

# DIGITAL SIGNATURE APPLICATION FORM

**For Financial Advisers only**  
**Not for use in the UK**

In response to CV-19 we will consider accepting certain forms using digital signatures via DocuSign or AdobeSign. In order for us to consider your firm, we require you to fully complete and submit this form to us. We'll then let you know when you've been accepted.

All references to Utmost International, we, us and our in this form refer to Utmost International Isle of Man Limited and Utmost PanEurope dac.

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## IMPORTANT INFORMATION

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It is very important to note that this is a work-around to help you if you cannot submit forms via paper or our online service, Wealth Interactive. If you need to use digital signatures, you should make your clients aware that there are risks associated with emailing documents from unencrypted email accounts.

Both DocuSign and AdobeSign provide a full audit trail via a certificate which includes the email address contacted for the electronic signature(s) to be provided. We require evidence of this certificate to be included with the instruction provided to Utmost International, and the documented email address must match our records on file.

We also want to make you aware that it is your responsibility to undertake necessary due diligence procedures to protect your clients when using digital signature software. Utmost International will not take responsibility for any claims relating to digital signatures such as fraud that arise from the use of digitally signed documents.

There may be occasions where we will need sight of a wet signature and we may need you to send this to us before we can process the relevant client application or instruction. This can cause a delay so it's important to make you aware.

Our online service, Wealth Interactive, is the safest and most efficient way for you and your clients to do business with us. You can skip admin queues and instructions are processed quicker.

Please specify which digital signature software you use:

AdobeSign

DocuSign

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Do you use the digital signature software through:

a secure portal you own

a secure portal provided by the software supplier

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There are some processes where we will require original signatures on documents, please confirm that you will provide these documents when requested.

I agree

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Please confirm that you will provide DocuSign or AdobeSign certificate identifying the client email address contacted for the electronic signature(s).

I agree

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DECLARATION

It is my/our responsibility to undertake necessary due diligence procedures when using this software. Utmost International will not take responsibility for any claims such as fraud, demands or losses that arise from the use of electronically signed documents.

I/We understand that Utmost International cannot act on instructions received without the chosen suppliers certificate. The email address contacted must match Utmost International's records. Where there is more than one client the audit trail needs to include all email addresses and provide the digital certificate per individual signature.

I/we will inform Utmost International of any changes to the information / details supplied above.

COMPANY NAME	YOUR NAME AND ROLE AT THE COMPANY (THIS SHOULD BE AT DIRECTOR LEVEL)
REGULATED ENTITY ID AND NAME OF REGULATORY AUTHORITY	SIGNATURE

Date

d	d	m	m	y	y	y	y
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Once completed please send this form to [IOMask@utmostinternational.com](mailto:IOMask@utmostinternational.com)

A WEALTH *of* DIFFERENCE

www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Utmost International Isle of Man Limited is registered in the Isle of Man under number 24916C. Registered Office: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715. Licensed by the Isle of Man Financial Services Authority.

Utmost Wealth Solutions is registered in the Isle of Man as a business name of Utmost International Isle of Man Limited.

Utmost PanEurope dac is regulated by the Central Bank of Ireland. Registered No 311420. Administration Centre for correspondence: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +353(0)1 479 3900 Fax: +353 (0)1475 1020.

Registered Office address: Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Utmost Wealth Solutions is registered in Ireland as a business name of Utmost PanEurope dac.

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