



9 July, 2025

Private & Confidential  
Vinod Bhaskaran  
Vinodbhaskaran87@gmail.com

Re: Offer of Employment

Dear Vinod:

I am pleased to offer you a position with Docusign International India Private Ltd. (the "**Company**" or "**Docusign India**") as Sr. Data Engineer. You will at all times be based at the Company's offices located in Bangalore. However, your position will be designated as Hybrid. Please note, however, the Company reserves the right to make future changes to your job designation and location at its discretion, dependent on business needs and local law. Hybrid employees are required to divide their work days between the Bangalore Docusign office and remote work from a dedicated Bangalore remote work location. Currently, Hybrid employees are required to come into the Docusign office, during standard working hours, a minimum of two (2) days per week. Please note that this position may require you to travel to or work from any of the other offices of the Company and/or its affiliates and/or its clients. You will be reporting to Abhilash Kalavara, with an expected commencement date of 25 August, 2025 ("**Start Date**").

Irrespective of your work location, you will at all times (i) be governed by the policies applicable to the Company's employees located in Bangalore and (ii) be governed by the terms and conditions set forth in this offer letter, the Confidential Information, Invention Assignment and Arbitration Agreement ("CIIAA") and any applicable policy of the Company.

Please note that this offer of employment is conditional upon the following:

1. you being legally entitled to work and reside in India. For purposes of establishing your right to work, you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India;
2. successful completion of a background and/or reference check, which will be performed by an authorized third-party service provider;
3. you commencing employment with the Company on the Start Date specified herein and at the location mentioned above, unless otherwise agreed;

4. your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which, in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment; and
5. there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

Please note that the Company reserves the right to withdraw this offer for employment or terminate your employment without any obligation whatsoever in the event that (i) it receives a negative background check result or (ii) determines that any declaration/information or document furnished by you is false or doctored or if you have willfully suppressed any material information or (iii) determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or (iv) if you are found to be convicted of a criminal offense or (v) are subject to any pending investigation (whether judicial, quasi-judicial or otherwise), which could substantially impair your ability to perform your job duties and responsibilities.

Your employment with the Company is also subject to your satisfactory completion of a six (6) month probationary period. You will receive a notification from the Company via Workday if you have successfully completed your probationary period. The Company reserves the right to extend your probationary period at its discretion.

Your total all-inclusive gross annual Base Pay will be INR 4,569,600.00 ("**Compensation**"), which shall include your basic salary and other allowances that may be claimed subject to the limits under applicable tax laws and Company's policies/practices. A copy of your Compensation break-up has been provided in **Annexure A** hereto. Your Compensation is subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your salary. You will also be entitled to our standard benefits for Company employees, subject to the specified eligibility criteria.

The Company will pay you a one-time signing incentive of INR 4,00,000 (the "Sign-On Incentive"), to be paid out in your first payroll following your Start Date. The Sign-On Incentive will be subject to withholding requirements and authorized deductions. The payment of the Sign-On Incentive is an advance and will not be fully earned unless you remain employed by Docusign for one full year. If you voluntarily resign or are terminated by Docusign for Cause before the one-year anniversary of your Start Date you agree to repay the full amount of the Sign-On Incentive Advance at the time of your departure (less 8.33% for each full month of work completed after your Start Date). As a condition of receiving the Sign-On Incentive payment, you agree and authorize the Company to deduct any unearned portion of the advance from your final wages, to the extent permitted by applicable laws. If you fail to repay the Sign-On Incentive Advance at the time of your departure, interest will accrue on the amount owed at the rate of 1.5% per month. In addition to paying interest, you agree to reimburse the Company for expenses incurred in pursuing payment from you, including collections fees and/or attorneys' fees.

For purposes of this letter, "**Cause**" means:

- (i) your failure to perform the duties and responsibilities of your position after there has been delivered to you a demand for performance from the Company which describes the basis for the Company's belief that you have not performed your duties and provided you with 30 days to take corrective action;
- (ii) your failure to successfully complete your probationary period, inclusive of any probationary period extensions;
- (iii) any act of personal dishonesty taken by you in connection with your responsibilities as an employee of the Company;
- (iv) your conviction of any offense;
- (v) your commission of any tortious act, unlawful act or malfeasance which causes or reasonably could cause (for example, if it became publicly known) harm to the Company's standing, condition or reputation;
- (vi) any breach by you of the provisions of your Confidential Information, Invention Assignment, and Arbitration Agreement with the Company or other improper disclosure of the Company's confidential or proprietary information;
- (vii) a breach of any fiduciary duty owed to the Company by you that has or could reasonably be expected to have a detrimental effect on the Company's reputation or business; or
- (viii) your (a) obstructing or impeding; (b) endeavoring to influence, obstruct or impede, or (c) failing to cooperate with, any investigation authorized by the Company or any governmental or self-regulatory entity (an "Investigation"). However, your failure to waive attorney-client privilege relating to communications with your own attorney in connection with an Investigation will not constitute "Cause."

You will be eligible for a target bonus equal to 10.00% of your eligible compensation, subject to the terms and conditions of the Company Incentive Plan ("**CIP**") in effect for each applicable fiscal year. The CIP plan document contains important information including eligibility, pro-rata for employees hired mid-year, and the measures used to track the Company's achievement of targets for the plan year as established by management. Please however note that the payment of the CIP bonus will be at the sole discretion of the Company, in accordance with its policies in effect at the time of payment and the Company reserves the right to vary the terms and conditions associated with such payment (including revision of the eligibility criteria therein) or to withdraw the discretionary bonus at any time without any compensation. In the event that you are eligible to receive a statutory bonus, any discretionary bonus paid to you under the CIP will be deemed to be considered in satisfaction of (i.e., adjusted towards) the statutory bonus payable. Payment of the CIP bonus in any given year(s) shall also not create a precedent for the subsequent years. For the avoidance of doubt, any such CIP bonus paid will also not be part of normal or expected 'salary' or 'wages', including for the purpose of social security contributions, gratuity or severance payments.

As a Company employee, you may also be eligible to receive certain employee benefits such as: Medical Insurance, Outpatient Medical, Accidental Death and Disablement Insurance,

and Life Insurance and Critical Illness. Coverage is subject to acceptance terms by the insurer and is not guaranteed. You should note that the Company may modify salaries and benefits from time to time as it deems necessary.

In addition to the terms and conditions of employment contained here, your employment will also be governed by the terms and conditions set out in the CIIAA, which you will be required to execute on or before commencement of your employment with the Company.

You should be aware that your employment with the Company is for no specified period and may be terminated in accordance with the terms of this letter. Either party may terminate employment, for any reason or for no reason, by providing the other party with a written notice of 60 days prior to the intended separation date. The Company, however, reserves the right to terminate employment with immediate effect by paying in lieu of notice. An early release in case of your resignation shall be at the sole discretion of the Company and subject to you paying in lieu of the un-served notice period. Similarly, the Company is free to conclude the employment relationship with immediate effect without notice in the event of a termination "for cause"/misconduct.

You agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company.

As a Company employee, you will be expected to abide by Company rules and regulations. You will be specifically required to sign an acknowledgement that you have read and understand the Company rules of conduct which are included in the employee handbook which you will receive on your first day of employment. You will be expected to sign and comply with the CIIAA which requires, among other provisions, the assignment of all intellectual property rights in relation to all intellectual property developed/conceived by you during your employment at the Company and non-disclosure of proprietary information. The Agreement also provides that in the event of any dispute or claim relating to or arising out of our working relationship, you and the Company agree that all such disputes shall be resolved by binding arbitration.

To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below within seven days of the date of the letter. If we have not received your acceptance by the afore-mentioned date, this offer for employment will automatically lapse. This letter, along with the agreement relating to proprietary rights between you and the Company, set forth the terms of your employment with the Company and supersede any prior representations or agreements, whether written or oral. This letter may not be modified or amended except by a written agreement, signed by an officer of the Company and by you.

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits contained herein are also confidential and you should refrain from discussing it with other employees of the Company.

We look forward to working with you at Docusign India.

Sincerely,

Docusign International India Private Ltd.

*Apurva Arvind Dalal*

Apurva Arvind Dalal, Site Leader and VP of Product  
and Technology

ACCEPTED AND AGREED:

Signed by:  
*Vinod B*  
8982D2416A1741B...

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Signature

July 10, 2025

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Date

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Wet Signature (*Obtained on start date*)



ANNEXURE A

Name: Vinod Bhaskaran  
Title: Sr. Data Engineer  
Date of Joining: 25 August, 2025

ANNUAL BASIC SALARY	A	INR 1,920,000.00
ALLOWANCE PLANS*	B	INR 2,649,600.00
BASE PAY	C = A+B	
EMPLOYER PROVIDENT FUND CONTRIBUTION	D	INR 230,400.00
COST TO COMPANY	E = C+D	INR 4,800,000.00

**\*Allowance plans and amounts may be selected subject to company policy, unallocated pay will be attributed to special allowance and taxed accordingly.**



## Job Description

DocuSign is seeking a talented and results oriented Data Engineer to focus on delivering trusted data to the business. As a member of the Global Data Analytics (GDA) Team, the Data Engineer leverages a variety of technologies to design, develop and deliver new features in addition to loading, transforming and preparing data sets of all shapes and sizes for teams around the world. During a typical day, the Engineer will spend time developing new features to analyze data, develop solutions and load tested data sets into the Snowflake Enterprise Data Warehouse. The ideal candidate will demonstrate a positive “can do” attitude, a passion for learning and growing, and the drive to work hard and get the job done in a timely fashion. This individual contributor position provides plenty of room to grow – a mix of challenging assignments, a chance to work with a world-class team, and the opportunity to use innovative technologies such as AWS, Snowflake, dbt, Airflow and Matillion.

This position is an individual contributor role reporting to the Manager, Data Engineering.

## Responsibility

- Design, develop and maintain scalable and efficient data pipelines
- Analyze and Develop data quality and validation procedures
- Work with stakeholders to understand the data requirements and provide solutions
- Troubleshoot and resolve data issues in a timely manner
- Learn and leverage available AI tools for increased developer productivity
- Collaborate with cross-functional teams to ingest data from various sources
- Evaluate and improve data architecture and processes continuously
- Own, monitor, and improve solutions to ensure SLAs are met
- Develop and maintain documentation for Data infrastructure and processes
- Executes projects using Agile Scrum methodologies and be a team player

Hybrid

## Basic

- Bachelor's Degree in Computer Science, Data Analytics, Information Systems, etc
- Experience developing data pipelines in one of the following languages: Python or Java
- 8+ years dimensional and relational data modeling experience
- Excellent SQL and database management skills

## Preferred

- 8+ years in data warehouse engineering (OLAP) Snowflake, BigQuery, Teradata
- 8+ years with transactional databases (OLTP) Oracle, SQL Server, MySQL
- 8+ years with big data, Hadoop, Data Lake, Spark in a cloud environment(AWS)
- 8+ years with commercial ETL tools – DBT, Matillion etc
- 8+ years delivering ETL solutions from source systems, databases, APIs, flat-files, JSON
- Experience developing Entity Relationship Diagrams with Erwin, SQLDBM, or equivalent
- Experience working with job scheduling and monitoring systems (Airflow, Datadog, AWS SNS)
- Familiarity with Gen AI tools like Git Copilot and dbt copilot. Good understanding of Gen AI Application frameworks. Knowledge on any agentic platforms
- Experience building BI Dashboards with tools like Tableau
- Experience in the financial domain, master data management(MDM), sales and marketing, accounts payable, accounts receivable, invoicing
- Experience managing work assignments using tools like Jira and Confluence
- Experience with Scrum/Agile methodologies
- Ability to work independently and as part of a team
- Excellent analytical and problem solving and communication skills





9 July, 2025

Vinod Bhaskaran

Re: Equity Award of Docusign, Inc. (the “**Company**”).

Dear Vinod:

We are pleased to inform you that we will recommend to the Board of Directors of Docusign, Inc. (the “**Board**”) or a committee appointed by the Board that you be granted an award of restricted stock units (“**RSUs**”) representing the right to acquire shares of Common Stock of Docusign, Inc. with a target value of \$ 110,000.00 USD (the “**RSU Award**”). The number of RSUs you receive will generally be determined by dividing the target value by the average closing stock price over a period of 10 trading days immediately prior to the Vesting Commencement Date. The “Vesting Commencement Date” will typically be the first 10th day of a month following your Start Date.

The RSU Award will be subject to the terms and conditions of (a) Docusign, Inc.’s equity incentive program in effect at the time of grant (the “**Plan**”) and (b) the applicable Restricted Stock Unit Grant Notice and Restricted Stock Unit Award Agreement (collectively referred to as the “**RSU Agreement**”), each in the form approved by the Board or a committee of the Board. The RSUs will be subject to service-based requirements or a performance vesting condition set forth in the applicable RSU Agreement. The RSU Agreement(s) will be provided to you as soon as practicable after the grant date and you will be required to sign or accept it in accordance with Docusign, Inc.’s acceptance procedures. To the extent anything in this letter is inconsistent with the RSU Agreement(s), the RSU Agreement(s) will control.

For a general summary of the vesting terms of the RSU Award, please see **Attachment A** hereto. Please note that, in its sole discretion, Docusign, Inc. may impose a different vesting schedule and/or a holding period for any equity award if it determines that it may be required or recommended to comply with local law, be advisable due to tax issues, or to comply with the terms of a qualified plan, as the case may be, in your country. We may also issue any equity award in the name of a trustee who will hold the awards in your name, in order to comply with the terms of a country-specific qualified plan.

Please note that Docusign, Inc. can make an RSU grant to you only if and as long as it is permitted and feasible under the laws of the country in which you reside or to which laws you may be subject. If local laws make the RSU Award illegal or impractical, Docusign, Inc. will let you know as soon as possible.

You should be aware that Docusign, Inc., in its discretion, may change or terminate the Plan at any time. If Docusign, Inc. decides to change or terminate the Plan, you will not have any claims against Docusign, Inc. or its subsidiaries or affiliates to receive RSUs or any other benefits equivalent to RSUs. You acknowledge that Docusign, Inc. is not obligated to continue to grant RSUs or any other benefits to you.

If your employment with Docusign, Inc. or any of its subsidiaries or affiliates, ends for any reason prior to the end of any specific vesting period, any and all RSUs still subject to service-based requirements or a performance vesting condition (i.e., unvested) will be immediately canceled, regardless of any prior notification. Any RSUs which have satisfied the vesting requirements during your employment or service will not be canceled.

Furthermore, you should know that RSUs and any shares acquired pursuant to the RSUs, as the case may be, are an additional benefit that may be given to you by Docusign, Inc. and not by any subsidiary or affiliate of Docusign, Inc. Therefore, the RSUs and any shares acquired pursuant to this RSU Award, as the case may be, are not part of your employment relationship with any subsidiary or affiliate of Docusign, Inc. and are separate from your salary or any other remuneration or benefits provided to you by a subsidiary or affiliate of Docusign, Inc. This means that any gain you realize from the RSU Award or any other equity award will not be included if or when any benefits that you may receive from a subsidiary or affiliate of Docusign, Inc. are calculated, including but not limited to bonuses, severance payments or similar termination compensation or indemnity payments during a notice period or payments in lieu of notice.

If you are granted any RSUs, you will be responsible for complying with any applicable legal requirements in connection with your participation in the Plan and for any tax, social security or social insurance contribution obligations arising from the RSUs and the shares received pursuant to the award of RSUs, including any employer obligations that Docusign, Inc. has determined may legally be transferred to you. You agree that if you are granted any RSUs, any applicable subsidiary or affiliate of Docusign, Inc. may report or withhold taxes as may be required under local law. You also understand and agree that Docusign, Inc. and/or its subsidiaries or affiliates might be requested to provide local authorities with information about your participation in the Plan. You agree to seek advice from your personal accountant or tax advisor at your own expense regarding the tax implications of any RSUs granted to you.

Docusign, Inc. may, in its sole discretion, decide to deliver any documents related to current or future participation in the Plan by electronic means. You hereby consent to receive such documents by electronic delivery and agree to participate in the Plan through an online or electronic system established and maintained by Docusign, Inc. or a third party designated by Docusign, Inc.

You understand that, in order for Docusign, Inc. to administer the RSUs, Docusign, Inc. and any applicable subsidiary or affiliate of Docusign, Inc. must collect, process and transfer certain of your personal data. By signing or accepting this letter, you agree to the collection, processing and transfer of your personal data, as described in the (i) Plan, (ii) applicable RSU Agreement(s) and (iii) attached appendix.

Finally, all disputes arising under or relating to the RSU Award and/or the provisions of this letter shall be governed by and construed in accordance with the laws of the state of California, U.S.A. (but not including the choice of laws rules thereof). For purposes of determining the governing law, the parties acknowledge that Docusign, Inc. is the proponent of this Agreement and of the business transactions embodied herein. For purposes of litigating any dispute that arises directly or indirectly from the RSU Award and/or the provisions of this letter, you and Docusign, Inc. hereby submit to and consent to the exclusive jurisdiction of the state of California, U.S.A. and agree that such litigation shall be conducted only in the courts of San Francisco County, California, or the federal courts of the United States for the Northern District of California, and no other courts.

The terms of this letter are strictly confidential. Should you have any questions in respect of the content of this letter, please do not hesitate to contact Docusign HR at India\_HR@docusign.com.

Sincerely,

Docusign, Inc.



Jennifer Christie, Chief People Officer

ACKNOWLEDGED AND AGREED:

Signed by:  
  
8982D2416A1741B...

Vinod Bhaskaran

July 10, 2025

Date

Wet Signature (*Obtained on start date*)



## ATTACHMENT A

### EQUITY VESTING TERMS

#### RSUs

As provided in more detail in the RSU Agreement, your RSUs will become “**Vested RSUs**” subject to the satisfaction of the service-based requirements as set forth in the applicable RSU Agreement.

Generally, 25% of the total number RSUs awarded will have the service-based requirement satisfied on the 12-month anniversary of the Vesting Commencement Date, and thereafter 1/16th of the total number of RSUs awarded will have the service-based requirement satisfied in a series of 12 successive equal quarterly installments following the first anniversary of the Vesting Commencement Date until the service-based requirement is fully satisfied on the fourth anniversary of the Vesting Commencement Date, subject to your continued employment or service with Docusign, Inc. or its subsidiaries (collectively, the “**Docusign group**”) on each such date.

Vested RSUs will generally be delivered to you (“settled”) on a quarterly basis (March, June, September and December).

In all cases, the RSUs will be subject to the terms and conditions of the Plan and the applicable RSU Agreement.



## **APPENDIX**

**Data Collection and Usage.** *The Company collects, processes and uses personal data about you, including, but not limited to, your name, home address, telephone number and email address, date of birth, social insurance number, passport or other identification number, salary, nationality, job title, any equity or directorships held in the Company and its affiliates, details of all Restricted Stock Units or any other entitlement to stock or equivalent benefits awarded, canceled, exercised, vested, unvested or outstanding in your favor, which the Company receives from you or your employer. Pursuant to the Company's legitimate business interest in the RSU Agreement, to which you are a party, and in order to implement, administer, and manage the Plan, it is necessary for the Company to process your personal data, as described in the RSU Agreement. If the Company is not able to collect and process such data, it would not be possible for the Company to perform its obligations under the Plan and may affect your ability to participate in the Plan.*

**Stock Plan Administration Service Providers.** *The Company transfers participants' personal data to E\*TRADE Financial Corporate Services, Inc. and E\*TRADE Securities LLC (including their affiliated companies), an independent service provider based in the U.S., which assists the Company with the implementation, administration and management of the Plan. In the future, the Company may select a different service provider and share your data with another company that serves in a similar manner. the Company's service provider(s) will open an account for you to receive and trade stock. you will be asked to agree on separate terms and data processing practices with the service provider(s), which is a condition to your ability to participate in the Plan.*

**International Data Transfers.** *Your personal data will be transferred to the U.S. where the Company, and its service providers are based. This transfer is necessary for the performance of this RSU Agreement and is authorized by the Company's use of binding corporate rules or other approved transfer safeguard, which are done lawfully with appropriate privacy and data protection safeguards in place.*

**Data Retention.** *The Company will use your personal data only as long as necessary to implement, administer and manage your participation in the Plan or as required to comply with legal or regulatory obligations, including tax and securities laws. When the Company no longer needs your personal data, the Company will remove it from its systems. If the Company keeps data longer, it would be to satisfy legal or regulatory obligations and the Company's legal basis would be relevant laws or regulations.*

**Data Subject Rights.** *You have certain privacy rights in your country, which may include:*

***(a) Right of Access and Rectification. You have the right to access your personal data in the Company's possession and correct any errors. the Company will notify each third party who has received the data of the corrected information.***

***(b) Right to Erasure. You have the right to have your personal data erased from the Company's systems if it is no longer necessary in relation to the purposes for which it was collected or processed. At your request, if the Company made certain data public (with your consent), the Company will take reasonable steps to inform controllers that you requested erasure of any links to, or copy of, that data.***

***(c) Right to Data Portability. You have the right to receive back the personal data you provided the Company, if the Company processed the data by automated means. you will receive the data in a machine-readable format, and the Company will assist you in the transmission of the data to another company if it is technically feasible.***

***(d) Right to File a Complaint. You have the right to file a complaint with the Company's Chief Privacy Officer at [privacy@docusign.com](mailto:privacy@docusign.com) or with a supervisory authority.***

***To receive clarification regarding your rights or to exercise your rights please contact the Company's Human Resources Department at [hr@docusign.com](mailto:hr@docusign.com), in strict confidence.***

## Certificate Of Completion

Envelope Id: B1382B62-46C3-4175-BCB2-29D5C4F337CD

Status: Completed

Subject: Sr. Data Engineer - 1525047

EnvelopeType:

Template Name:

Source Envelope:

Document Pages: 14

Signatures: 2

Envelope Originator:

Certificate Pages: 4

Initials: 0

iCIMS Integration User

AutoNav: Disabled

221 Main Street

Envelopeld Stamping: Enabled

Suite 1000

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

San Francisco, CA 94105

IU\_DSiCIMS@docusign.com

IP Address: 34.230.218.185

## Record Tracking

Status: Original

Holder: iCIMS Integration User

Location: DocuSign

7/9/2025 5:27:28 AM

IU\_DSiCIMS@docusign.com

## Signer Events

Vinod Bhaskaran

Vinodbhaskaran87@gmail.com

Security Level:

.Password

ID: 1848ef57-9735-4020-a7c0-563994db4155

7/10/2025 12:08:51 AM

## Signature

Signed by:  
  
8982D2416A1741B...

Signature Adoption: Drawn on Device

Using IP Address: 72.163.220.9

## Timestamp

Sent: 7/9/2025 5:27:29 AM

Viewed: 7/9/2025 6:46:06 AM

Signed: 7/10/2025 12:19:37 AM

## Electronic Record and Signature Disclosure:

Accepted: 7/9/2025 6:46:06 AM

ID: b5f11df4-e2f0-42c9-9647-e24e2b08185a

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

7/9/2025 5:27:29 AM

Certified Delivered

Security Checked

7/9/2025 6:46:06 AM

Signing Complete

Security Checked

7/10/2025 12:19:37 AM

Completed

Security Checked

7/10/2025 12:19:37 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, DocuSign, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.



## **How to contact DocuSign, Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by paper mail, please send correspondence to:

DocuSign, Inc.  
221 Main St.,  
Suite 1000  
San Francisco, CA 94105

## **To advise DocuSign, Inc. of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at and in the body of such request you must state: your previous e-mail address, your new e-mail address. Please reach out to the sender of the envelope if you want to change your email address..

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