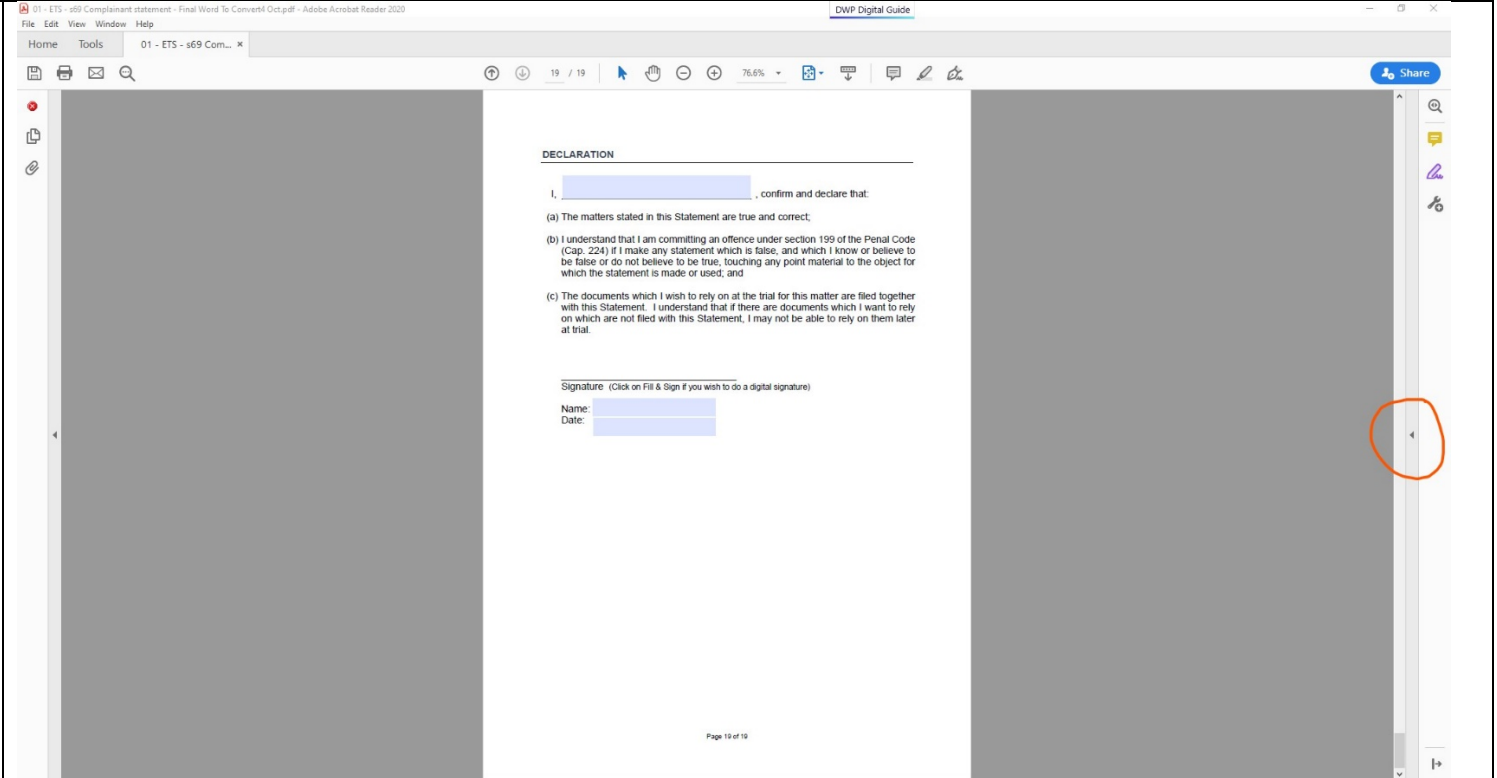


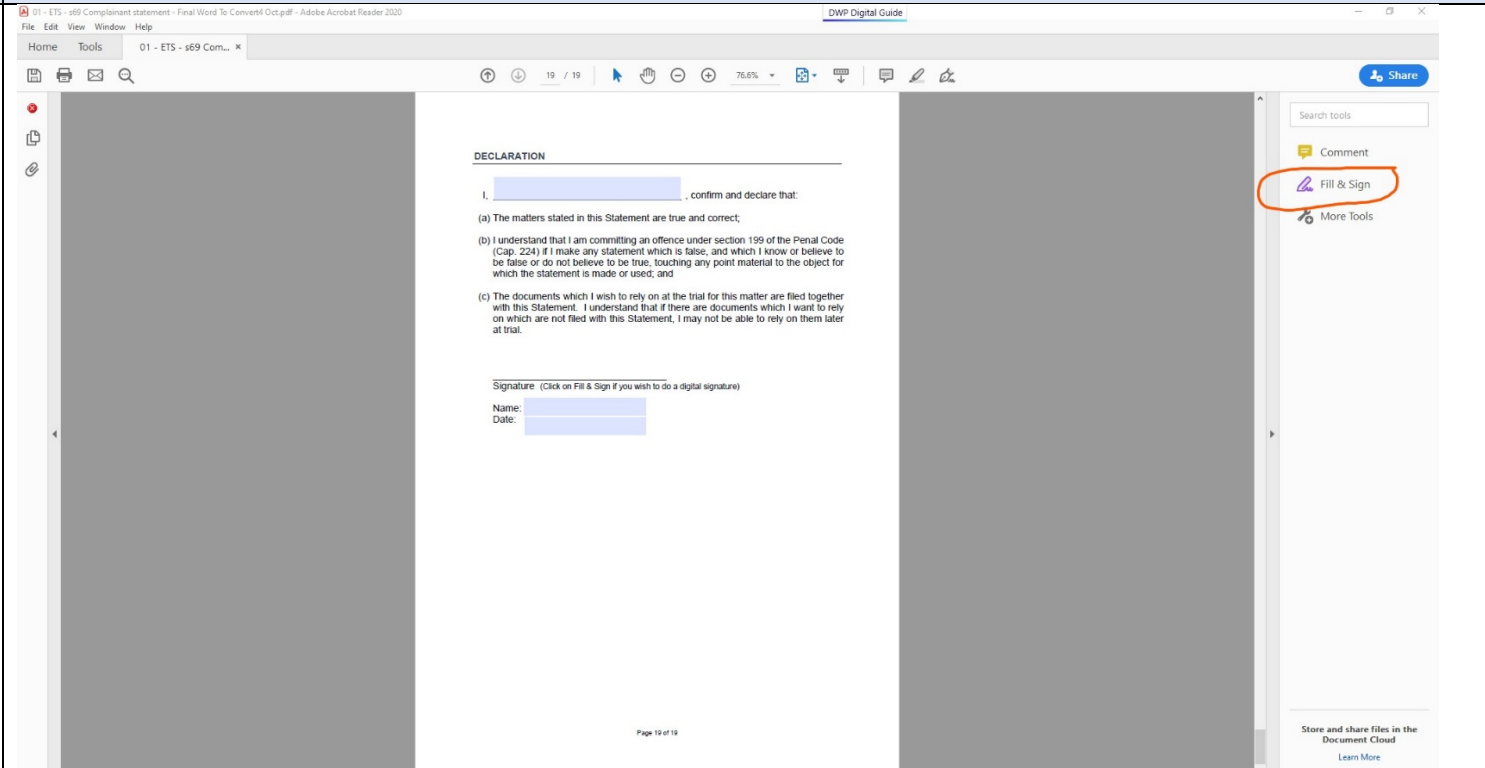
ATTACHMENT A – SIGNING GUIDE

GUIDE TO SIGN YOUR E-TEMPLATE STATEMENT (“ETS”)

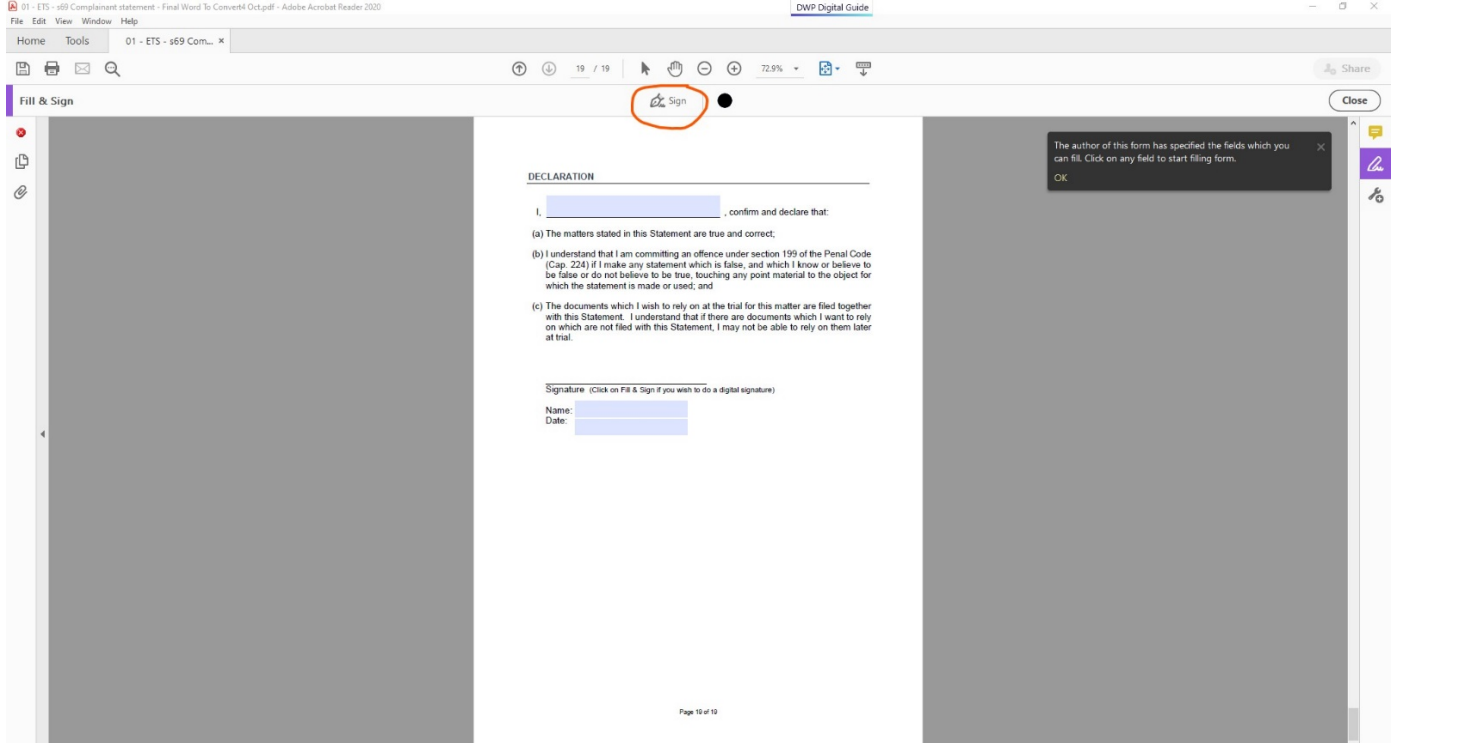
***Note: Please make sure you check all the information you have entered and documents you have uploaded before signing the ETS. The software may not allow you to make any further amendments after you have signed the ETS.**

Step	Description	Reference Picture
1/6	<p>At the last page, please click on the arrow to expand the side menu.</p> <p>See Orange Circle.</p>	 <p>The screenshot shows the Adobe Acrobat Reader interface. The document is titled "01 - ETS - s69 Complainant statement - Final Word To Convert4 Oct.pdf". The page number "19 / 19" is visible in the top right. The document content includes a "DECLARATION" section with three numbered items (a, b, c) and a "Signature" section with fields for "Name:" and "Date:". On the right-hand side, there is a vertical toolbar with various icons. A red circle highlights a left-pointing arrow icon in this toolbar, which is used to expand the side menu.</p>

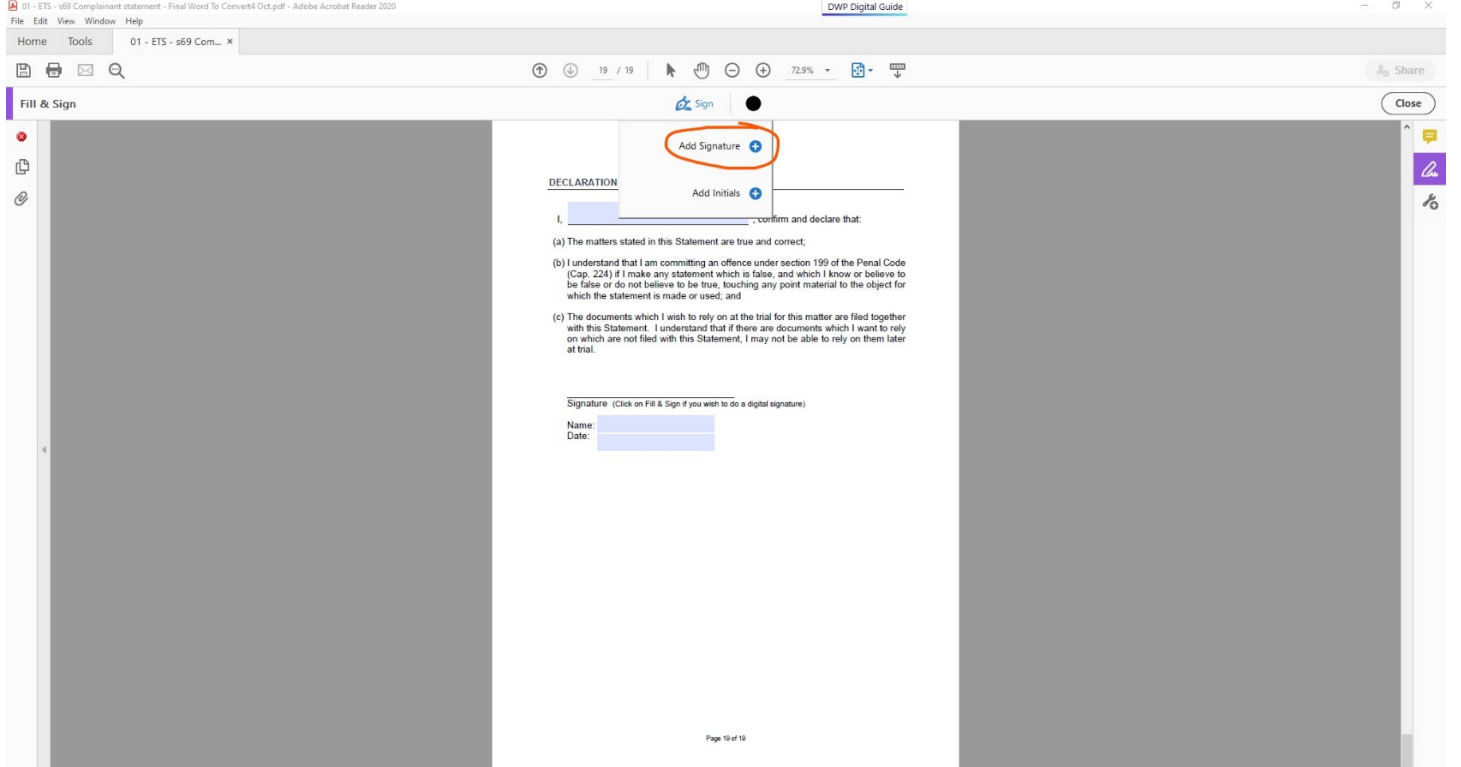
ATTACHMENT A – SIGNING GUIDE

Step	Description	Reference Picture
2/6	<p>Click on "Fill & Sign"</p> <p>See Orange Circle.</p>	 <p>The screenshot shows the Adobe Acrobat Reader interface. The document is titled "01 - ETS - s69 Complainant statement - Final Word To Convert Oct.pdf". The document content includes a "DECLARATION" section with three numbered items (a, b, c) and a "Signature" section with fields for "Name:" and "Date:". In the right-hand sidebar, the "Fill & Sign" button is circled in orange. Other buttons visible in the sidebar include "Comment" and "More Tools". The top toolbar shows various navigation and editing tools, and the bottom status bar indicates "Page 19 of 19".</p>

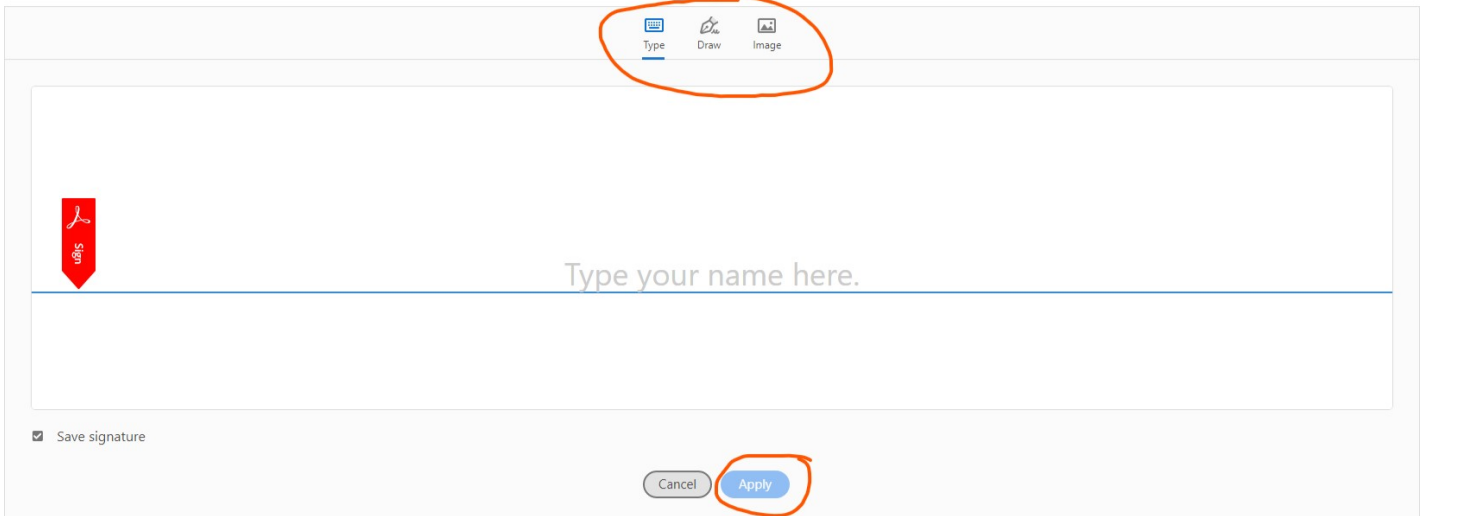
ATTACHMENT A – SIGNING GUIDE

Step	Description	Reference Picture
3/6	<p>After you have clicked on “Fill & Sign”, click of “Sign”</p> <p>See Orange Circle.</p>	 <p>The screenshot shows the Adobe Acrobat Reader interface. The title bar reads "01 - ETS - 669 Complaint-statement - Final Word To Convert! Out.pdf - Adobe Acrobat Reader 2020". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows "Home" and "Tools" tabs, with "01 - ETS - 669 Com..." as the active tool. The "Fill & Sign" toolbar is visible on the left, and the "Sign" button is circled in orange. The main content area displays a "DECLARATION" form with several text input fields. A notification box on the right states: "The author of this form has specified the fields which you can fill. Click on any field to start filling form." The page number "Page 19 of 19" is visible at the bottom.</p>

ATTACHMENT A – SIGNING GUIDE

Step	Description	Reference Picture
4/6	<p>Click on “Add Signature”</p> <p>See Orange Circle.</p>	 <p>The screenshot shows the Adobe Acrobat Reader interface. At the top, the title bar reads '01 - ETS - s69 Complainant statement - Final Word To Convert4 Oct.pdf - Adobe Acrobat Reader 2020'. Below the title bar is the 'Home' and 'Tools' menu. The 'Fill & Sign' panel is open on the left. In the center, there is a 'DECLARATION' form with several text boxes and a list of statements. The 'Add Signature' button, which includes a plus sign icon, is circled in orange. Below the declaration, there are fields for 'Name' and 'Date'. The page number 'Page 10 of 10' is visible at the bottom.</p>

ATTACHMENT A – SIGNING GUIDE

Step	Description	Reference Picture
5/6	<p>1) You can <u>either</u> type your Name <u>or</u> Draw your signature using your Mouse.</p> <p>2) After you have completed your signature, click “Apply”</p> <p>See Orange Circles.</p>	 <p>The screenshot shows a digital signing interface. At the top, there is a toolbar with three options: 'Type', 'Draw', and 'Image'. The 'Type' option is highlighted with an orange circle. Below the toolbar is a large text input area with the placeholder text 'Type your name here.' To the left of the input area is a red vertical button with a white signature icon. At the bottom left, there is a checkbox labeled 'Save signature' which is checked. At the bottom right, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with an orange circle.</p>

ATTACHMENT A – SIGNING GUIDE

Step	Description	Reference Picture
<p>6/6</p>	<p>1) Your signature will appear on the page.</p> <p>2) You can adjust the size (see the blue circle at the bottom right hand corner of the box)</p> <p>3) After you have adjusted the size of your signature, <u>save your ETS.</u></p> <p>Note: Please make sure you have checked all your information <u>before</u> you sign the document.</p>	