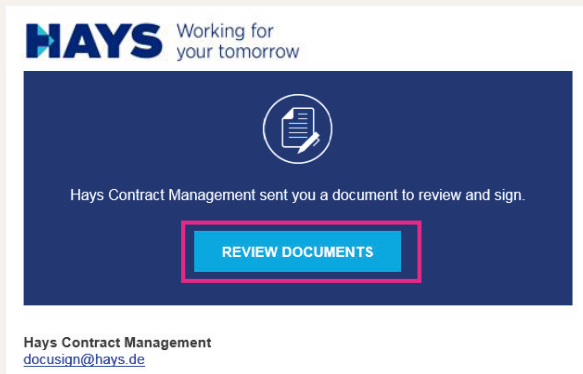


HAYS QUICKGUIDE **DOCUSIGN**

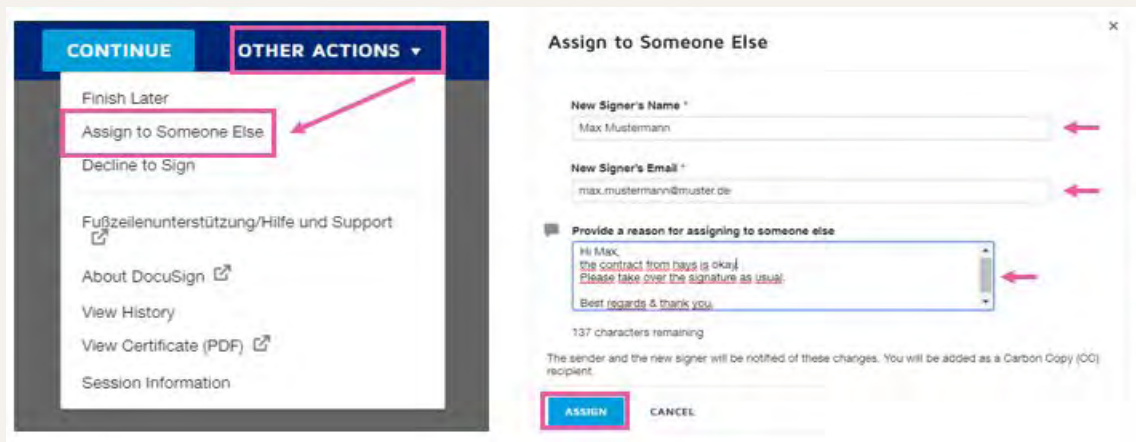
Your Approval of the contract
in a few steps via DocuSign



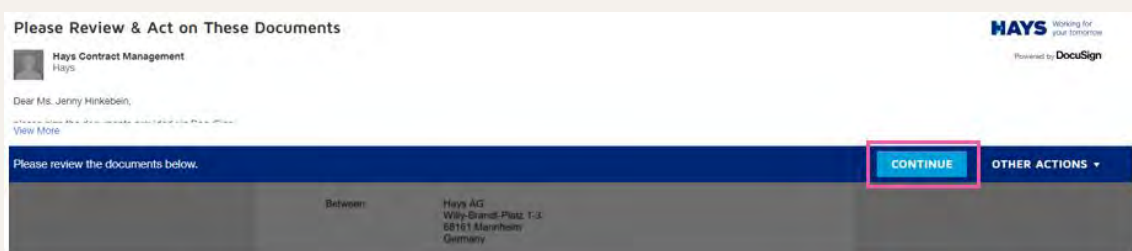
- 1 → Open the email that you received from DocuSign on our behalf. Click on „review documents“. The contract will now open in DocuSign.



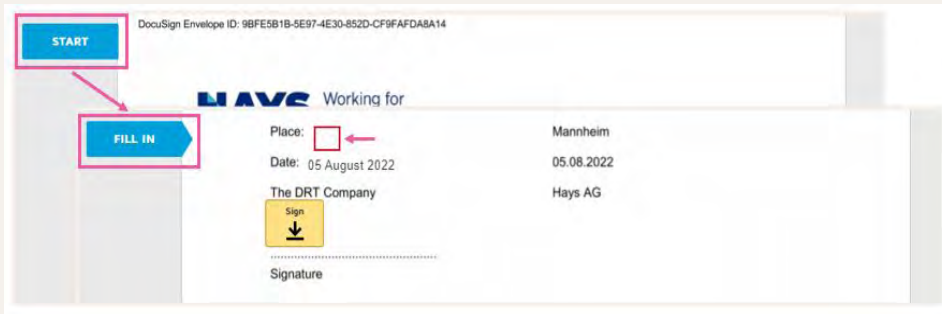
- 2 → In case you are not authorized by your organization to sign the contract, you can assign the envelope to another recipient. Please click on the right menu under “other actions” on „assign to someone else“.



- 3 → As authorized recipient, please click directly on the „continue“ button.



- 4 → Once you have entered all the required data, please click on “start”.
The “fill in” button will then appear.



DocuSign Envelope ID: 9BFE5B1B-5E97-4E30-852D-CF9FAFDA8A14

HAYS Working for

Place: Mannheim

Date: 05 August 2022 05.08.2022

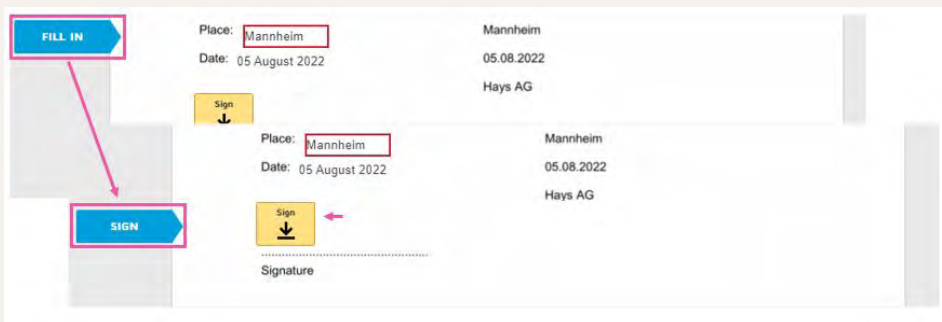
The DRT Company Hays AG

Sign ↓

Signature

The screenshot shows a DocuSign envelope interface. At the top left, there is a 'START' button. Below it, a 'FILL IN' button is highlighted with a red box and a red arrow pointing to it. The main content area displays the HAYS logo and the text 'Working for'. Below this, there are two rows of data: 'Place: Mannheim' and 'Date: 05 August 2022'. To the right of these are the values 'Mannheim' and '05.08.2022'. Below that, it says 'The DRT Company' and 'Hays AG'. There is a yellow 'Sign' button with a downward arrow. At the bottom, there is a dotted line followed by the word 'Signature'.

- 5 → Your contract will then open. Now click on „fill in“ and your cursor will jump to „sign“. Once you have entered all the required data, please click on “sign”.



FILL IN

Place: Mannheim Mannheim

Date: 05 August 2022 05.08.2022

Hays AG

Sign ↓

Place: Mannheim Mannheim

Date: 05 August 2022 05.08.2022

Hays AG

Sign ↓

Signature

The screenshot shows the same DocuSign envelope interface as in step 4. The 'FILL IN' button is now highlighted with a red box and a red arrow pointing to it. The data fields are now populated: 'Place: Mannheim' and 'Date: 05 August 2022'. Below these are the values 'Mannheim' and '05.08.2022'. There are two yellow 'Sign' buttons with downward arrows. The first one is above the data, and the second one is below it. A red arrow points to the second 'Sign' button. At the bottom, there is a dotted line followed by the word 'Signature'.



6 →

By clicking on „Sign“, you have the option on a device with a touchscreen (smartphone, tablet, etc.) to put your original signature on the contract. For all other devices you can customize the signature’s appearance (“Change Style”) that is given by DocuSign. However, it is also possible to confirm your signature directly by clicking the button “Accept and Sign”.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Max Mustermann Initials* JM

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:
Max Mustermann
A212C56456824DS...

DS JM

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

7 →

Click “Finish” to complete the confirmation process. You will then receive an email containing your contract documents.

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

Unless amendments are made above, the provisions of the Basic Contract shall remain in force unchanged. This applies in particular for number 4.5. of the Basic Contract whereby the provisions of the Individual Project Contracts take precedence over the provisions of this section "Varying Agreements" and the Basic Contract.

This basic contract replaces the basic contract from 04.08.2022.

Place: Mannheim Mannheim
Date: 05 August 2022 05.08.2022
The DRT Company Hays AG

DocuSigned by:
Max Mustermann
A212C56456824DS...

Signature

