

2 August 2017

Valued client

Good day

## SAVING TIME, SAVING MONEY (2)

All clients, please read further:

If you are not a client, you do not need to read further.  
This is not compulsory reading for all clients.  
Not only relevant to South African circumstances.  
No afrikaans version of this e-mail available.

During 2014 our firm ran a most successful campaign on "Saving Time, Saving Money", assisting our clients with more cost-effective ways to save money by saving time. This campaign also introduced the start of a so-called paperless era whereby most documents are forthwith kept and managed in electronic form. The .pdf file format and the use of Adobe Acrobat Reader became the norm. In the mean while, the business world accepted the use of electronic documents and today almost all documents are dealt with in electronic form.

Referring back to our earlier client notice (Saving Time, Saving Money (11) dated 17 February 2014), herewith a partial repeat of the content thereof:

Our firm regularly expects clients to sign/approve electronic documents (e g annual financial statements, CIPC forms, contracts, minutes, etc). This can be done electronically using Adobe Acrobat Reader. Besides the many benefits in doing so, the process is relatively easy.

### Once-off Implementation:

- You obviously need a computer or other electronic device which is able to receive, open, edit, save and send electronic documents in the format of pdf-files using Adobe Acrobat Reader.
- You obviously need a computer or other electronic device which is safe and secure, and will identify you as the editor and sender of the electronic document.
- First you need to install (the free) Adobe Acrobat Reader X or higher from <http://www.adobe.com/products/acrobat.html> (if not already installed on your computer or other electronic device) and familiarize yourself with this software package.
- In the mean while, you must scan your traditional signature into an image file (e g in the format of a bmp-file) and save this image file at a secure location on your computer or other electronic device. Should you be unable to do this yourself or not have a scanner available, you can request your local computer technician to assist you with converting your traditional signature into electronic means.
- Now simply open Adobe Acrobat Reader on your computer or other electronic device by opening any electronic document in the format of a pdf-file, and choose "Sign" on the horizontal menu at the top-right-hand side of the screen, then choose "Place Signature", then choose "Use an image" from the drop-down list in the new window, then "Browse" to your electronic signature image file at its secure location on your computer or other electronic device and choose "Open", then choose "Accept" and close Adobe Acrobat Reader without editing or saving the electronic document.

### Regular Use:

- Simply open the electronic document in the format of a pdf-file with Adobe Acrobat Reader.
- After carefully studying the content of the electronic document (e g your annual financial statements, CIPC forms, contracts, minutes, etc), page or scroll to the position on the electronic document where you need to electronically sign the document.
- Again choose "Sign" on the horizontal menu at the top-right-hand side of the screen, then choose "Place Signature", then move your electronic signature to the correct position on the document, and click once with you mouse to release the signature on the document.
- You can repeat this process for multiple signatures.
- You can optionally move, resize, delete, lock and change the properties of the electronic signature.
- Remember to save the electronic document which will now include you electronic signature.
- You can now send the signed electronic document (back to our firm).

For more information regarding more secure options of signing electronic documents, other options of creating an image file, legality of electronic signatures, etc, please visit

<http://www.images.adobe.com/www.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-esign-pdf-file-tutorial-ue.pdf> and

<http://acrobatusers.com/tutorials/sign-pdf-files-electronically> and

<http://www.adobe.com/uk/products/acrobat/electronic-signatures-e-signatures.html> and

<http://www.businesswire.com/news/home/20120410006427/en/Adobe-Reader-Adds-Free-eSignature-Capability> and <http://www.youtube.com/watch?v=pUIWvJgkw8E>.

Please contact us, should you require any further advice or assistance.

Regards

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