

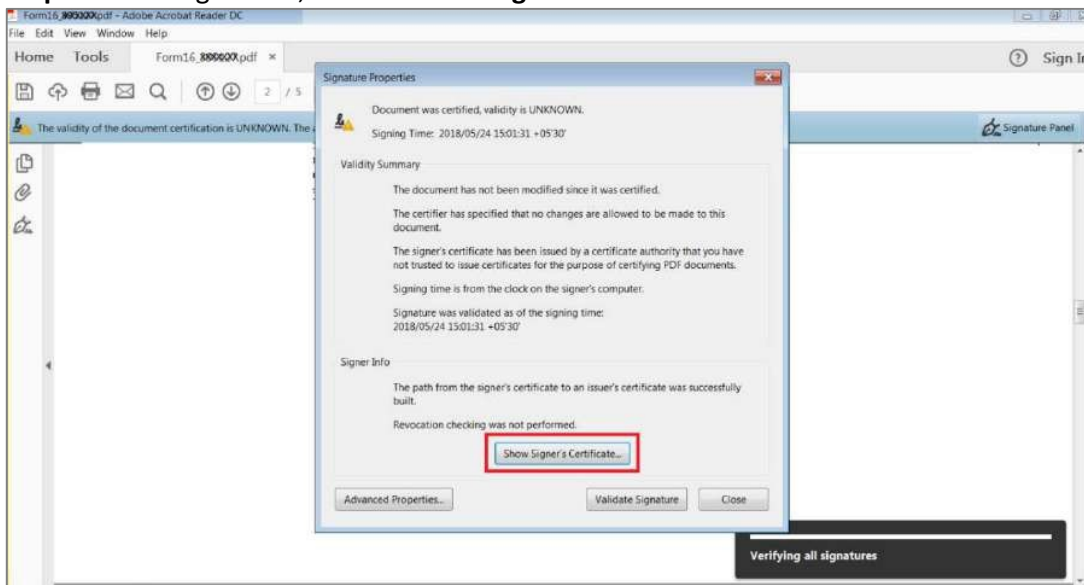
Guidelines to validate Digital Signature on Form 16

Download the Form 16/12BA and save it in a folder. Open the document from the folder using Adobe Acrobat reader, and then carry out the following steps to validate the Digital signature.

Step 1: Click on the digital signature appearing at the end of the Part A of the Form 16 and the last page of Form 12BA.

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

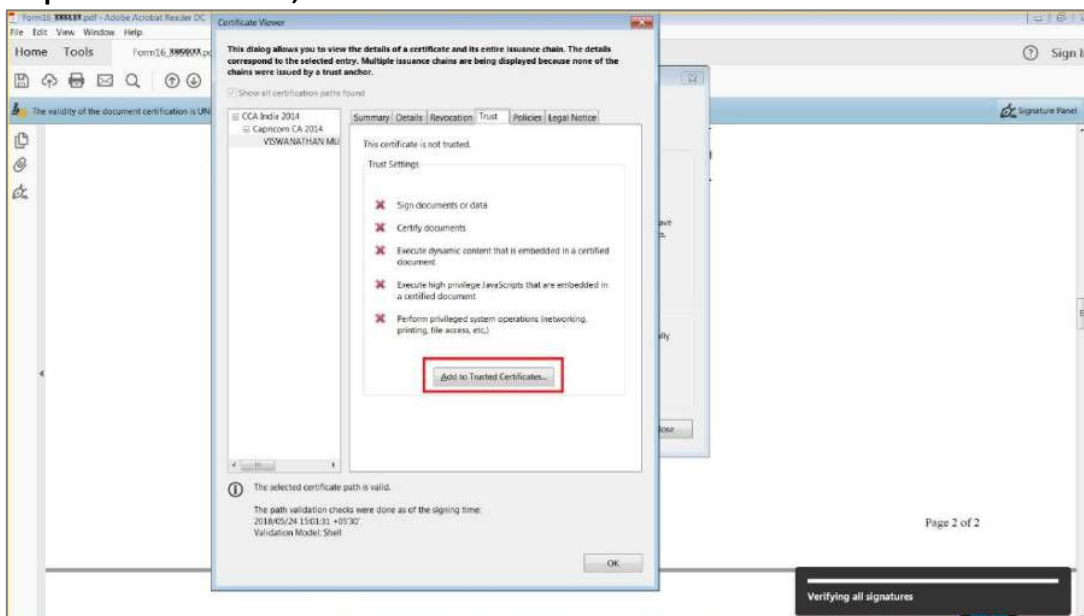
Step 3: In the Signer tab, Click on **Show Signers Certificate**.



Screen Shot 1

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

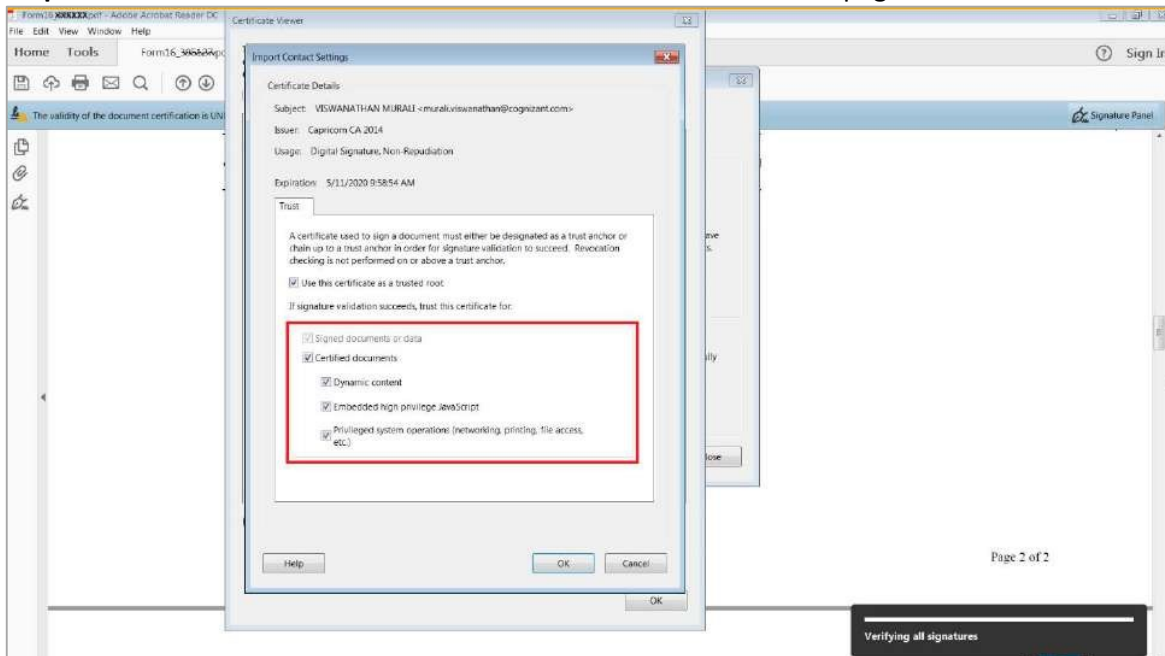
Step 5: In the **Trust Tab**, click on **Add to Trusted Identities**.



Screen Shot 2

Step 6: Click on OK in the Adobe security popup.

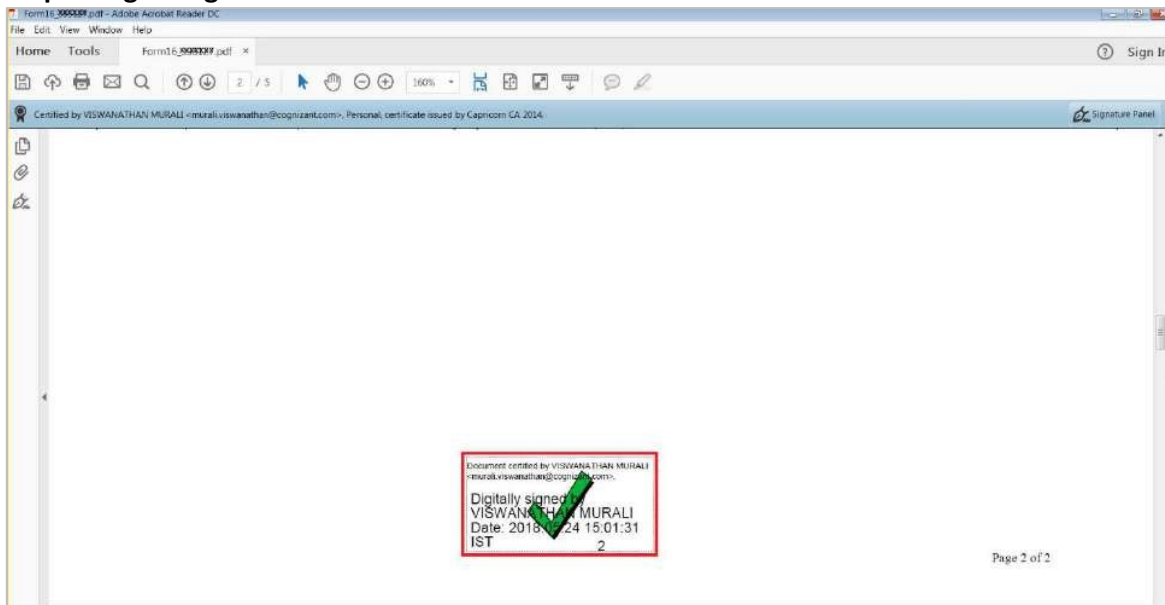
Step 7: Check all the three boxes under certified documents in Trust page and click **OK**



Screen Shot 3

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

Step 9: Digital signature is validated now.



Screen Shot 4