

REGIS-TR documents electronic signatures FAQ

Q: Which signature types and electronic signature means are accepted?

A: Wet-ink

Electronic Signatures in DocuSign.

Q: What level of signature is required to sign a REGIS-TR document electronically?

A: Any REGIS-TR document or form can be signed using Simple Electronic Signatures Advanced Electronic Signatures or Qualified Electronic Signatures.

Q: Which REGIS-TR documentation can be signed electronically?

A: Any REGIS-TR Governing document requiring a signature can be signed electronically. This includes, but is not limited to:

- ✓ Onboarding documents (including client Agreements and Appendixes)
- ✓ Client Signature list
- ✓ Side letters
- ✓ Vendors Agreements
- ✓ Novation agreements

Q: What is the best practice to send signed documents to REGIS-TR?

A: In order to verify the correctness of the contents of any document sent, we advise to provide your Relationship Manager with unsigned soft copies of the document for a pre-check. This will avoid having to reject documents already signed.

Q: What is the signature flow for wet-ink signatures?

A: After the soft copy of the document has been successfully pre-checked by your Relationship Manager, the signed hard copy(ies) of the document(s) shall be sent to our postal address:

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Client Onboarding & Lifecycle Management
42 avenue J.F. Kennedy
L - 1855 Luxembourg
Grand-Duchy of Luxembourg*

For documents requiring a countersignature, after the hard copy is reviewed, one copy is countersigned by REGIS-TR management in wet ink and sent back to the client.

Q: What is the workflow for electronically signed documents with DocuSign?

A: Once documentation is pre-checked, REGIS-TR launches the signature process and request via DocuSign the signature of the authorised signatories from both parties on the client's side and on the REGIS-TR management side to ensure a seamless signature process.

Q: If one person uses an electronic signature, do all parties involved need to sign electronically?

A: Yes, all signatories must sign the document electronically and using the same signature means.

Q: How will I receive my electronically counter-signed documents?

A: An electronic version will be returned to the client via DocuSign including the e-signature of REGIS-TR management.

Q: Do I still have to confirm electronically signed documents by providing hard copies?

A: No. REGIS-TR understands e-sign documentation does not require the provision of physical documentation.

Q: Which REGIS-TR documents require a countersignature from REGIS-TR management?

A: Client agreements, novation agreements and side letters require countersignature of REGIS-TR.

Q: When do countersigned documents enter into force?

A: Documents requiring counter-signatures enter into force on the date specified at the top of that document.

Q: Within which timeframe do signed documents have to be executed?

A: Signed documents cannot be fully executed until all required signatures are validated. REGIS-TR considers a timeframe of one natural month turnaround between the entry into force date and the date the last signatory has signed.