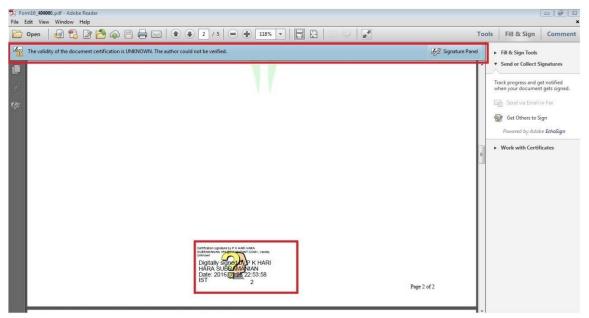
Guidelines to validate Form 16 Digital Signature

You may validate the digital signatures in your Form 16/12BA by following the below procedure.

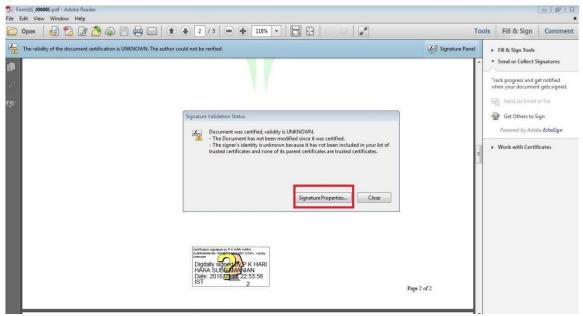
Download your form 16/12BA and open from the downloaded folder and then try to validate following the below procedure.

Step 1: Click on the digital signature appearing in the end of the Part A for your Form 16 and last past for your Form 12BA.



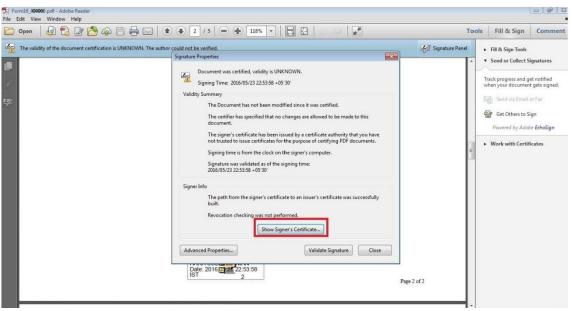


Step 2: In the Signature validation status pop up, click on Signature properties.



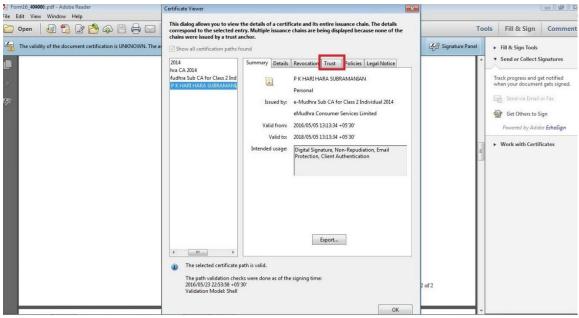
Screen Shot 2

Step 3: In the Signer tab, Click on Show Signers Certificate.



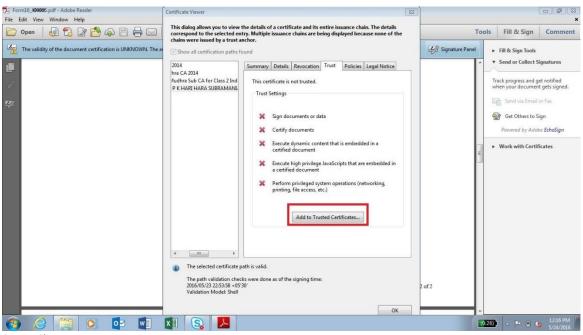


Step 4: In the Certificate viewer, select the Trust Tab.



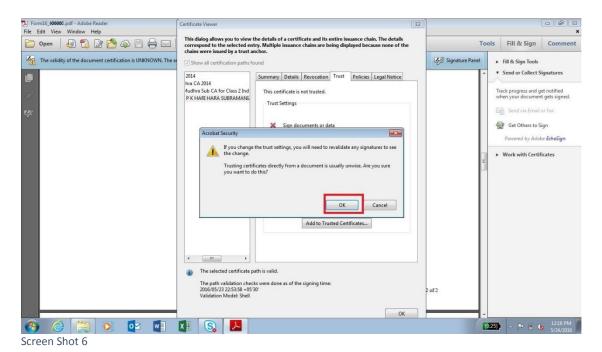
Screen Shot 4

Step 5: In the Trust Tab, click on Add to Trusted Identities.

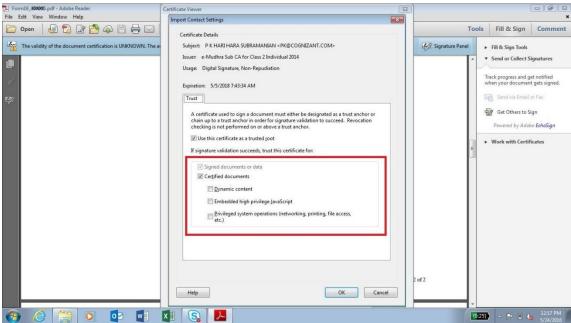




Step 6: As we have made changes, click on OK in the Adobe security popup.

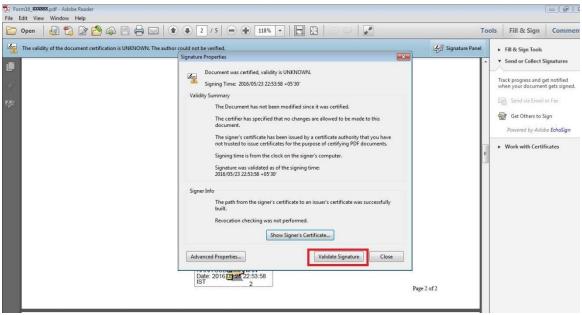


Step 7: Check all the three boxes under certified documents in Trust page and hit **OK**





Step 8: Click on validate signature and once the above validation procedure is over, close the file and reopen.



Screen Shot 8

Step 9: Digital signature is validated now.

