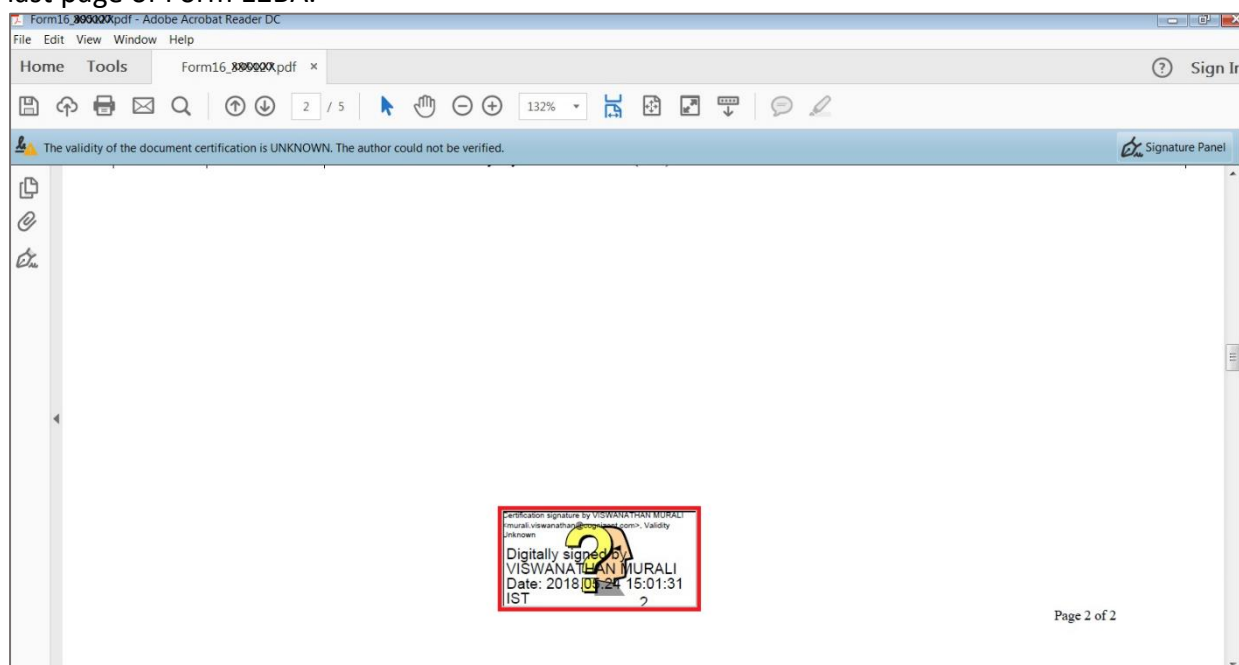# Guidelines to validate Digital Signature on Form 16

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.
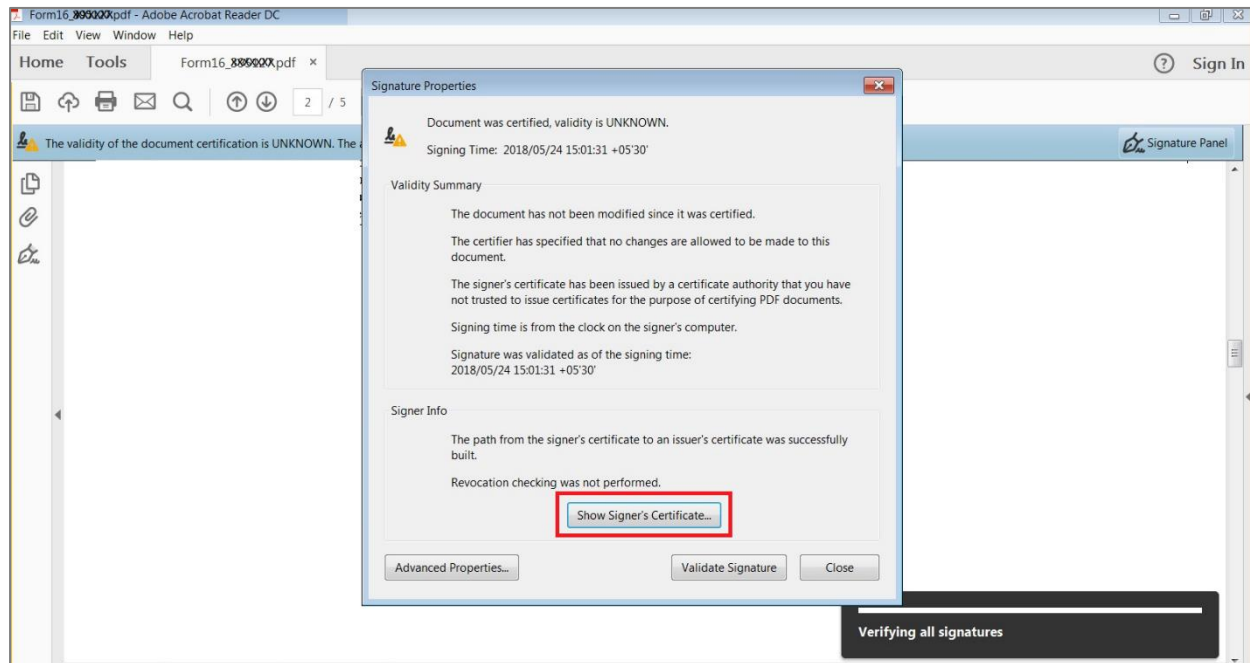

Screen Shot 1

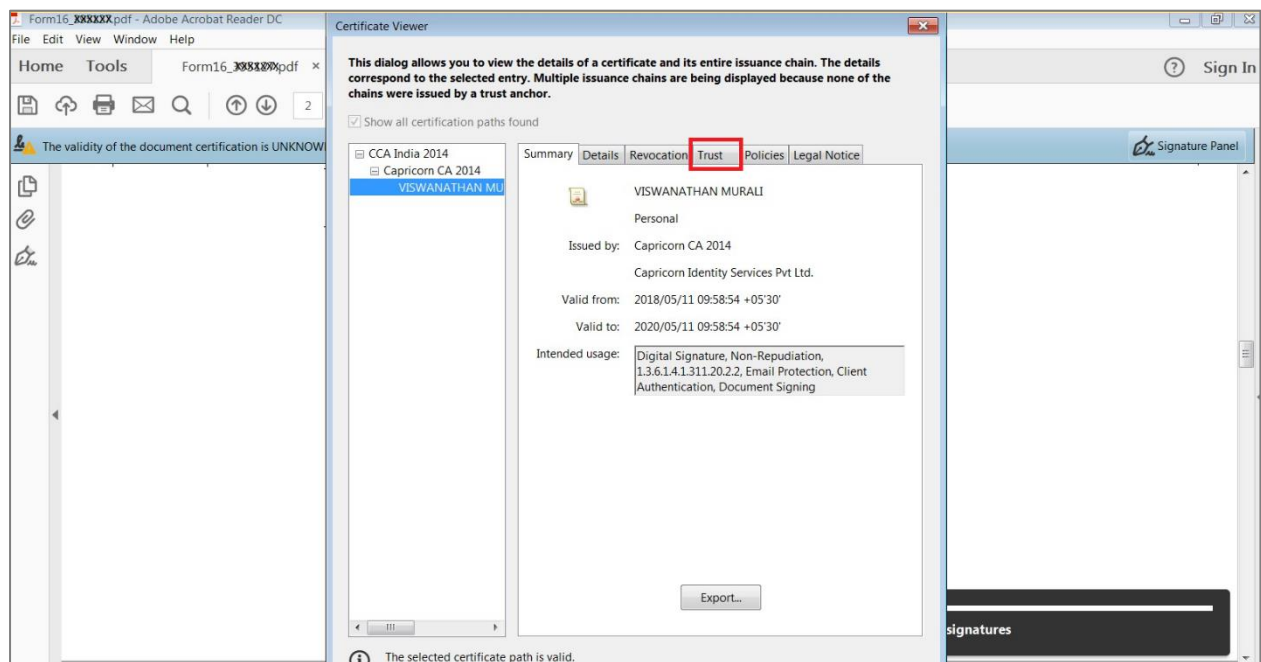**Step 2:** In the Signature validation status pop up, click on **Signature properties.**
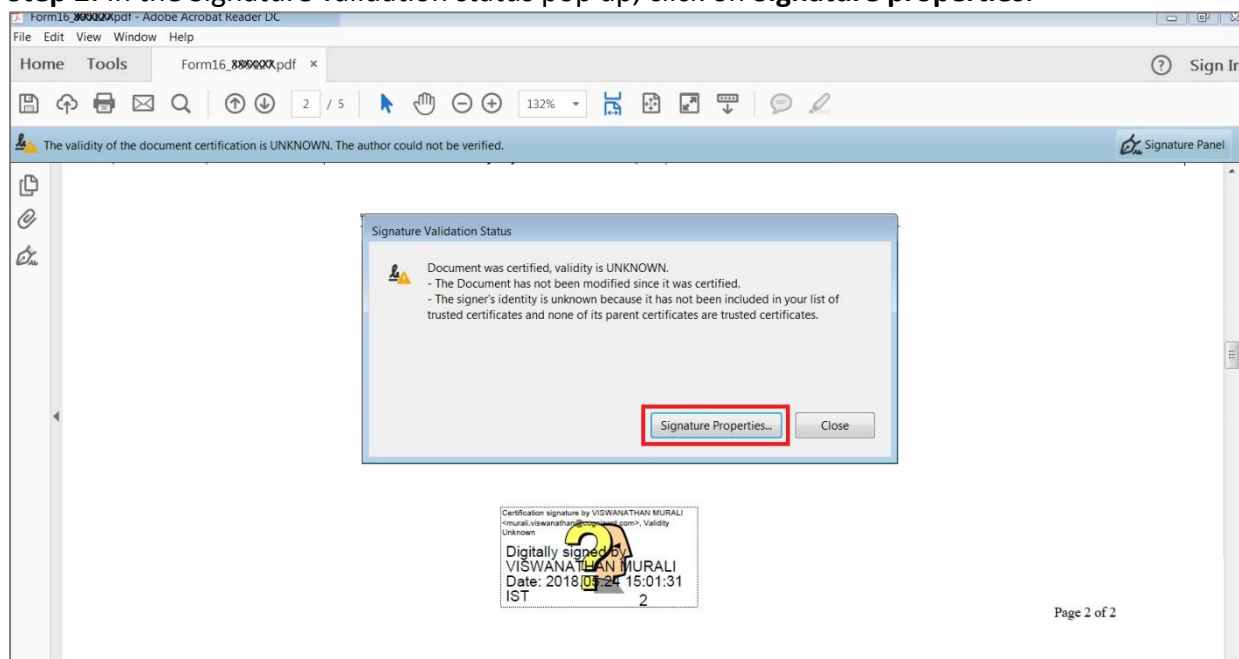
Screen Shot 2

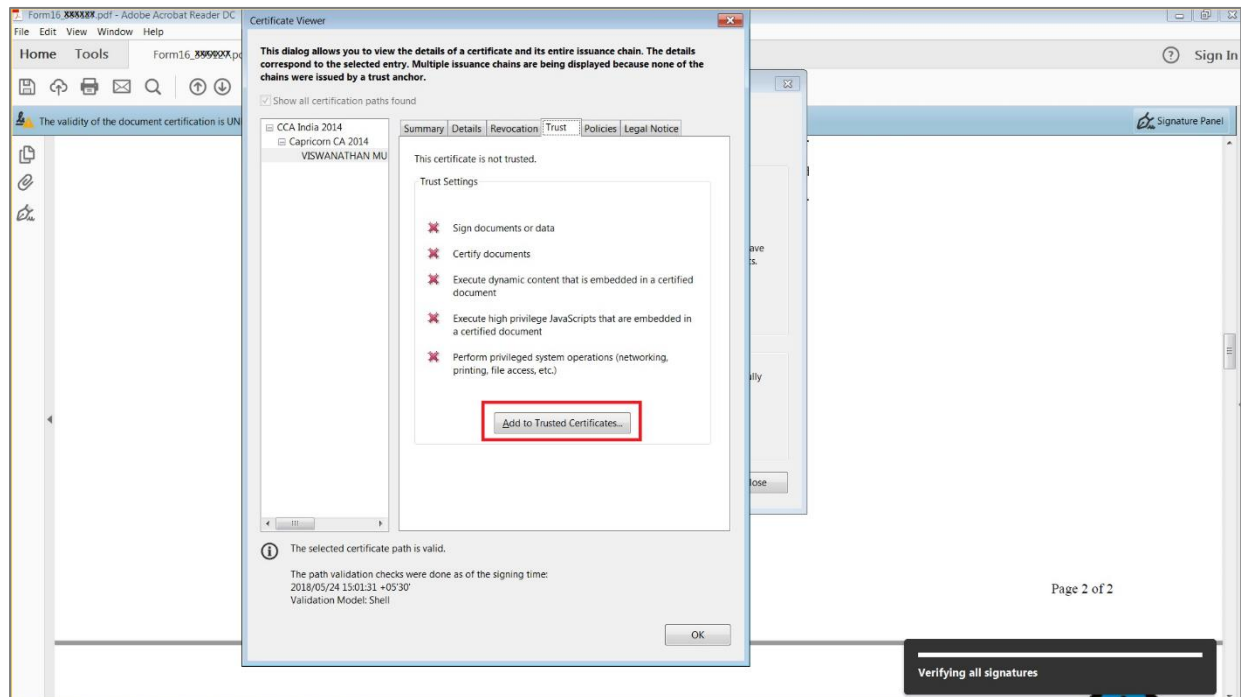**Step 3:** In the Signer tab, Click on **Show Signers Certificate.**

Screen Shot 3

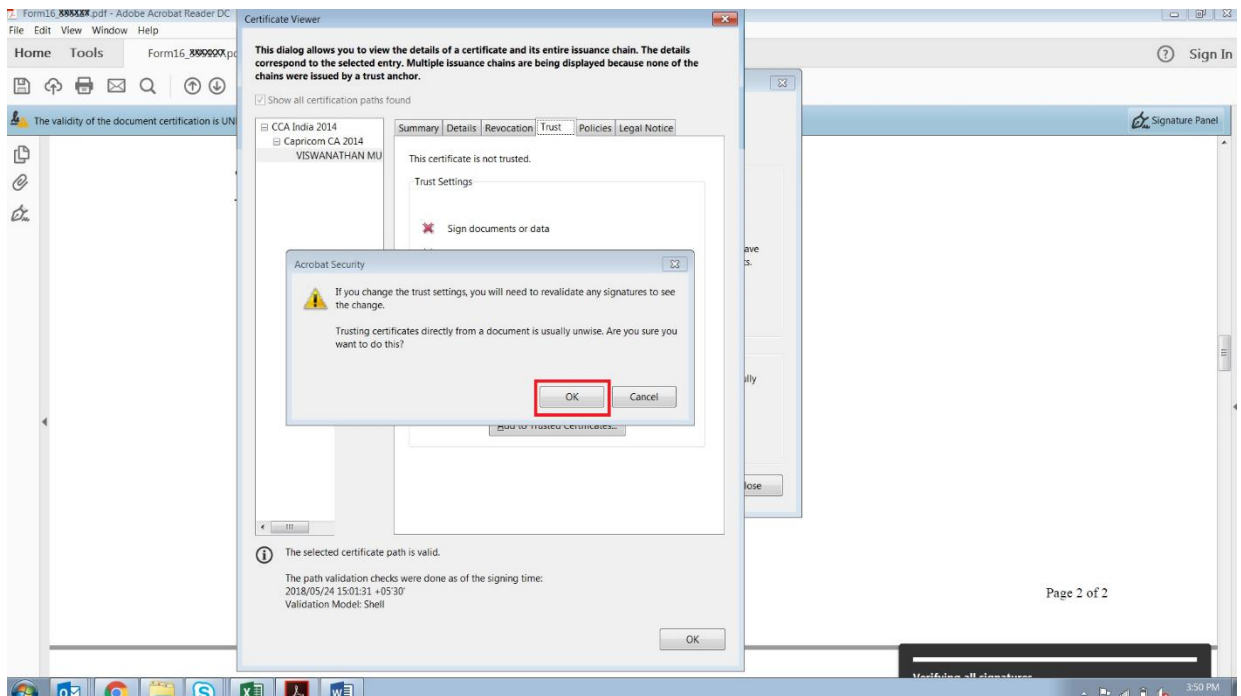**Step 4:** In the Certificate viewer, select the **Trust Tab.**

Screen Shot 4

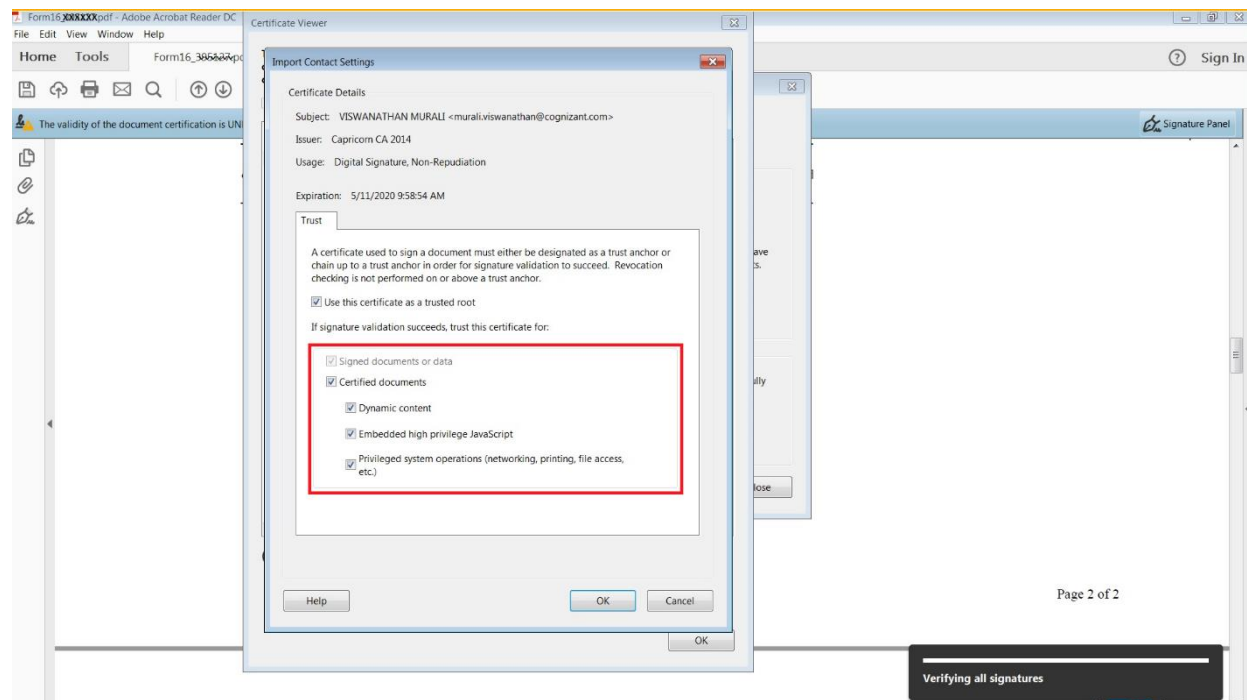**Step 5:** In the **Trust Tab,** click on **Add to Trusted Identities.**

Screen Shot 5

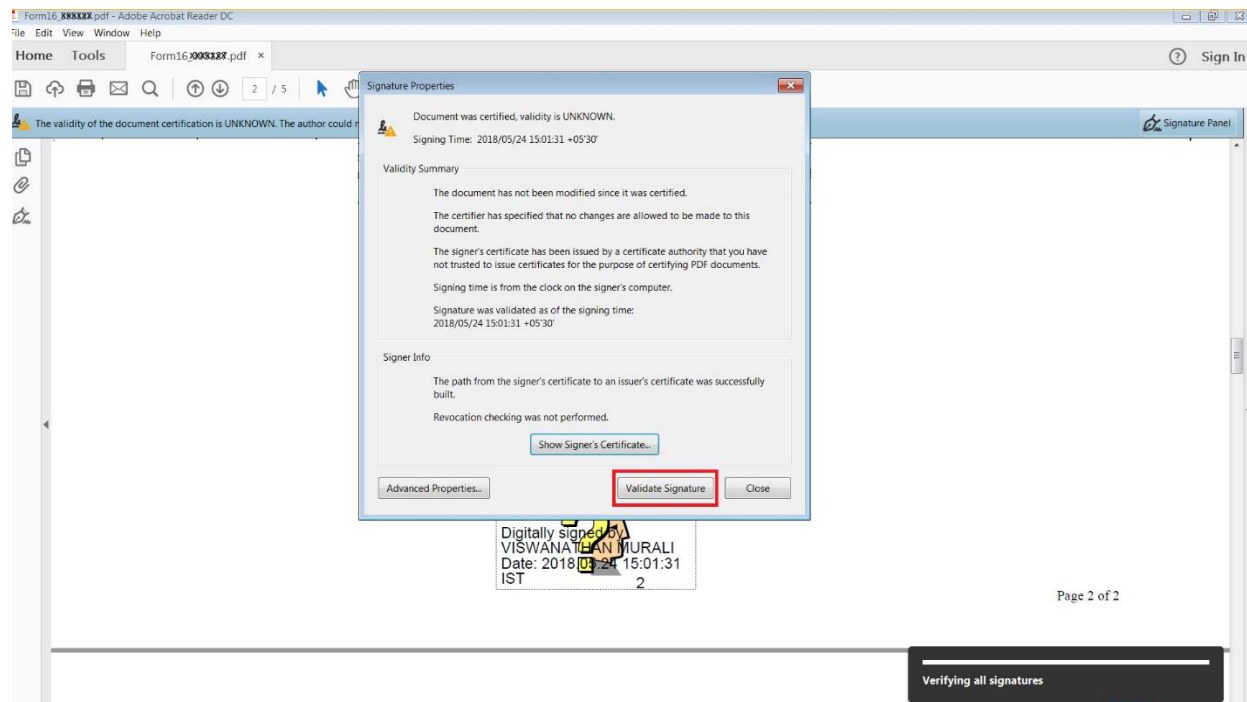**Step 6:** Click on OK in the Adobe security popup.

Screen Shot 6

Cognizant

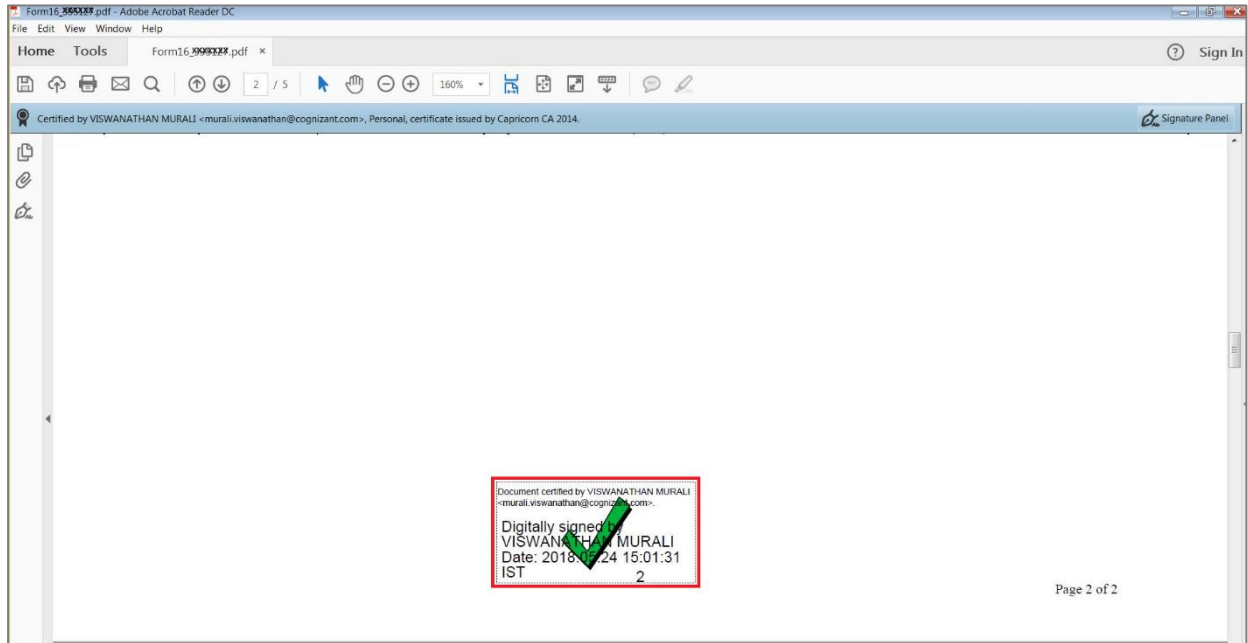**Step 7:** Check all the three boxes under certified documents in Trust page and click **OK**

Screen Shot 7

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

Screen Shot 8

Cognizant

Step 9: Digital signature is validated now.

Screen Shot 9