

Hays Quickguide *DocuSign*

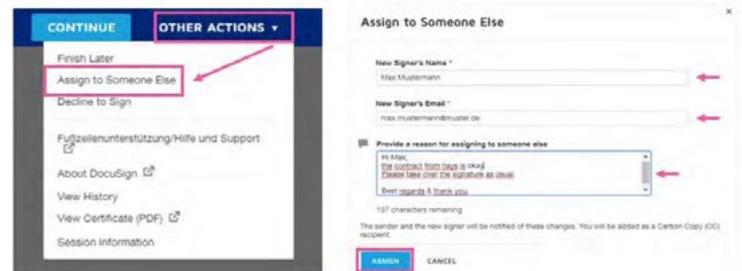
Your Approval of the contract
in a few steps via DocuSign

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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.



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”.



- 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* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:
Max Mustermann DS
A212C50456824D5...

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

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

DocuSign | 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 to number 8.1. of the Basic Contract whereby the provisions of the Individual Project Contracts take precedence over the provisions of the so-called "Working Agreement" and the Basic Contract.

This Basic Contract replaces the basic contract from 04.08.2022.

Place:	Mustermann	Mannheim
Date:	05 August 2022	08.08.2022
The D&I Company:		Max AG

Signature