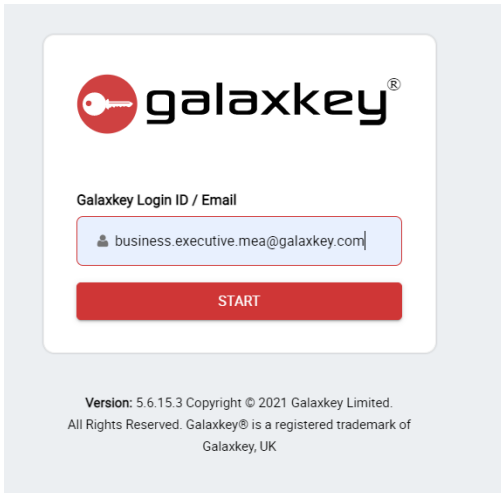


1.1. Signature Creation

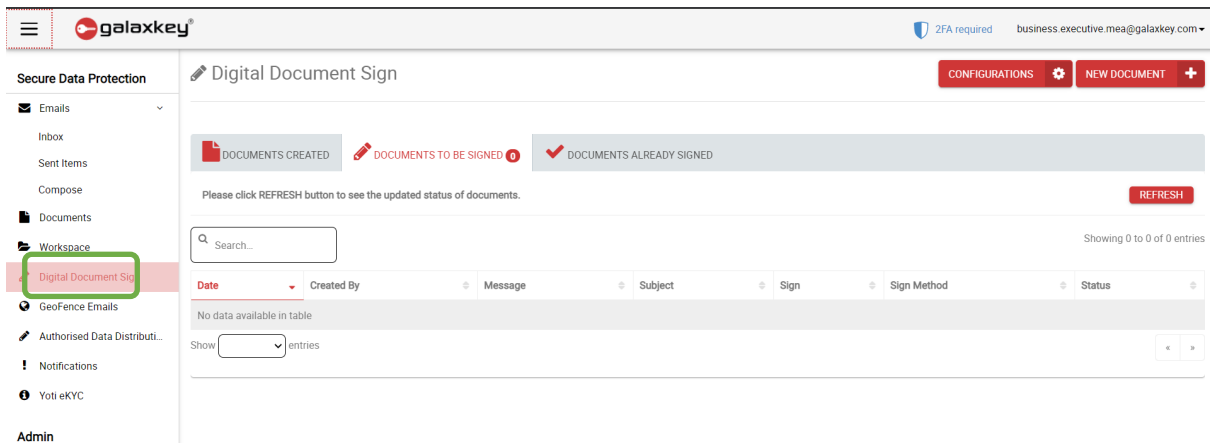
1. Login to Galaxkey Manager

Type <https://manager.galaxkey.com/> on your browser
Login with your email address and password



The login screen features the Galaxkey logo at the top. Below it, there is a text input field labeled 'Galaxkey Login ID / Email' containing the email address 'business.executive.mea@galaxkey.com'. A red 'START' button is positioned below the input field. At the bottom, a version notice states: 'Version: 5.6.15.3 Copyright © 2021 Galaxkey Limited. All Rights Reserved. Galaxkey® is a registered trademark of Galaxkey, UK'.

2. Click 'Digital Document Sign' tab from the left-hand pane. This will open the solution dashboard.



The dashboard interface includes a top navigation bar with the Galaxkey logo, a '2FA required' indicator, and the user's email. A left-hand sidebar lists various modules, with 'Digital Document Sign' highlighted. The main content area is titled 'Digital Document Sign' and includes buttons for 'CONFIGURATIONS', 'NEW DOCUMENT', and '+'. It displays three summary cards: 'DOCUMENTS CREATED', 'DOCUMENTS TO BE SIGNED' (with a red indicator), and 'DOCUMENTS ALREADY SIGNED'. A 'REFRESH' button is located below these cards. A search bar is present, and a table with columns 'Date', 'Created By', 'Message', 'Subject', 'Sign', 'Sign Method', and 'Status' is shown. The table currently contains no data, with a message 'No data available in table' and a 'Show' dropdown set to 'entries'.

3. Then, click 'Configure Signature' tab on top right.

☰

galaxkey®

2FA requiredbusiness executive.me@galaxkey.com

Secure Data Protection

Emails

Inbox

Sent Items

Compose

Documents

Workspace

Digital Document Sign

GeoFence Emails

Authorised Data Distributi...

Notifications

Yoti eKYC

Admin

Digital Document Sign

DOCUMENTS CREATED

DOCUMENTS TO BE SIGNED

DOCUMENTS ALREADY SIGNED

Please click REFRESH button to see the updated status of documents.

REFRESH

Search...

Showing 0 to 0 of 0 entries

Date	Created By	Message	Subject	Sign	Sign Method	Status
No data available in table						

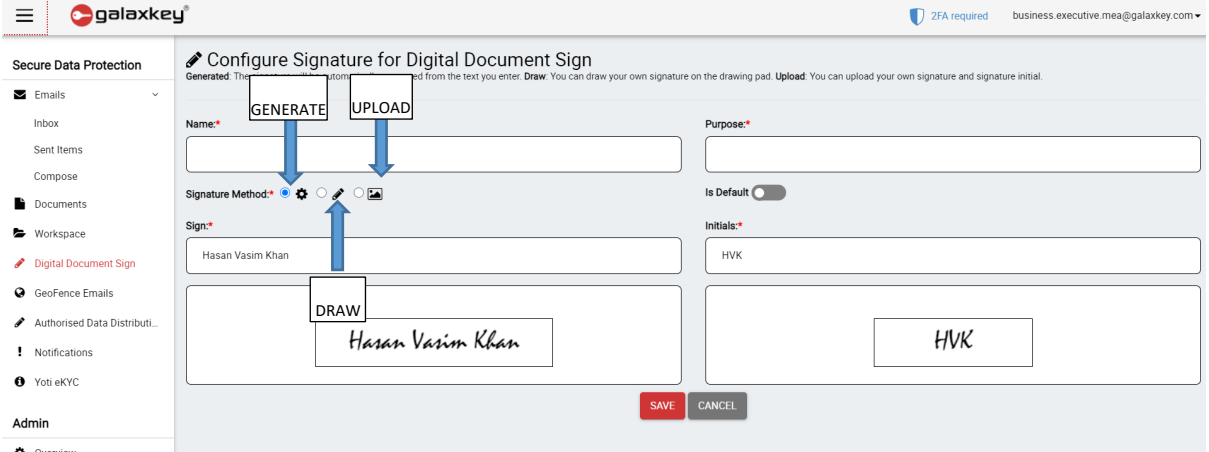
Show

entries

◀

▶

4. The solution provides three options to create a signature:
- Generate : This option is default and allows you to type the required name and initials in the relevant text boxes and converts them into “handwriting” using a suitable font
 - Draw : You can draw the signature using a writable pad or browser
 - Upload : You can upload the signature from a file



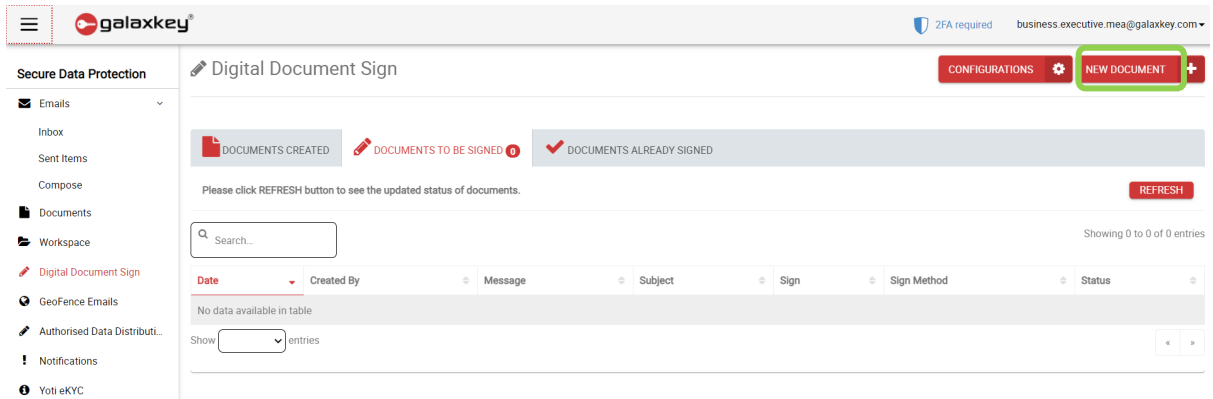
The screenshot displays the 'Configure Signature for Digital Document Sign' interface. On the left is a sidebar with navigation options: Secure Data Protection, Emails, Documents, Workspace, Digital Document Sign (highlighted), GeoFence Emails, Authorised Data Distributi..., Notifications, Yoti eKYC, Admin, and Overview. The main area has a title 'Configure Signature for Digital Document Sign' and a sub-header 'Generated: The signature is generated from the text you enter. Draw: You can draw your own signature on the drawing pad. Upload: You can upload your own signature and signature initial.' Below this, there are three sections: 'Name' (text box with 'Hasan Vasim Khan'), 'Signature Method' (radio buttons for Generate, Draw, and Upload, with Generate selected), and 'Initials' (text box with 'HVK'). There are also fields for 'Purpose' and 'Is Default'. At the bottom right are 'SAVE' and 'CANCEL' buttons. Arrows from the text 'GENERATE', 'UPLOAD', and 'DRAW' point to their respective sections.

5. Click 'Save' once your signature and initials are completed, to save these as a part of your profile.

1.2. Initiation of Document Signing

1.2.1. Select document for signing

1. Login to Galaxkey Manager (<https://manager.slcsfc.com/>) with your email address and password, and click the 'Digital Document Signing' tab as described in previous section.
2. Click on 'New Document' tab on the top right corner.

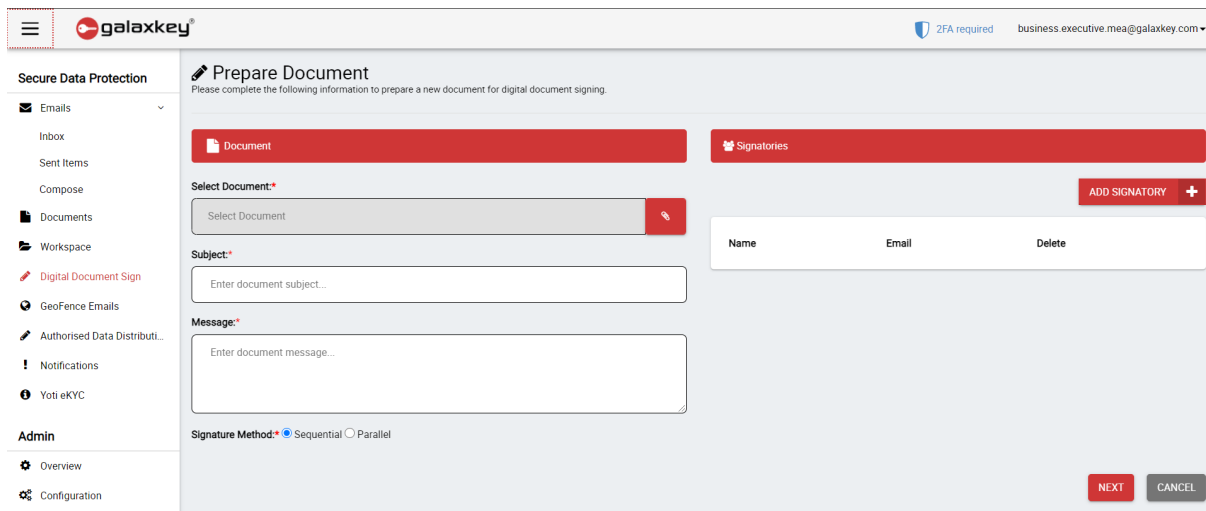


The screenshot shows the Galaxkey Manager interface. On the left is a sidebar with navigation options: Secure Data Protection, Emails, Documents, Workspace, Digital Document Sign (highlighted), GeoFence Emails, Authorised Data Distributi..., Notifications, and Yoti eKYC. The main area is titled 'Digital Document Sign'. At the top right, there are buttons for 'CONFIGURATIONS' and 'NEW DOCUMENT' (highlighted with a green box). Below these are tabs for 'DOCUMENTS CREATED', 'DOCUMENTS TO BE SIGNED' (active), and 'DOCUMENTS ALREADY SIGNED'. A message says 'Please click REFRESH button to see the updated status of documents.' with a 'REFRESH' button. There is a search bar and a table with columns: Date, Created By, Message, Subject, Sign, Sign Method, and Status. The table currently shows 'No data available in table'.

This will start the process of preparing the document for signing.

3. On the 'Document' tab

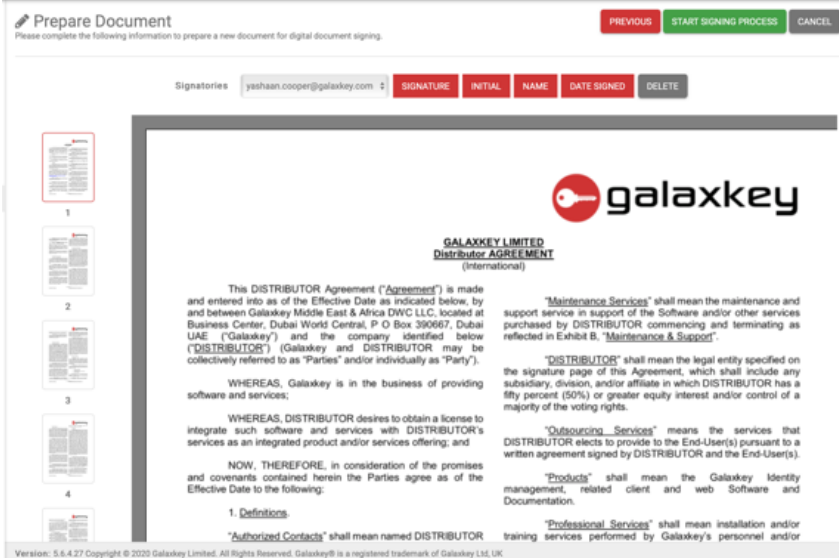
- Browse to an existing document to sign.
- Enter appropriate Subject and Message for you and other signatories to identify the context of signing.
- Select the flow of signing:
 - Parallel: All signatories can sign the document simultaneously
 - Sequential: The document will be made available to the signatories based on the sequence you select. The document will have to be signed by one signatory, before being sent to the subsequent signatory.
- Add the signatories.
 - If you chose the "Sequential" routing, the signatories must be added in required sequence. Use the Up and Down arrow buttons to reset the sequence.



The screenshot shows the 'Prepare Document' interface. The left sidebar is the same as the previous screenshot. The main area is titled 'Prepare Document' with a sub-header 'Please complete the following information to prepare a new document for digital document signing.' There are two main sections: 'Document' and 'Signatories'. The 'Document' section has a 'Select Document*' dropdown, a 'Subject*' text field, and a 'Message*' text area. The 'Signatories' section has an 'ADD SIGNATORY +' button and a table with columns 'Name', 'Email', and 'Delete'. At the bottom, there is a 'Signature Method*' section with radio buttons for 'Sequential' (selected) and 'Parallel'. 'NEXT' and 'CANCEL' buttons are at the bottom right.

1.2.2. Set signature placement on document

1. The document will now be displayed with a series of buttons you can use to mark where the document is to be signed and what other information can be recorded at the time of signature.



Prepare Document
Please complete the following information to prepare a new document for digital document signing.

Signatories: yshaan.cooper@galaxkey.com **SIGNATURE** **INITIAL** **NAME** **DATE SIGNED** **DELETE**

galaxkey

GALAXKEY LIMITED
Distributor AGREEMENT
(International)

This DISTRIBUTOR Agreement ("Agreement") is made and entered into as of the Effective Date as indicated below, by and between Galaxkey Middle East & Africa DWC LLC, located at Business Center, Dubai World Central, P O Box 390667, Dubai UAE ("Galaxkey") and the company identified below ("DISTRIBUTOR") (Galaxkey and DISTRIBUTOR may be collectively referred to as "Parties" and/or individually as "Party").

WHEREAS, Galaxkey is in the business of providing software and services;

WHEREAS, DISTRIBUTOR desires to obtain a license to integrate such software and services with DISTRIBUTOR's services as an integrated product and/or services offering; and

NOW, THEREFORE, in consideration of the promises and covenants contained herein the Parties agree as of the Effective Date to the following:

1. **Definitions.**

"Authorized Contacts" shall mean named DISTRIBUTOR

"Maintenance Services" shall mean the maintenance and support service in support of the Software and/or other services purchased by DISTRIBUTOR commencing and terminating as reflected in Exhibit B, "Maintenance & Support".

"DISTRIBUTOR" shall mean the legal entity specified on the signature page of this Agreement, which shall include any subsidiary, division, and/or affiliate in which DISTRIBUTOR has a fifty percent (50%) or greater equity interest and/or control of a majority of the voting rights.

"Outsourcing Services" means the services that DISTRIBUTOR elects to provide to the End-User(s) pursuant to a written agreement signed by DISTRIBUTOR and the End-User(s).

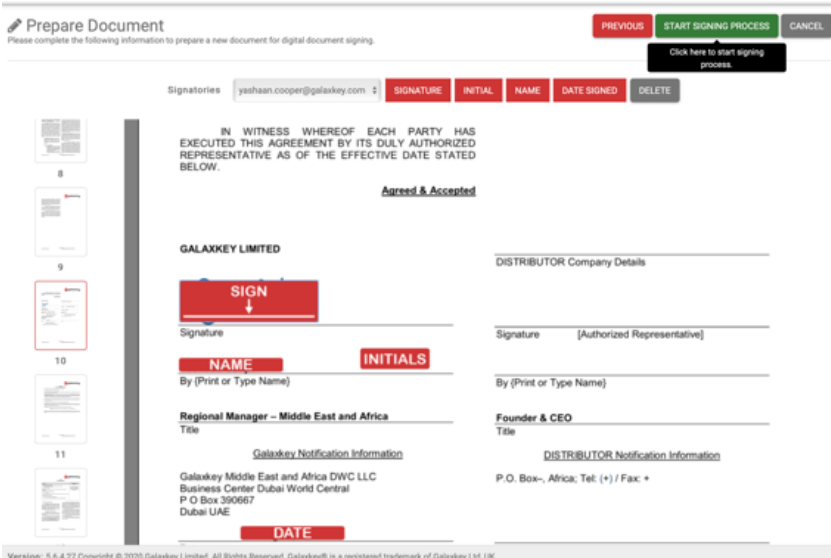
"Products" shall mean the Galaxkey Identity management, related client and web Software and Documentation.

"Professional Services" shall mean installation and/or training services performed by Galaxkey's personnel and/or

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2. Navigate to the area in the document where the signature is required.

- Click any of the buttons (Signature, Initials, Name, Date Signed) and then click the place in the document where that information is to be placed.



Prepare Document
Please complete the following information to prepare a new document for digital document signing.

Signatories: yshaan.cooper@galaxkey.com **SIGNATURE** **INITIAL** **NAME** **DATE SIGNED** **DELETE**

galaxkey

GALAXKEY LIMITED
Distributor AGREEMENT
(International)

IN WITNESS WHEREOF EACH PARTY HAS EXECUTED THIS AGREEMENT BY ITS DULY AUTHORIZED REPRESENTATIVE AS OF THE EFFECTIVE DATE STATED BELOW.

Agreed & Accepted

GALAXKEY LIMITED

SIGN

Signature _____

NAME **INITIALS**

By (Print or Type Name) _____

Regional Manager - Middle East and Africa

Title _____

Galaxkey Notification Information

Galaxkey Middle East and Africa DWC LLC
Business Center Dubai World Central
P O Box 390667
Dubai UAE

DATE

DISTRIBUTOR Company Details

Signature [Authorized Representative] _____

By (Print or Type Name) _____

Founder & CEO

Title _____





DISTRIBUTOR Notification Information


P.O. Box-, Africa; Tel: (+) / Fax: +



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- Other information and action buttons available on the document header are as follows:
 - The current page number with left and right arrow buttons to step forward or back through the document
 - A dropdown list of the email addresses of all the required signatories
3. Click 'Add Document' when you have specified all the places where signatures are required.

1.2.3. Share with signatories and track

1. Signatories will be advised by email that a new document has been created and requires their signature.
2. The new document will now be saved and will be listed in your 'Documents Created' tab.
Note: All documents are saved in encrypted form in the Galaxkey storage area defined for your organisation.
3. You can conduct the following **actions** for the documents
 - Information : Details of the signature process configured for this document 
 - Download : Download the document 
 - Recall : Stop the signature process for this document 
 - Delete : Cancel the signature process and delete this document 













 Digital Document Sign

CONFIGURATIONS  NEW DOCUMENT 

 DOCUMENTS CREATE  DOCUMENTS TO BE SIGNED 0  DOCUMENTS ALREADY SIGNED

Please click REFRESH button to see the updated status of documents. REFRESH

Showing 1 to 3 of 3 entries

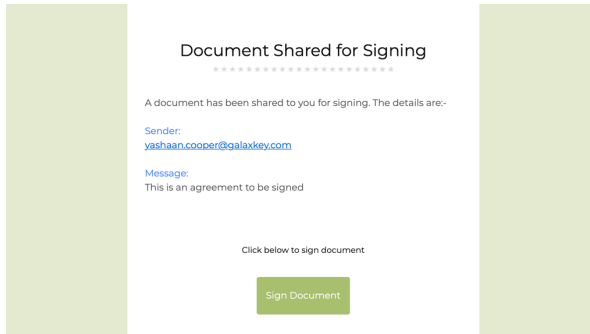
Date	Subject	Sign Method	Status	Action
2/15/2021 9:37:33 PM	Test	Sequential	Completed	   
12/20/2020 5:53:53 PM	test 1	Sequential	Completed	   
11/22/2020 9:28:15 AM	important	Sequential	Completed	   

Show entries < 1 >

1.3. Sign Document Received

1.3.1. Initial notification

The signatories will be advised by email that a new document has been created and requires their signature.

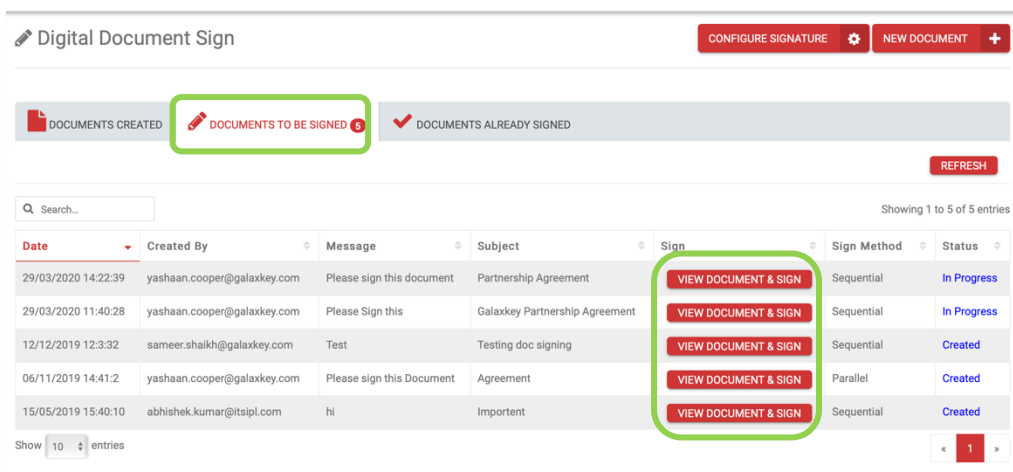


1.3.2. Sign Document

1. The process for signing can be initiated by clicking the 'Sign Document' link on the email.

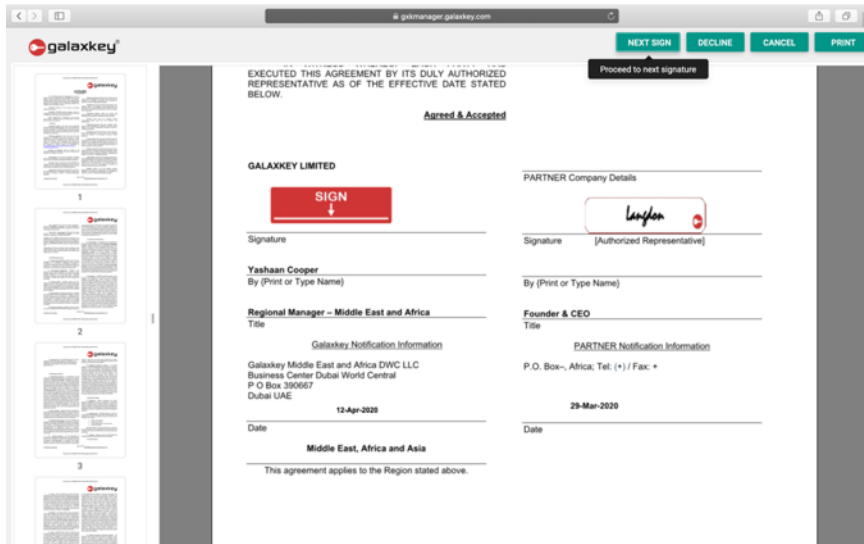
This will open the Galaxkey Manager portal (<https://manager.slcsfc.com/>). Login with your email address and password, and click the 'Digital Document Signing' tab described in previous sections.

2. The documents listed be listed under 'Documents To Be Signed' tab. Click 'View Document and Sign' tab to initiate the signing process.

A screenshot of the Galaxkey Manager portal. At the top, there's a header with "Digital Document Sign" and buttons for "CONFIGURE SIGNATURE", "NEW DOCUMENT", and a plus icon. Below the header, there are three tabs: "DOCUMENTS CREATED", "DOCUMENTS TO BE SIGNED" (highlighted with a green box), and "DOCUMENTS ALREADY SIGNED". A "REFRESH" button is to the right. Below the tabs is a search bar and a table of documents. The table has columns: Date, Created By, Message, Subject, Sign, Sign Method, and Status. The "Sign" column contains "VIEW DOCUMENT & SIGN" buttons, which are also highlighted with a green box. The table shows five entries. At the bottom, there's a "Show 10 entries" dropdown and a pagination control showing "1" of 5 entries.

Date	Created By	Message	Subject	Sign	Sign Method	Status
29/03/2020 14:22:39	yashaan.cooper@galaxkey.com	Please sign this document	Partnership Agreement	VIEW DOCUMENT & SIGN	Sequential	In Progress
29/03/2020 11:40:28	yashaan.cooper@galaxkey.com	Please Sign this	Galaxkey Partnership Agreement	VIEW DOCUMENT & SIGN	Sequential	In Progress
12/12/2019 12:3:32	sameer.shaikh@galaxkey.com	Test	Testing doc signing	VIEW DOCUMENT & SIGN	Sequential	Created
06/11/2019 14:41:2	yashaan.cooper@galaxkey.com	Please sign this Document	Agreement	VIEW DOCUMENT & SIGN	Parallel	Created
15/05/2019 15:40:10	abhishek.kumar@itsipl.com	hi	Importent	VIEW DOCUMENT & SIGN	Sequential	Created

3. On opening the document, each signatory will see the signature placeholder(s) designated for them.
4. Click the placeholder to insert your Signature or Initials as appropriate. The Name and Date fields will be pre-populated in the document when each Signatory opens it.



Use the Page navigation buttons to move to the next location for signature. Repeat the process until you have signed at all the required places in the document. Finally click Done to complete the process.

You will receive a confirmation by email that you have successfully signed the document as well as an email containing the signed document as an attachment. The document will now be listed in your 'Documents Already Signed' tab.

5. You can also refuse to sign a document.

Once you have opened it for signature, click the Decline button. The dialogue box opposite is then displayed, allowing you to record the reason for declining. Click OK to confirm your refusal.

6. The originator will be notified by email that you have completed the signature process (both for signed or declined).