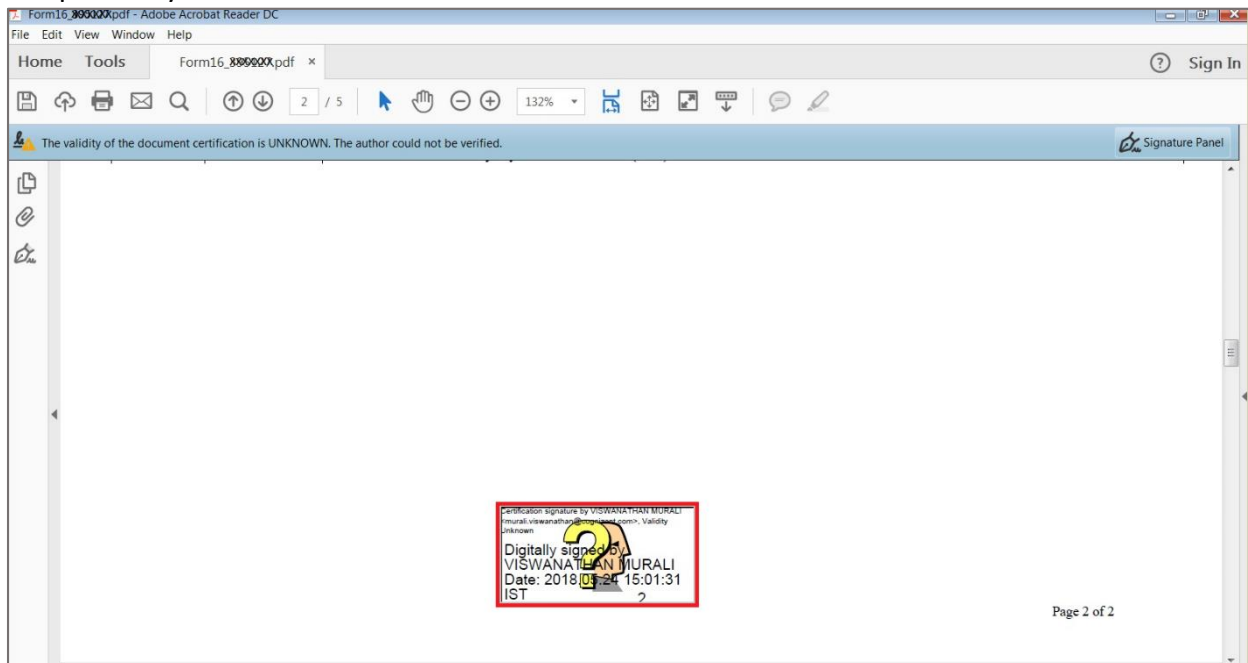


# Guidelines to validate Form 16 Digital Signature

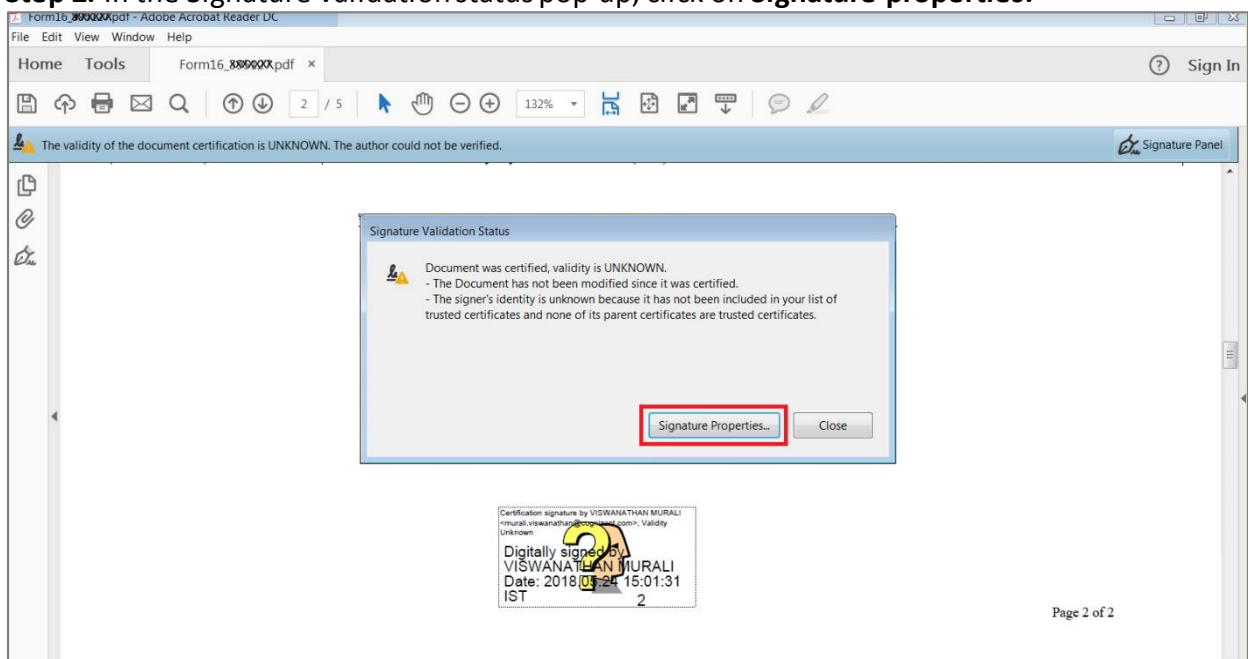
**Download your form 16/ 12BA and save it in a folder. Open the document from the folder using Adobe Acrobat reader, and then carry out the following steps to validate the digital signature.**

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



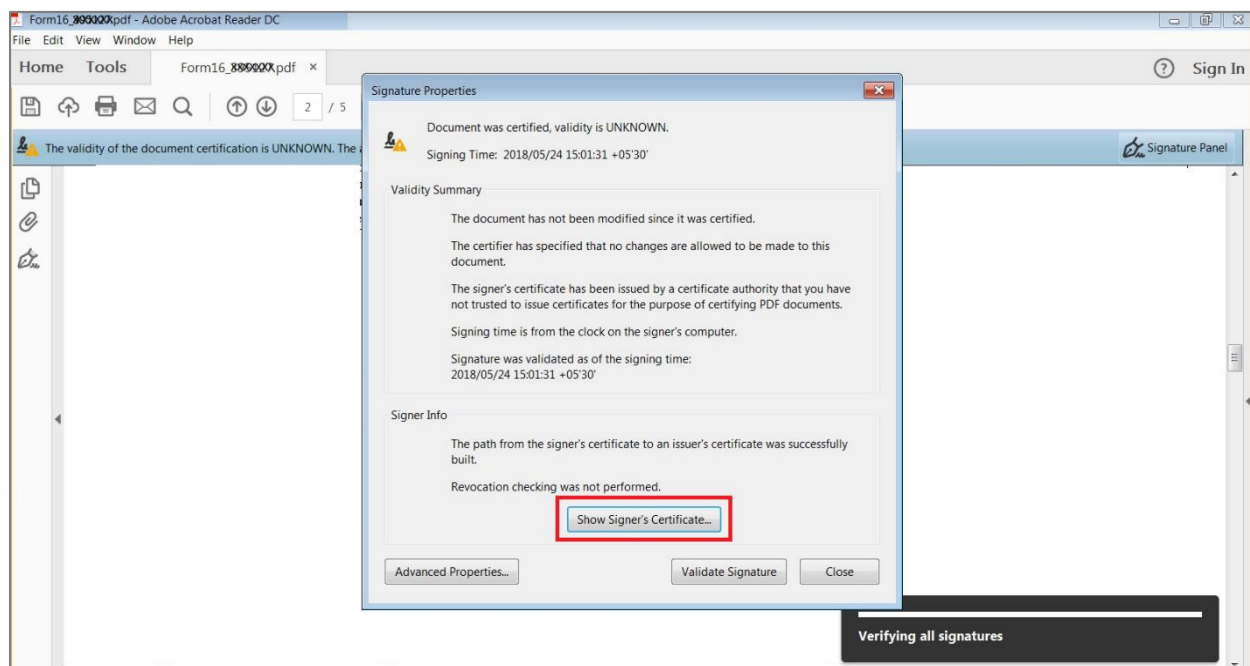
Screen Shot 1

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



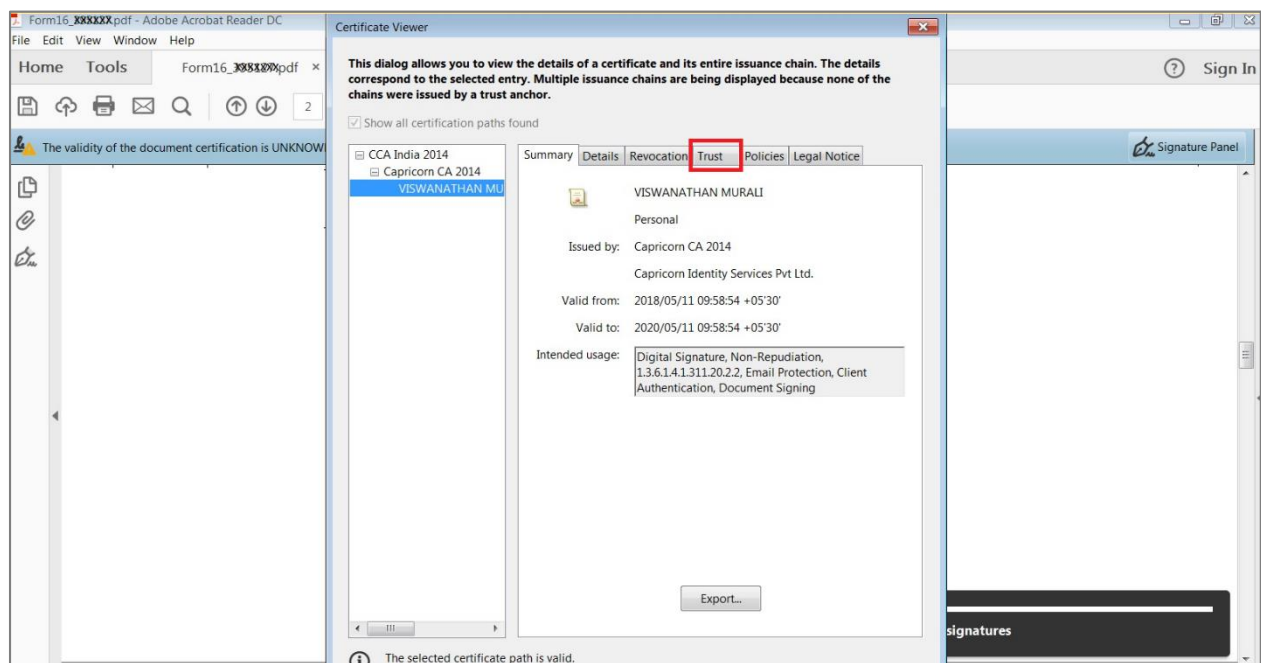
Screen Shot 2

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



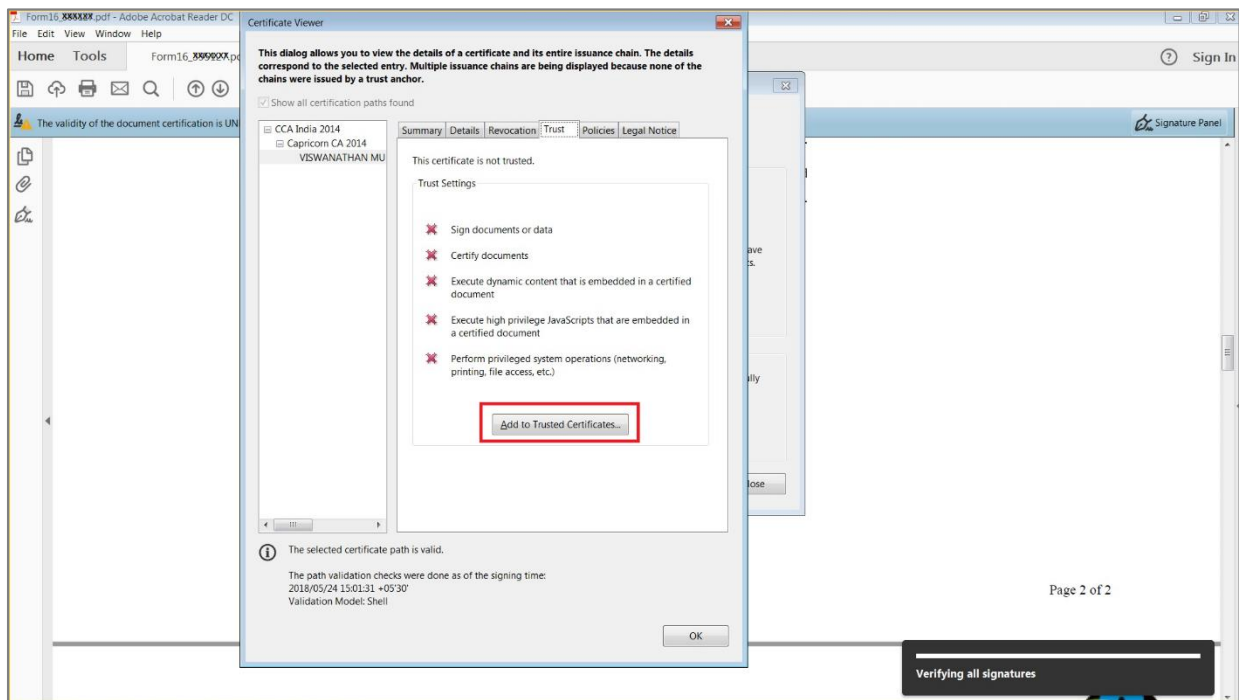
Screen Shot 3

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



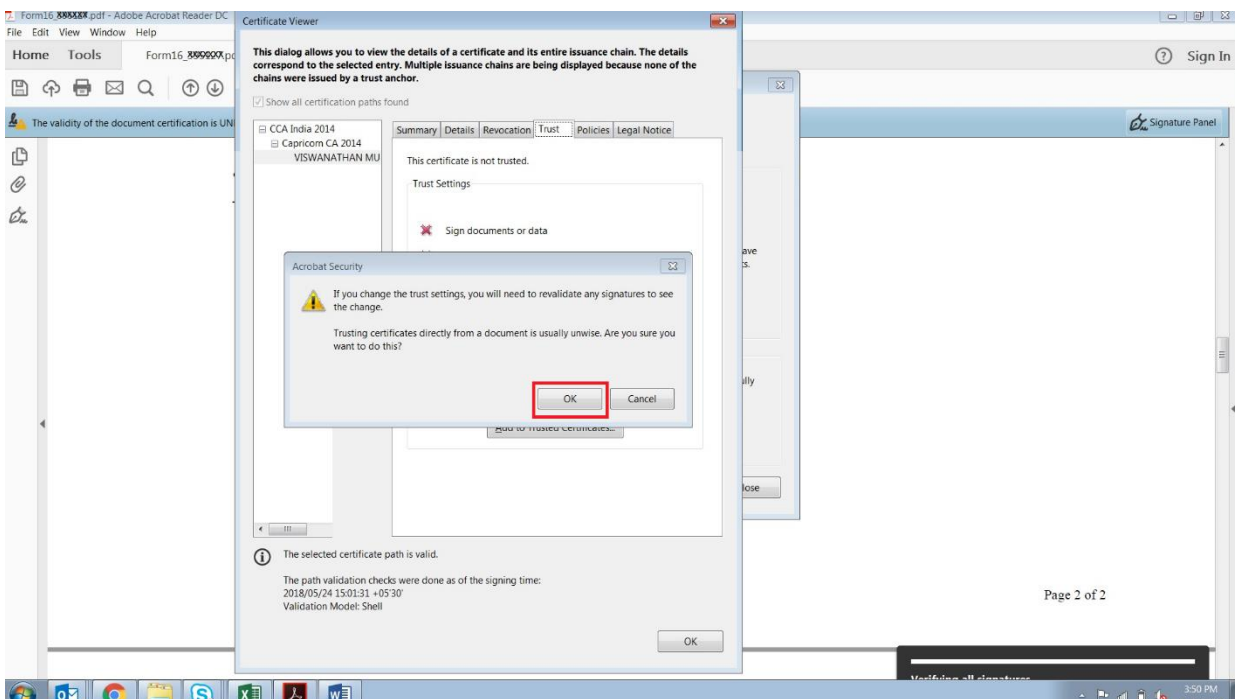
Screen Shot 4

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



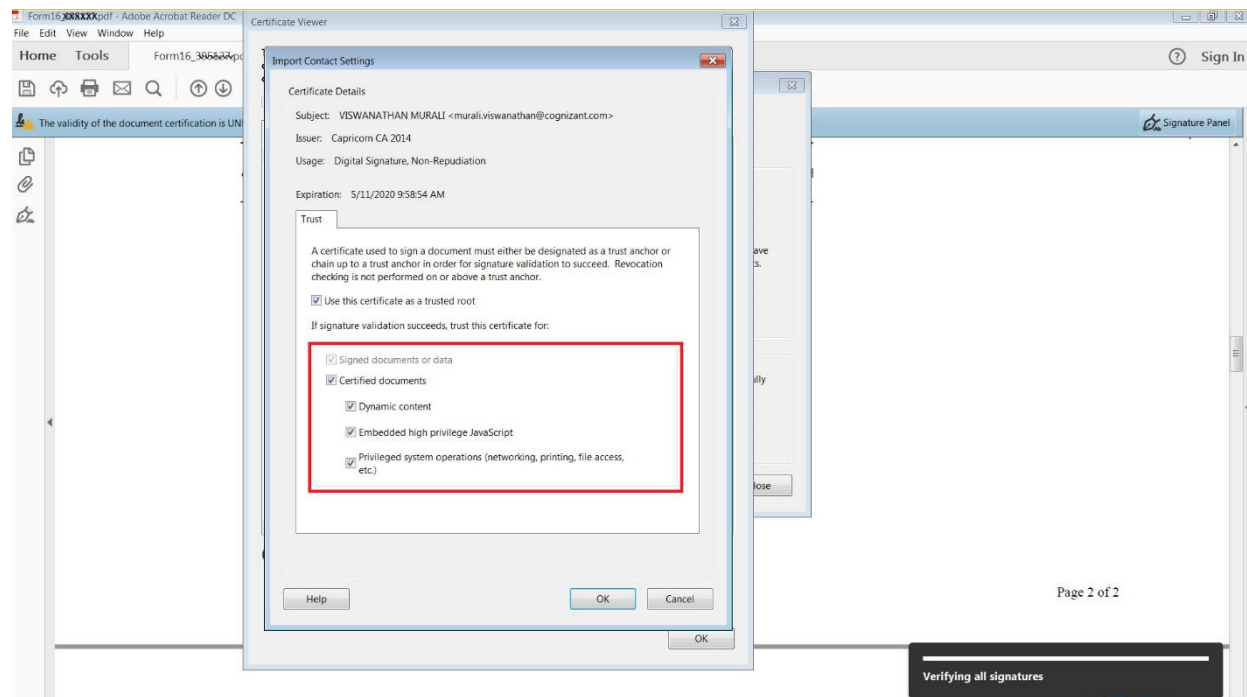
Screen Shot 5

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



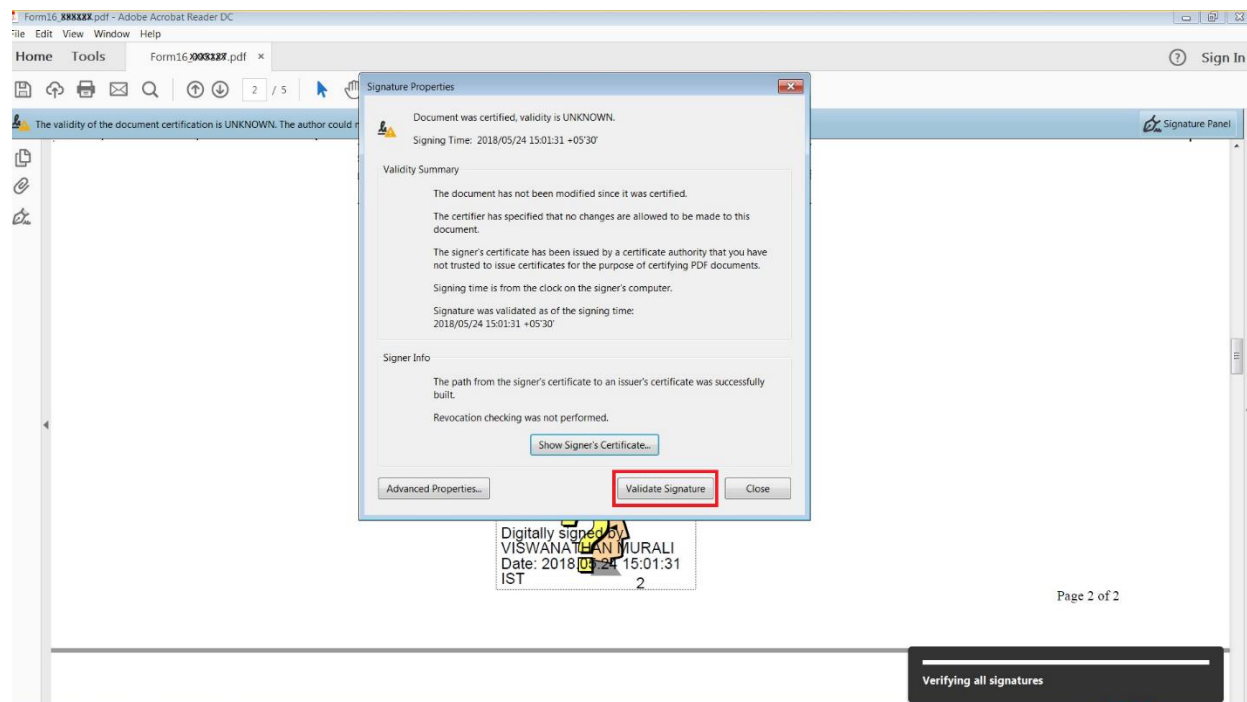
Screen Shot 6

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



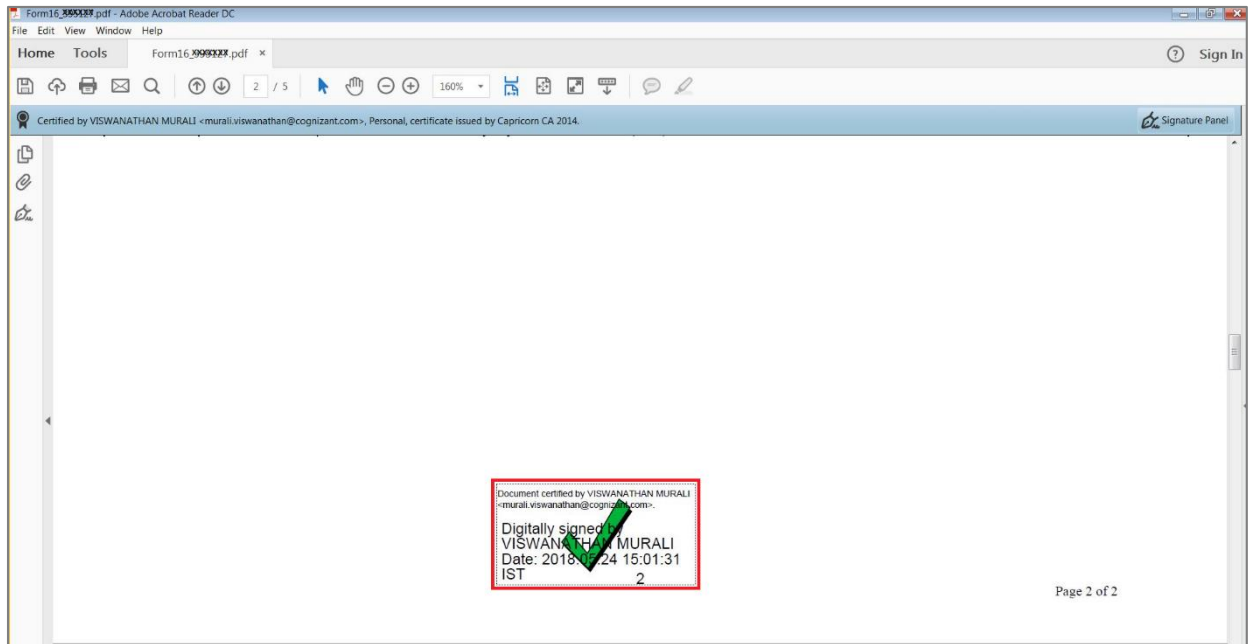
Screen Shot 7

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



Screen Shot 8

## Step 9: Digital signature is validated now.



Screen Shot 9