



ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

Guiding you through your purchases

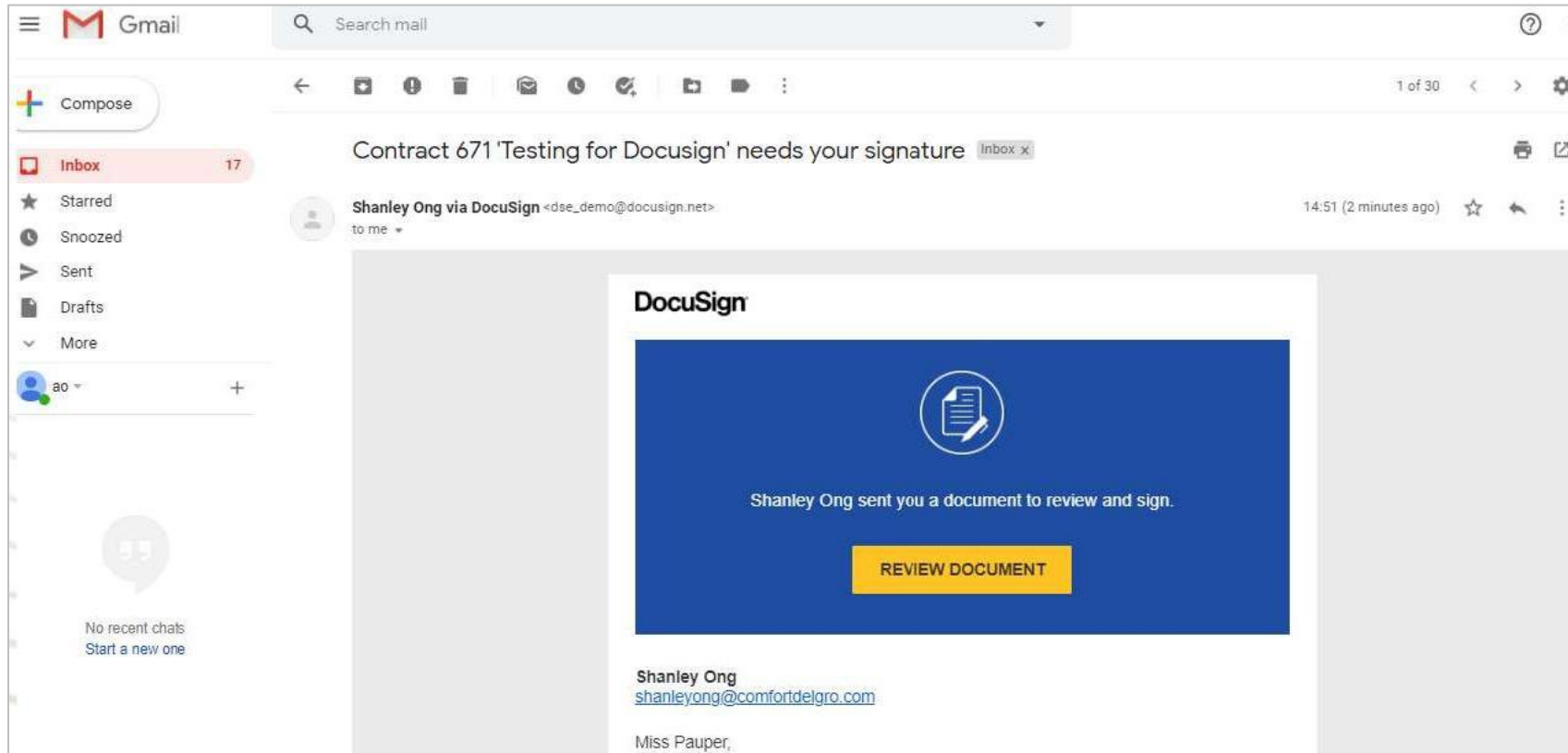
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DocuSign – Contract Signing

Updated on 24 March 2025

How to sign contract using DocuSign? (1/3)

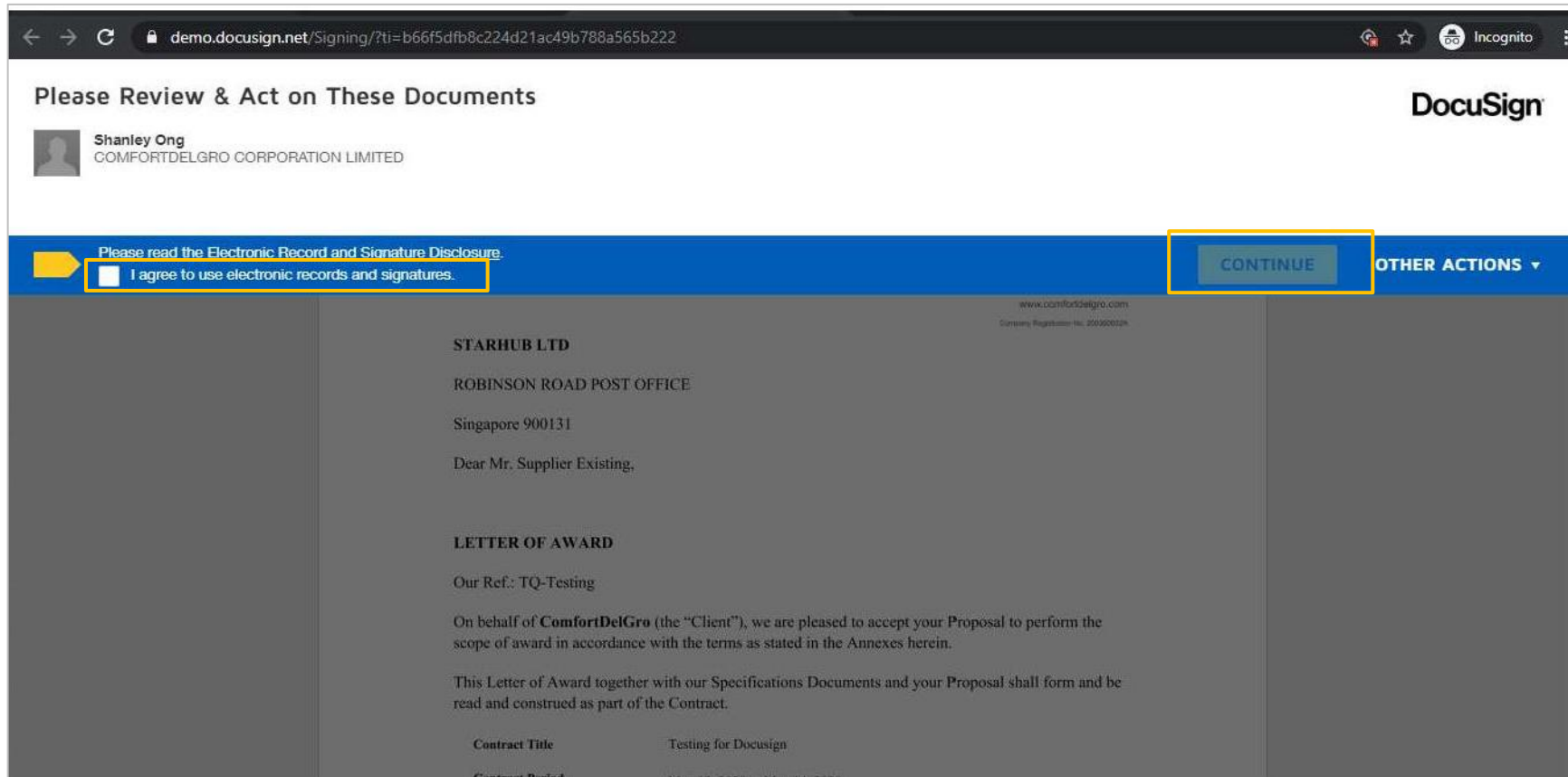
Step 1: You will receive email notification from DocuSign. Click “Review Document”



How to sign contract using DocuSign? (2/3)

Step 2: Check “I agree to use electronic records and signatures”

Step 3: Click “Continue”



demo.docuSign.net/Signing/?ti=b66f5dfb8c224d21ac49b788a565b222

Please Review & Act on These Documents

DocuSign

Shanley Ong
COMFORTDELGRO CORPORATION LIMITED

Please read the Electronic Record and Signature Disclosure.

☐ I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

www.comfortdelgro.com
Company Registration No. 200900029K

STARHUB LTD

ROBINSON ROAD POST OFFICE

Singapore 900131

Dear Mr. Supplier Existing,

LETTER OF AWARD

Our Ref.: TQ-Testing

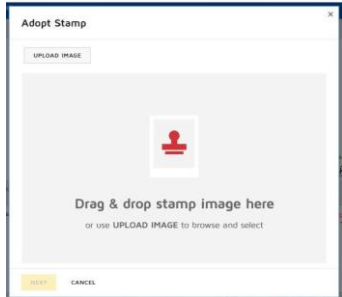
On behalf of **ComfortDelGro** (the “Client”), we are pleased to accept your Proposal to perform the scope of award in accordance with the terms as stated in the Annexes herein.

This Letter of Award together with our Specifications Documents and your Proposal shall form and be read and construed as part of the Contract.

Contract Title Testing for DocuSign

How to sign contract using DocuSign? (3/3)

Step 4: Draw or upload your signature and upload an image of your company signature



Step 5: Fill in the information required, sign off on the signature box on every page and include company stamp (if required)

Step 6: Click “Finish” when completed. Endorsement is now completed

Select the stamp field to create and add your stamp. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: F9D4CF6E-BAC-4799-60E1-E5DB8328150F

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0290
www.docusign.com

Acknowledgement I, <u>Miss Pauper</u> in the capacity of <u>Secretary</u>, duly authorised to execute the Letter of Award for, and on behalf of STARHUB LTD hereby accept and agree to the terms and conditions of the Contract as set out in this Letter of Award.	Digitized by: <i>Super</i> 4796951775455 Supplier's Authorized Signatory
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NEXT

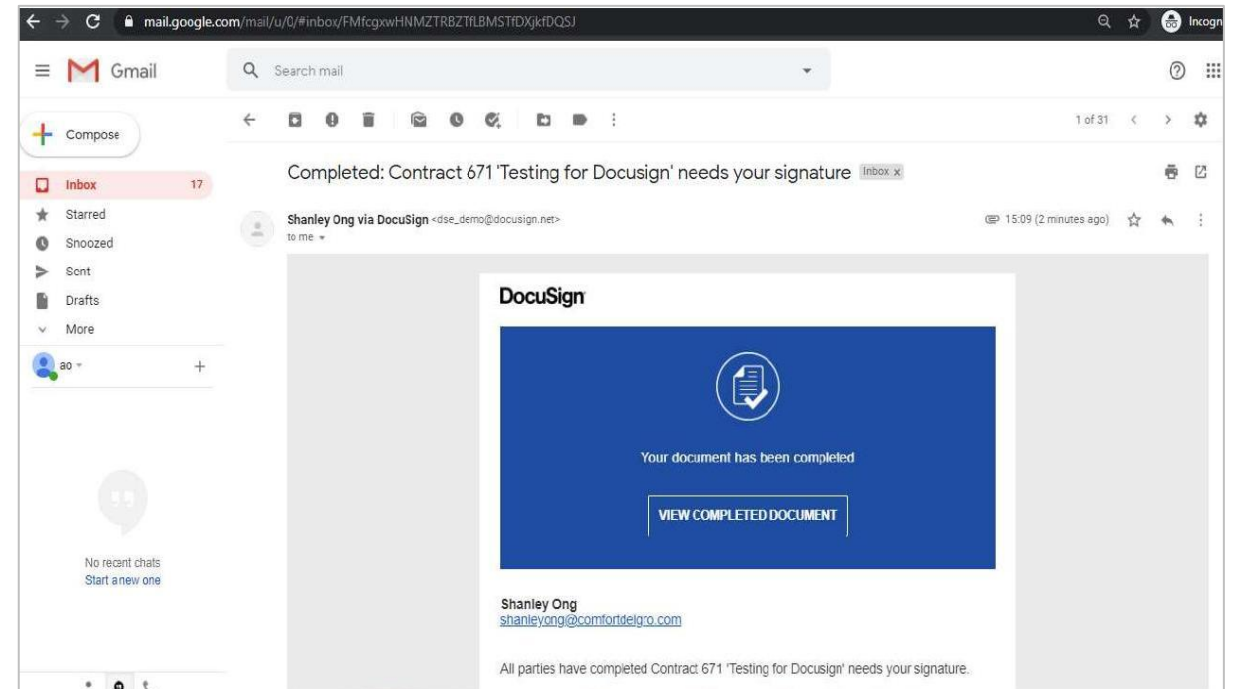
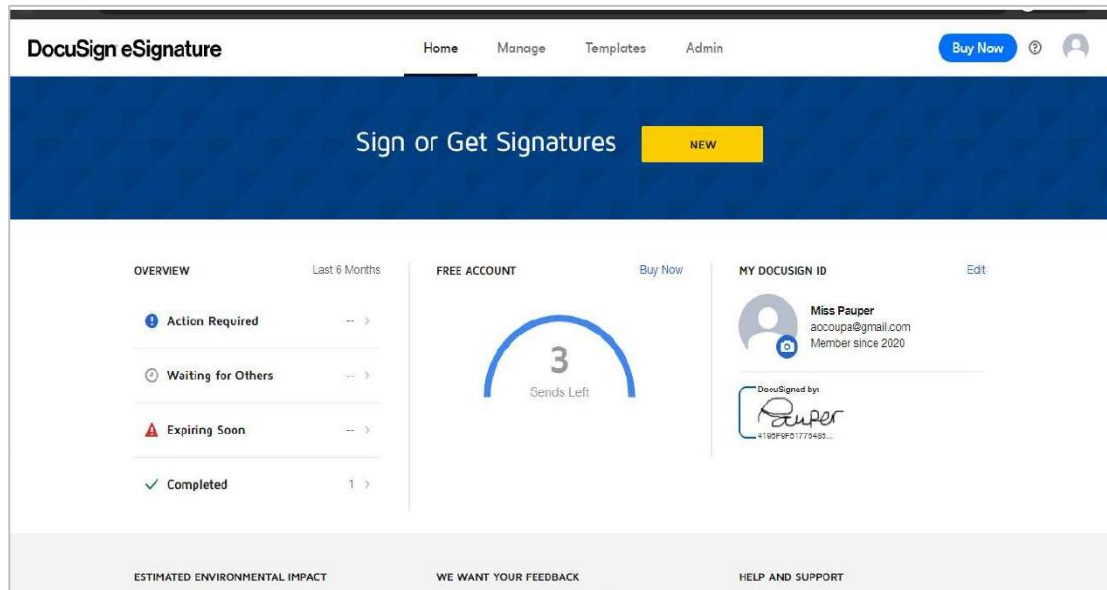
(1) Value stated is exclusive of Goods and Services Tax

(2) Provided that there shall be no breach of the terms and conditions of the Contract prior to the initial expiry of the Contract

(3) In accordance to the Terms and Conditions, please made payment to "ComfortDelGro" within 14 days from date of acceptance.

How to retrieve signed documents?

You can save a copy of the signed document when DocuSign prompts. Otherwise, you can view the completed document from your email.



thank you!