

# Digital Signature

Sign agreements in **Digital Banking**

## Enjoy the benefits of our latest feature, the digital signature:

- Access, review and digitally sign agreements in your own time from any location
- No printing or physical return of agreement required
- Faster processing of your signed agreements

The digital signature is available in both E-Banking and Mobile Banking.

## Initial Setup

Set up notifications in UBS E-Banking or UBS Mobile Banking to be informed via push notification, SMS or email about new agreements.

### E-Banking

1. Choose **Settings** and then **Notifications and Mobile Banking App**.
2. Under **Addresses / Mobile devices**, you can check if a mobile device, a mobile number or an email address is available. You can add a new mobile number or email address by choosing **New**.
3. Open **Notifications** and then choose **Mailbox**.
4. Choose a mobile number and/or email address for **Agreements**.
5. If you have a registered mobile device, you can also activate **Push notifications**.
6. **Save** your changes.

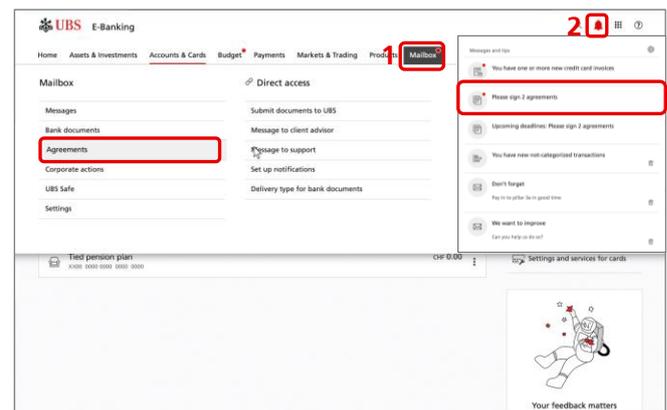
### Mobile Banking

1. On the home screen, open your profile by choosing the **profile icon** in the top-left corner.
2. Choose **Settings** and activate **Push notifications**
3. Open **Manage notifications** and choose **Agreements**.
4. Turn on **Notifications for agreements** and activate the toggle for **Push notifications**.
5. **Save** your changes.

### E-Banking

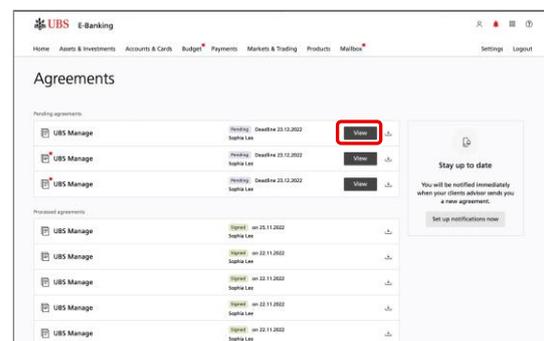
#### Find new agreements

- Log in to UBS E-Banking.
- To find your agreements, open the **Mailbox (1)** and choose **Agreements** in the menu.
- Whenever new agreements are available, you can also find them by choosing the **notification bell (2)** and then choose **Please sign agreements**.



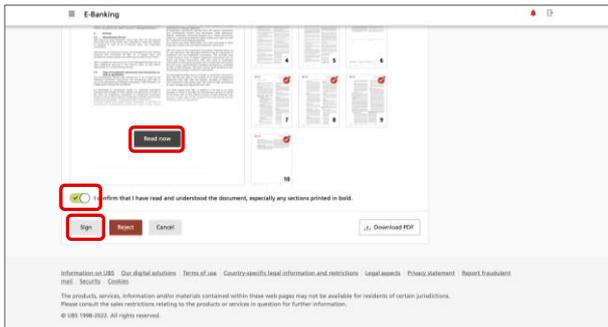
#### Digitally sign an agreement

1. Here you will find an overview of your agreements. Under **Pending**, choose **View** to open the agreement you would like to sign.

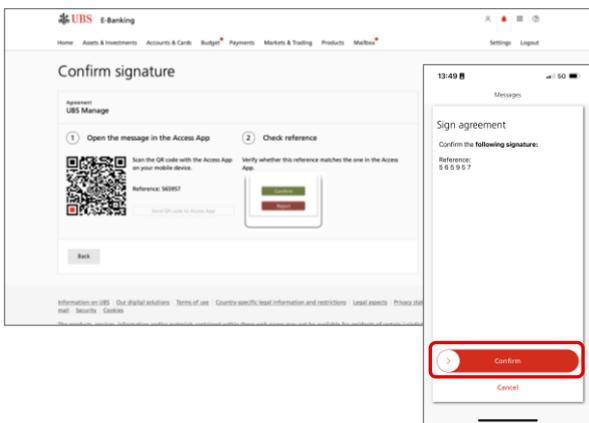


2. Choose **Read now** to review each page of the agreement. Pages that have been read will be marked with a red tick.
3. Confirm that you have read and understood the agreement by activating the toggle.

4. Then choose **Sign**.



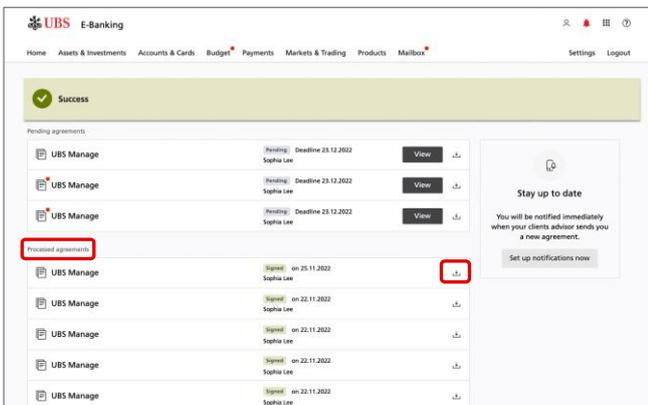
5. A QR code will be displayed. Scan it with your Access App and confirm your signature. The signature can also be confirmed with Access Card and card reader.  
 6. Success! The Agreement is signed.



### Processed agreements remain saved in your Mailbox

In your Mailbox under Agreements (processed agreements) you will be able to find all your signed agreements.

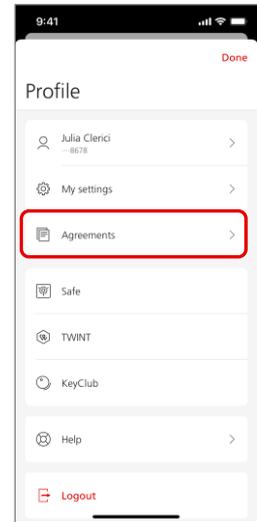
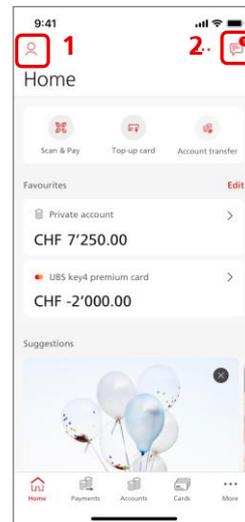
You can also download any of the signed agreements by choosing the download button.



## Mobile Banking

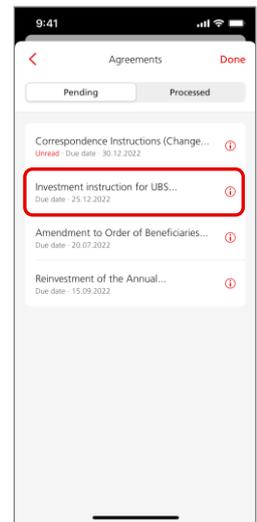
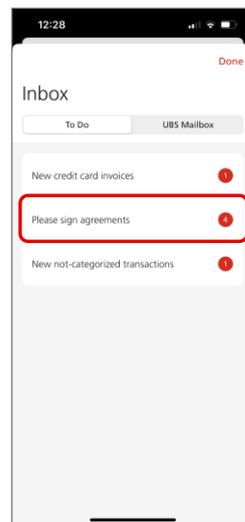
### Find new agreements

- Log in to the UBS Mobile Banking App.
- To find your agreements, open your **profile (1)** then choose **Agreements**. When new agreements are available, also find them by opening your **inbox (2)**.

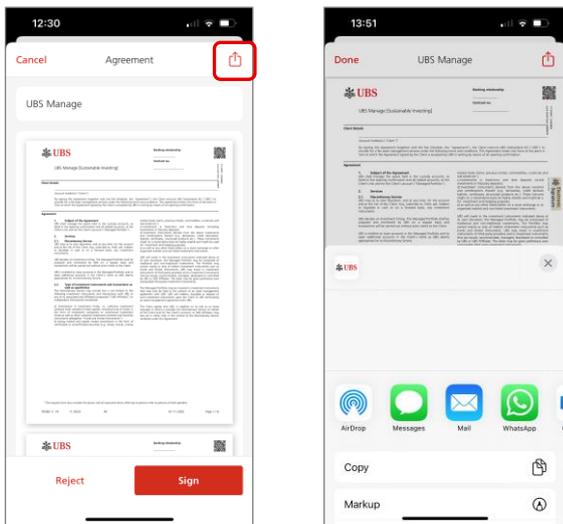


### Digitally sign an agreement

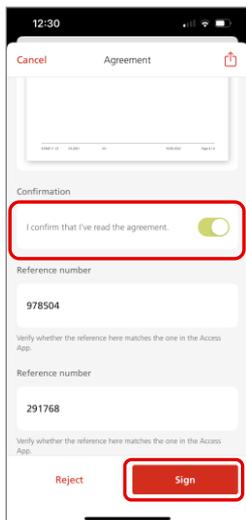
1. If you have opened your inbox, choose **Please sign agreements** under **To do**.
2. Choose the agreement you would like to sign.



3. Read the agreement directly in the app. If you would like to share it outside of the app, choose the **Share icon** in the top-right corner.



4. Confirm that you have read and understood the agreement by **activating the toggle**.
5. Then choose **Sign**.

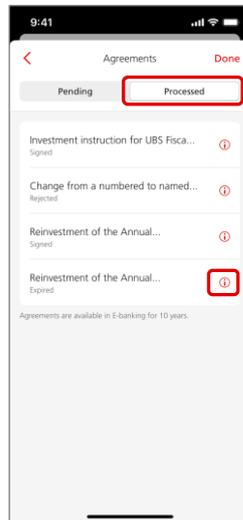


6. You will be asked to confirm your signature with the **Access App** (or with the **Access Card** and **card reader**).
7. Success! The agreement is signed.

## Processed agreements remain saved in your inbox

In your inbox under Agreements (processed) you will be able to find:

1. All your signed Agreements. By choosing the info icon you can open the agreement and find all its details.



2. Agreements with collective signatures.
3. Rejected and expired Agreements.

## UBS Digital Banking support

If you have questions or require further information, you can contact your Client Advisor or call our hotline.

For more info, visit [ubs.com](https://ubs.com)

For further assistance, reach out to us on our hotline:  
 Singapore: +65-6495 8333  
 Hong Kong: +852-2971 7111  
 Monday to Friday: 7am - 8pm; Saturday: 9am - 5pm

### **Electronic Signature Legal Provisions**

You are reminded to refer to Clause 12 of Section 7, UBS Digital Banking Terms and Conditions 12 of the General Terms and Conditions for the legal provisions governing the use of electronic signature. Under the legal provisions, you are required:

- to check the digital bank documents, the electronically signed/approved document/electronic certificate used carefully for completeness and accuracy;
- to confirm that the information you provided is correct; and
- to notify us if there is any discrepancies before execution (see clauses 12.2 and 12.4).

You can also refer to clauses 12.3(b) and 12.8 for disclaimer of our liabilities. We are authorized but not obliged to rely upon and act in accordance with any electronic signature received by us without further inquiry as to the source of the electronic signature or the identity of the person purporting to make such electronic signature (see section 12.6). If you discover or suspect that your means of access is being misused, please notify us immediately and we can take the necessary action. If you would like to seek any clarification, you can contact your Client Advisor and you have the option not to use electronic signature.

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