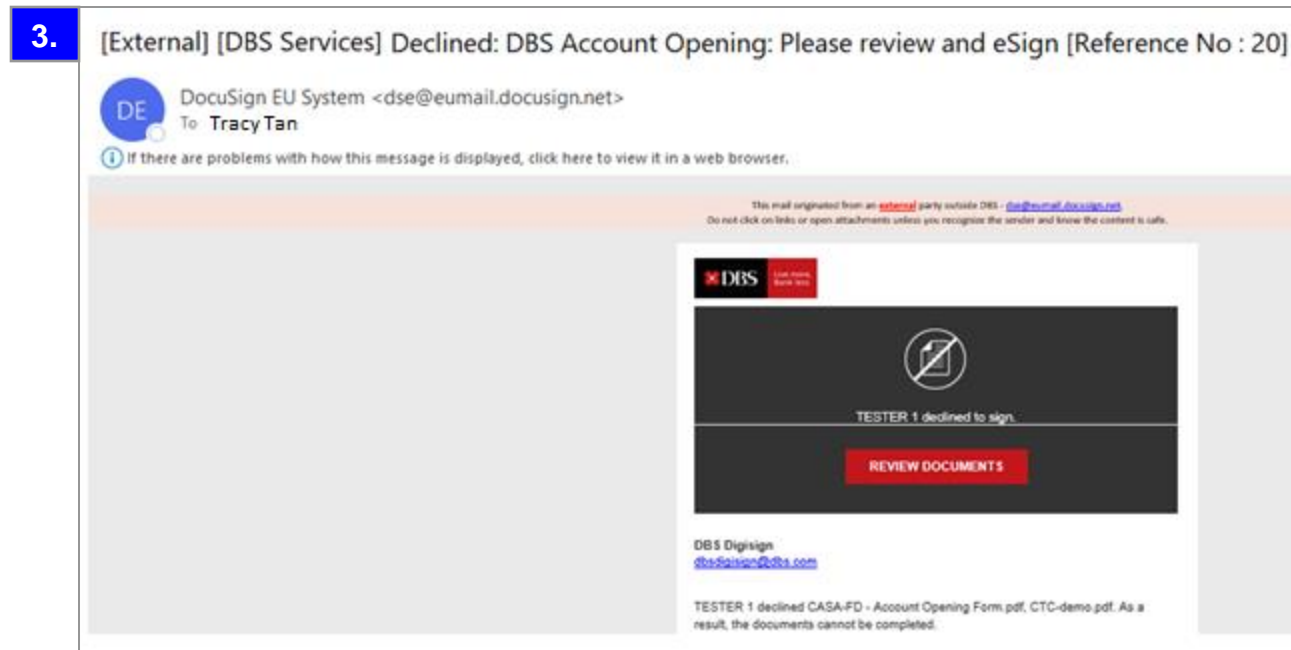
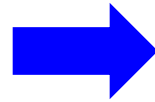
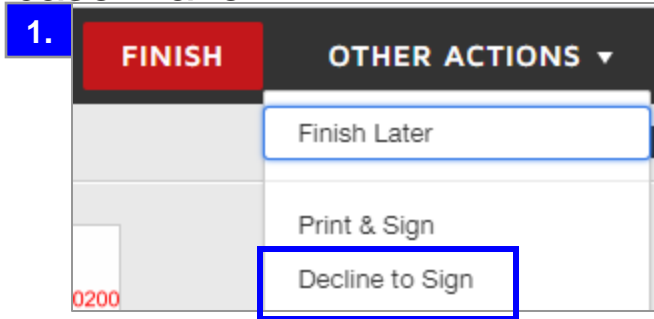
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Declining to Sign

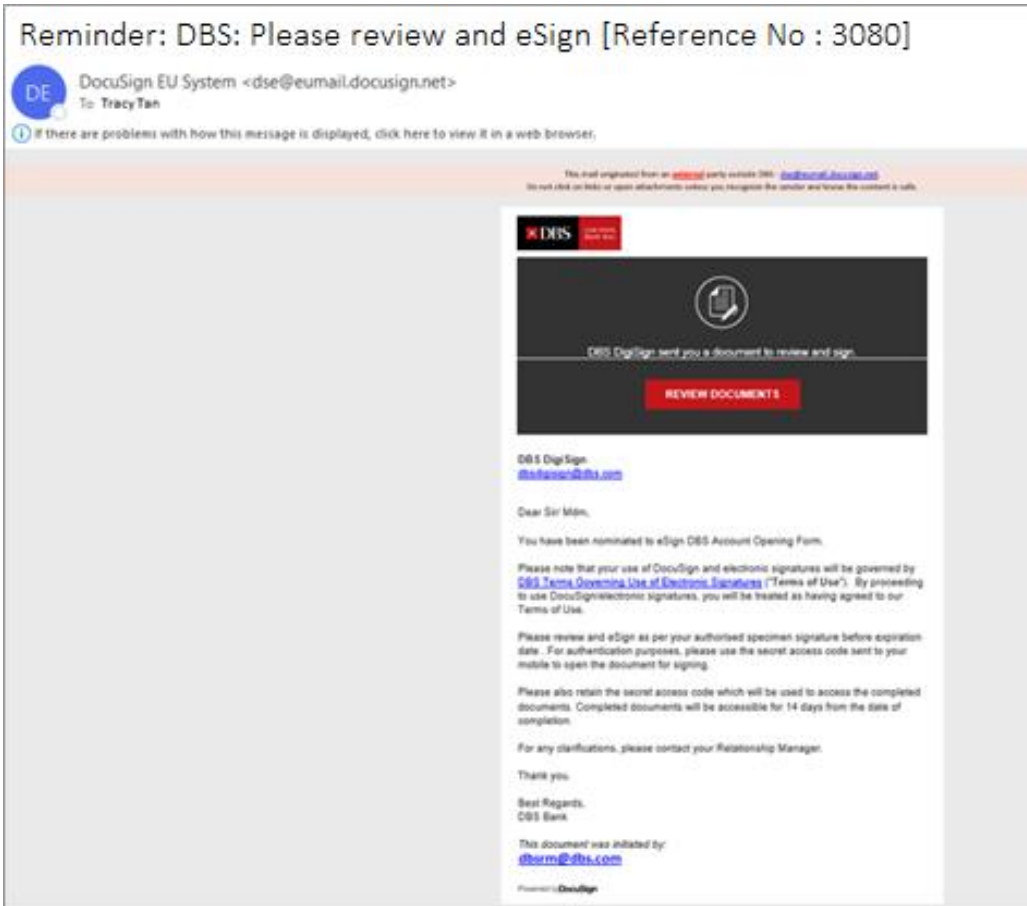
If for some reason you need to decline signing, under “Other Actions”, select “Decline to Sign” and input your reason. The envelope will be voided and an email notification will be sent to all signers, requestors and the case maker.



Email Reminders and Expired Envelope

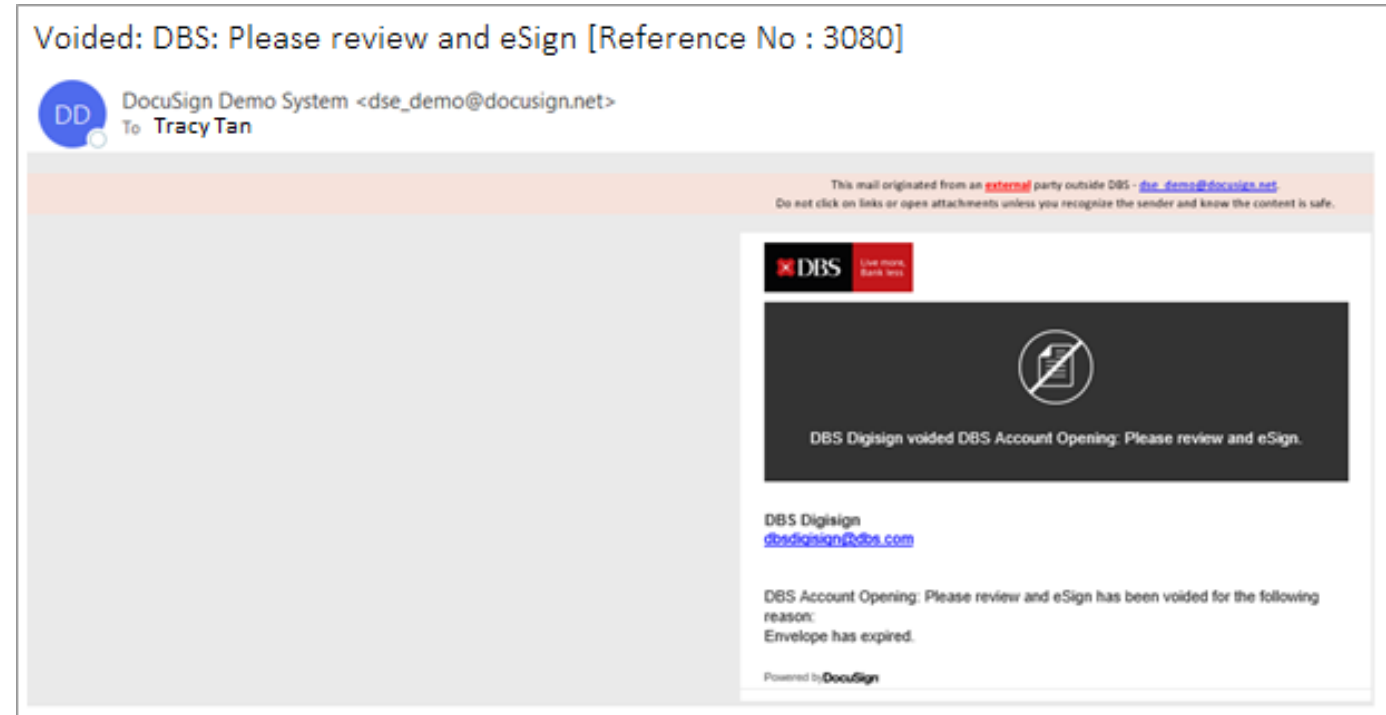
Reminder:

Signers have 11 calendar days to sign, from the date they first receive the email. There will be email reminders sent on Day 3,6,9 and 10 to signers who have yet to complete the eSigning.



Expired:

If any of the signers did not complete the eSigning within 11 days, the envelope will be voided and the whole eSigning process needs to be re-triggered again. An email notification will be sent to all signers, requestors and the case maker.



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