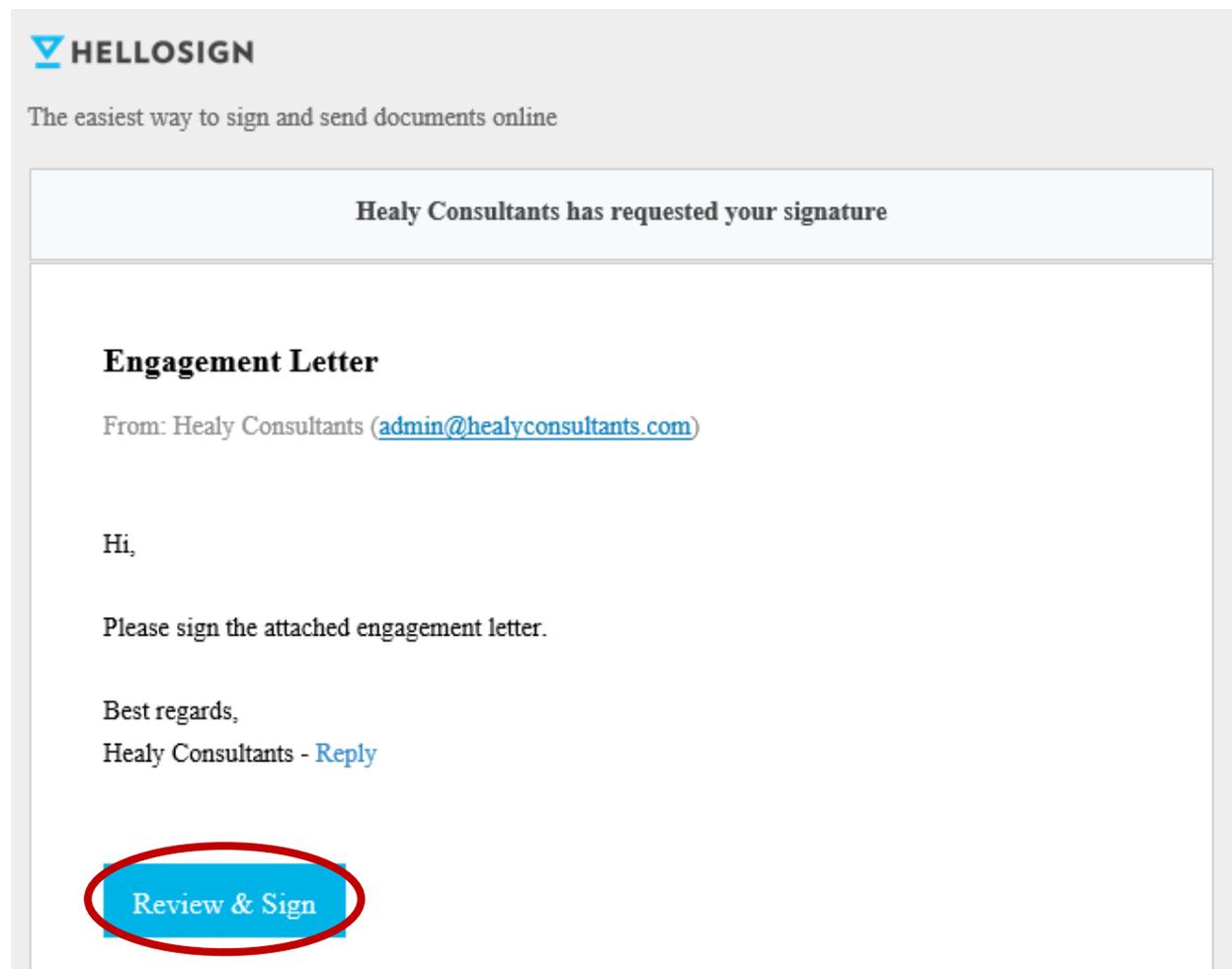


Guide to using HelloSign

As part of the incorporation process, Healy Consultants will need our Clients to sign many documents. To reduce the hassle of signing and then scanning/faxing your documents to us, Healy Consultants uses HelloSign – an e-signing application that will make it easy for you to sign multiple documents quickly and efficiently.

Here is a complete guide to how to use HelloSign to sign your documents after Healy Consultants has forwarded you documents for your signature.

1. You will receive an email in your inbox from Hello Sign. Please click the “Review & Sign” button



The screenshot shows an email interface for HelloSign. At the top left is the HelloSign logo and the tagline "The easiest way to sign and send documents online". Below this is a light blue header box with the text "Healy Consultants has requested your signature". The main body of the email contains the following text: "Engagement Letter", "From: Healy Consultants (admin@healyconsultants.com)", "Hi,", "Please sign the attached engagement letter.", "Best regards,", and "Healy Consultants - Reply". At the bottom left, there is a blue button with the text "Review & Sign", which is circled in red.

HELLOSIGN
The easiest way to sign and send documents online

Healy Consultants has requested your signature

Engagement Letter

From: Healy Consultants (admin@healyconsultants.com)

Hi,

Please sign the attached engagement letter.

Best regards,
Healy Consultants - [Reply](#)

[Review & Sign](#)

2. Click "GET STARTED"

HELLOSIGN

Hello Signee (akangsha@healyconsultants.com),
Click 'Get Started' to fill out and sign 'Engagement Letter', or [download](#) the original.

GET STARTED



Client Engagement Letter

Page 1 of 15

1. Introduction

1.1. Our Client appoints Healy Consultants to assist with their international company registration. Specifically, our Client requires the services outlined in Section 4 below (page 2). To ensure we sign a fair and balanced agreement, we encourage our Clients to add their terms and conditions to this engagement letter (track changes).

1.2. Each shareholder, director, bank signatory and beneficial owner is required to **initial each page** as evidence of your understanding of these terms and conditions. Please sign the declaration in Section 14 below (page 15). Please courier **the original** signed copy to Healy Consultants [Singapore Office](#) for safekeeping. To advance your engagement without delay, kindly email us a scanned pdf copy of this completed, signed engagement letter.

2. Confidentiality

2.1. Healy Consultants will keep client information confidential. Healy Consultants protects

3. The document will automatically scroll down to the first location for your signature. Click the "Click to sign" button to begin

REQ* FIELDS LEFT 2

NEXT >

3. Our fees

3.1. Healy Consultants will only provide professional services [after Client fees](#) are received in full. No refunds are given after a Client order is agreed and processed. No refunds will be given where Healy Consultants ceases to provide our professional services.

Continued on next page.....

Click to sign *

Client initials

4. You can choose to either draw your signature, type out your signature or upload a signature.

You can then choose to either insert the signature in just that spot, or insert everywhere in the document where your signature is required.

CREATE SIGNATURE

Saved signatures

Draw It In

Type It In

Upload Image

Use smartphone

Clear

I understand this is a legal representation of my signature

INSERT

INSERT EVERYWHERE

5. Please click continue once your signature is in all locations

CONTINUE

✔ You have completed all required fields. Please click 'Continue'.

Clients will not, without Healy Consultants prior written permission, disclose engagement information to third-parties.

3. Our fees

3.1. Healy Consultants will only provide professional services [after Client fees](#) are received in full. No refunds are given after a Client order is agreed and processed. No refunds will be given where Healy Consultants ceases to provide our professional services.

Continued on next page.....

Client initials

6. Click the “I AGREE” button once you have read the HelloSign Terms of Service



7. The process is now complete! You should receive a signed copy of the document in your email within a few minutes.

