

# How to use Docu-Sign

**Step 1:** You will receive an email like the below from the Cutcher & Neale address;  
**corpcompliance@cutcher.com.au**

Reply Reply All Forward IM

Wed 20/03/2019 9:50 AM



Cutcher & Neale <corpcompliance@cutcher.com.au>

Please sign Annual Statement for

To

Cc Amy Kerr

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

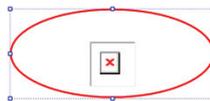
**Step 2:** If you are unable to view the download boxes please right click and select download pictures.



Dear

Please use the below button to view the ASIC Annual Company Statement for I

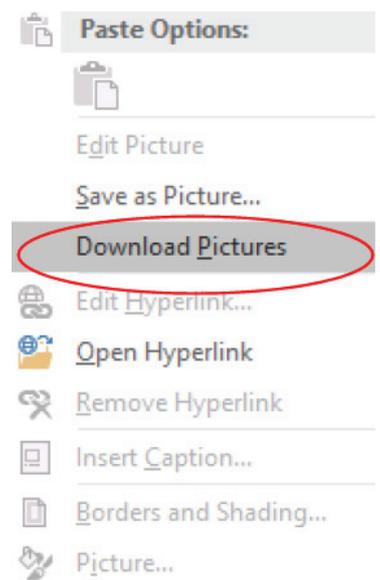
We request, you review this information and action where applicable.



Should you have any queries, please do not hesitate to contact our office on 02 49288500.

Kind regards,

Cutcher & Neale Accounting and Financial Services.



**Step 3:** Click the blue “View Documents Online” button – this will open documents in your web browser.

Please sign Annual Statement for

to Amy Kerr

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View Documents Online

Should you have any queries, please do not hesitate to contact our office on 02 49288500.

Kind regards.

**Step 4:** Accept to use docu-sign and click continue.

Hi

Please review the following document.

Please sign [redacted] from Cutcher & Neale Pty Limited

No message has been provided by the sender.

NowInfinity e-Signing  
Cutcher & Neale Pty Limited  
corpcompliance@cutcher.com.au

By clicking proceed, you agree to have read our Electronic signature disclosure.

CLICK TO PROCEED DECLINE

From here you will have the option to sign on paper should you choose. Otherwise scroll through to the Minutes of Board of Directors Meeting and click on the Please sign option.



You are then able to sign in the box and click adopt signature.

Lastly click finish and we will automatically be notified that you have signed.

Once signed you will receive an email containing a PDF copy of your signed documents. This may take up to 24 hours to come through.

**If you choose not to use docu-sign please contact our office and we can arrange to send your statement to you via a different method.**