

Steps for Signing via Annature - TOE

Step 1: Review Email




Wed 15/02/2023 9:19 AM

Robertson Scannell <noreply@annature.com.au>

Terms of Engagement

To

 If there are problems with how this message is displayed, click here to view it in a web browser.



Dear

Accounting & Business Advice Services – Engagement Letter

In accordance with our annual Quality Assurance procedures, your annual Terms of Engagement document is ready for your review and signature. Whilst you are an existing valued client to our firm, we require a signed engagement letter on file each financial year.

This document is to confirm your understanding of the terms of our engagement and the nature and limitation of the services that we provide.

We encourage you to use Annature's digital signature product to sign with the convenience of an electronic signature. Each signee will receive an email. If you have received this email on behalf of a nominated signee, you can forward this email for review and signature. You will receive a completion email and copy of the documents once signing is completed by all required.

Please click 'Review Documents' to review your document, then 'Click to Begin' in the top right corner and select signature. This will automatically return your finalised document to us.

We look forward to helping you achieve your business and personal financial goals.

Kind regards,

Kellie Heilig
Robertson Scannell
accountingsupport@robertson-scannell.com.au

Click "Review documents" to proceed to signing

[Review documents](#)

Button not working? Paste the following link into your browser: <https://dashboard.annature.com.au/session?id=d7530eee542c409a877f65464f66764c&key=62b51e6d3daf46bfac442b4d032f81a0>

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Step 2: Click to Begin



Step 3: Click "Initial" where indicated. Choose to either type your Initials, draw your signature or upload an image. One happy click "Adopt Signature"

The screenshot shows a form for selecting a signature. On the left, there is a sidebar with three options: "Select a signature" (circled in orange), "Draw your signature", and "Upload an image". The main area has a text input field for "Initials" containing "A.R.". Below this is a list of three signature options, each with a radio button, a preview of the signature "A.R.", and a unique ID "9CAF37C9D7D3". The first option is selected. At the bottom, there is a disclaimer: "By clicking adopt signature, I agree that these initials will be an electronic representation of my initials for all purposes when electronically signing documents with Annature." At the bottom right, there are two buttons: "Close" and "Adopt signature" (circled in orange).

Step 4: Click all initial prompts to initial each page.

Step 5: On the final page, click "Sign Here" and choose to select a signature, draw your signature or upload an image again (As per above)

The screenshot shows a "Sign" button on the left. The main form area is titled "Signed and acknowledged by:". It contains three fields: "Client Signature(s):" with a "Sign here" button (circled in orange), "Client Name(s):" with an empty text box, and "Date:" with a text box containing "15/02/2023".

Step 6: Click Finish Signing. You will receive a second email with the documents attached. Signature is now complete and the Robertson Scannell team will be advised. You do not need to return a signed copy to us manually.