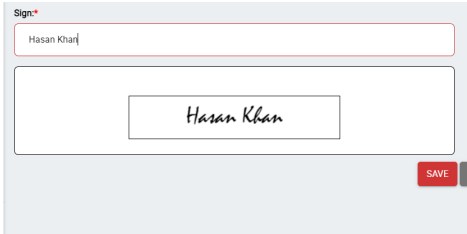
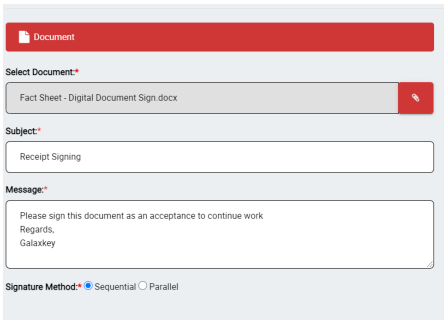



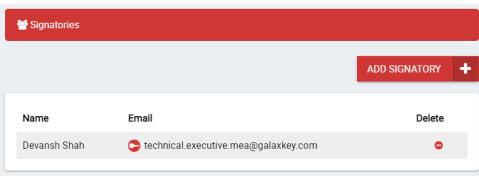





Fact Sheet – Digital Document Signing with Galaxkey

Organizations have multitude of documents that they sign – contracts, NDAs, audit reports, employee policies etc. These documents contain sensitive information such as audit findings, customer data, our employee data, commercials etc. While needing a simple and economical manner of signing these documents, as the leading advisory service provider in the region, we have a responsibility to safeguard the content of these documents.

We are pleased to introduce a solution from Galaxkey that enables you to digitally sign documents in a simple but secure manner. Galaxkey is a leading solution provider serving governments and enterprises globally, with its' strong encryption and security controls.

This solution has been implemented to provide you a simple and secure way to safeguard your document signing. We urge you to maximize the use of the solution and safeguard our signing requirements!

Features and functionality	
	Create your own signatures Use one of the many flexible options to create your signatures – system generated, drawn or uploaded from an image.
	Sign on PDF or MS Office files You can select to sign on any PDF or MS Office files (Word, Excel, Powerpoint)
	Sign Sequential or Parallel Use the appropriate signing method: Sequential for hierarchical signing Parallel for signing same document with multiple parties

	<p>Use with both internal and external signatories</p> <p>You can add any number of signatories by just selecting their email address</p>
	<p>Select from multiple fields on the document</p> <p>In addition to the signature, you can add other fields such as Name, Initial or Date on the document to be signed.</p>
<p>Action</p> 	<p>Control the document</p> <p>Have complete control of the document to be signed – view status, send reminders, download a copy or even terminate the signing process.</p>
	<p>Environment friendly</p> <p>As a responsible organization, we care for our environment. Reduce paper wastage by utilizing digital signing.</p>
	<p>Save time</p> <p>Conventional document signing methods are time consuming – print the document, sign it, scan it, mail or fax it, and then the process repeats for each signatory. Save time by digitizing the process.</p>
	<ul style="list-style-type: none"> • You can manage the entire signing workflow through simple web browser interface • You don't need to remember any additional password – simply use your Active Directory password • Communicate freely with external users and Galaxkey will take care of seamlessly securing your email communication

Do's and Don'ts	
<p>Do's</p> <ul style="list-style-type: none"> • Use the solution to sign any document you need – both internal and external 	

- The solution provides excellent flexibility – use the appropriate aspect you need (e.g. from defining your signature or defining parallel/sequential signing or tracking/controlling the progress)
- Have all the signatory information handy before initiating the signing process – this will not only save time but also avoid instances of terminating the process mid-way if an error is identified later
- Maximize the use of the solution – do your bit towards the environment and also fast track the signing process

Don'ts

- Do not share your Active Directory password with anyone