

INTRODUCTION

Inserts are separate forms in Microsoft Word format posted to the application process page under the “bidder info” tab of the [BGS Auction Website](#). Applicants complete all applicable Inserts and provide additional verification on the identity of the signatory when required. Some Inserts require either that the signature be notarized or that the signature be digital and accompanied by a document or information that verifies the identity of the signatory. Other Inserts allow for (i) a scanned wet signature or electronic signature as long as the Insert is submitted by email by the signatory or with the signatory on copy; or (ii) a digital signature with a document or information that verifies the identity of the signatory. Other than Inserts completed with a scanned or electronic signature for which email transmission is required, documents required to support the Part 1 Application may be uploaded to the online Part 1 Application Form.

For purposes of completing an applicable Insert, a “digital” signature is one that is created using commercially available software (such as DocuSign, Adobe Acrobat, or Adobe Sign), which generates an additional document or information that can be used by the BGS Auction Manager to verify the identity of the signatory. A digital signature is different from an “electronic” signature, which is computer-generated but is not created using a software that generates additional documentation or information that can be used to verify the identity of the signatory. An example of an electronic signature is an image of a signature.

Applicants may complete all applicable Inserts using a digital signature with an accompanying document to verify the identity of the signatory. However, digital signatures are not required. For each Insert there is an alternative acceptable method for completing the Insert; each Insert contains instructions describing the acceptable methods of completion and submission for that specific Insert.

Inserts such as the Authorized Representative Insert (#P1-1) can be completed as follows:

- Submitted with a digital signature with an accompanying document or information verifying the identity of the signatory; or
- Signed with the signature notarized.

Each such Insert can be uploaded to the online Part 1 Application Form or sent by email to the BGS Auction Manager at BGS-Auction@nera.com.

Inserts such as the Nominee Insert (#P1-2) can be completed as follows:

- Submitted with a digital signature with an accompanying document or information verifying the identity of the signatory (if digitally signed, the Insert may be uploaded to the online Part 1 Application Form or sent by email to the BGS Auction Manager at BGS-Auction@nera.com); or
- Submitted with a scanned wet signature or submitted with an electronic signature (if not digitally signed the Insert must be sent by email to the BGS Auction Manager at BGS-Auction@nera.com by the signatory or with the signatory on copy).

Each Insert falls into one of these two categories.

In this document, the BGS Auction Manager provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or Adobe Acrobat. This does not preclude an Applicant from using other commercially available software as long as such software generates an additional document or information that can be used by the BGS Auction Manager to verify the identity of the signatory.

Digital Signatures Instructions

If electing to complete an Insert with a digital signature created in DocuSign, an Applicant must include with the completed Insert the certificate of completion that is automatically created in DocuSign after completing a document.

- DocuSign offers a 30-day trial. Please see the details here:
<https://go.docusign.com/o/trial/?tgr=com-trial-hero>
- An individual can create a free DocuSign account to upload and sign documents as long as the account holder is the only signatory to these documents. A paid subscription is required if the documents require the signature of individuals other than the account holder.

If electing to complete an Insert with a digital signature created in Adobe Acrobat, the signatory must have a document signing Certificate in place to validate the digital signature.

If electing to complete an Insert with a digital signature created in Adobe Sign, an Applicant must include with the completed Insert the Final Audit Report that is automatically created in Adobe Sign after completing a document:

- Adobe Sign offers a free trial. Please see the details here:
<https://acrobat.adobe.com/us/en/sign/free-trial-global.html?trackingid=KLZWW>
- Various tutorials for using Adobe Sign can be found here:
<https://helpx.adobe.com/sign/tutorials.html>
- Instructions for downloading the Final Audit Report can be found here:
<https://helpx.adobe.com/sign/using/audit-reports-transaction-history.html>

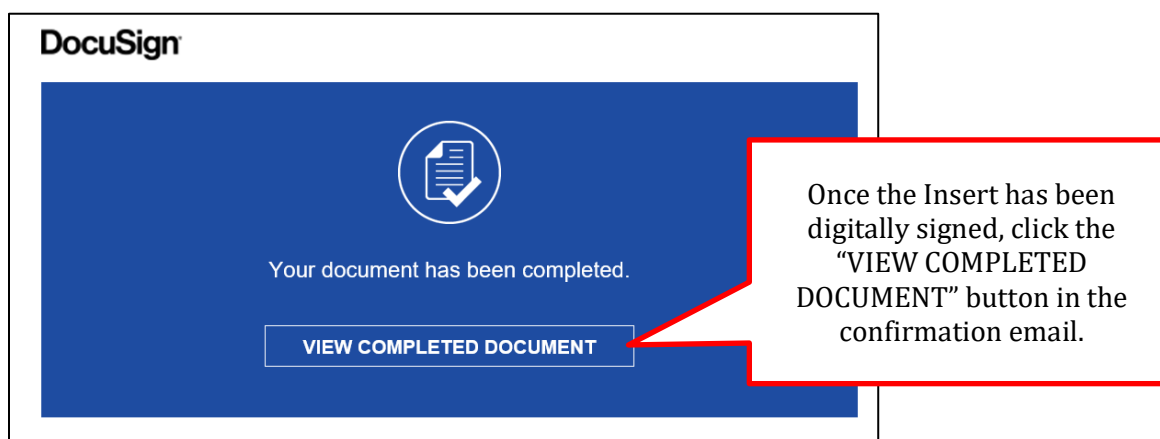
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

DOWNLOADING THE CERTIFICATE OF COMPLETION USING DOCUSIGN

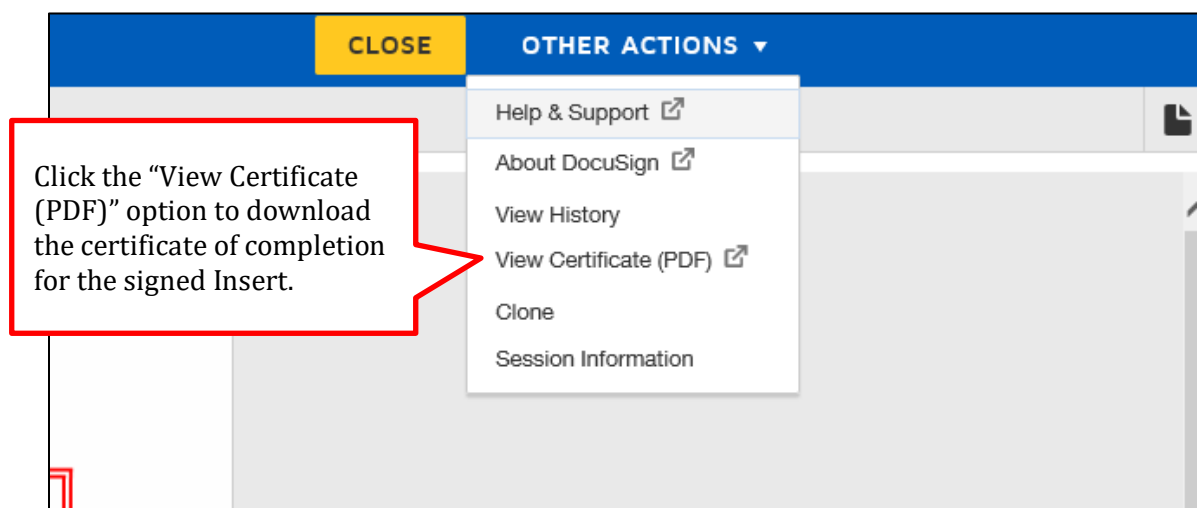
DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, the sender (the individual who uploaded the Insert and prepared the “envelope” in DocuSign) as well as all signatories receive a copy of the signed document. The sender may also add individuals (other than the signatories) who will receive a copy of the signed document. Any individual receiving the signed document can follow the instructions below to download the certificate of completion via either: 1) the confirmation email generated by DocuSign, or 2) their own DocuSign account.

1. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM EMAIL

From the confirmation email generated by DocuSign, click “VIEW COMPLETED DOCUMENT”.



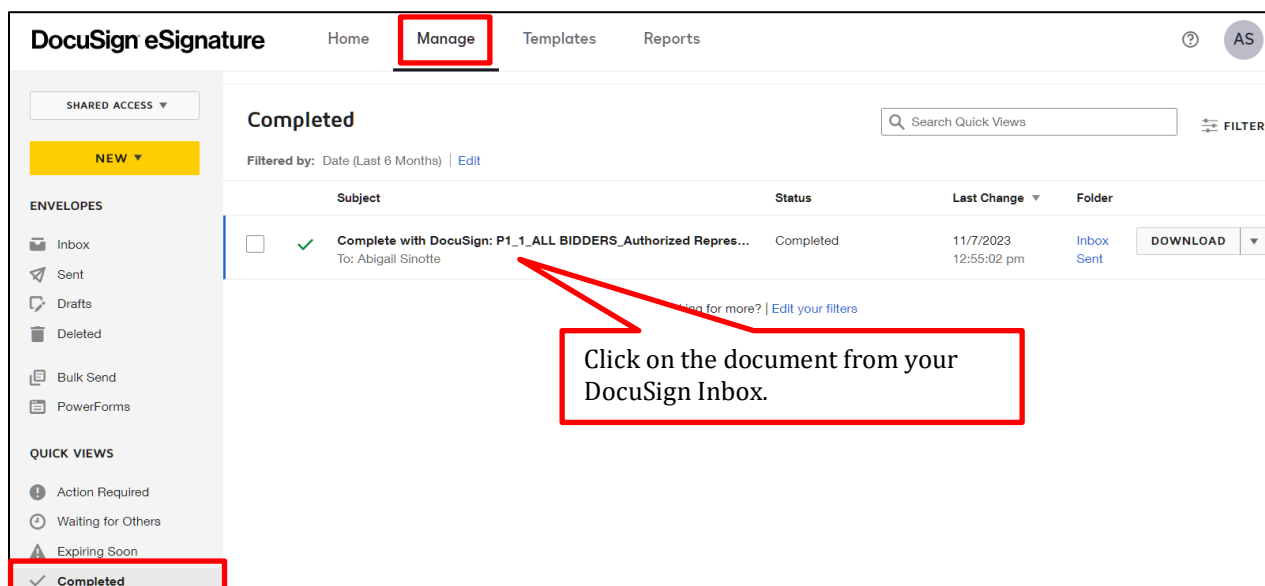
In the upper righthand corner of the webpage that opens, click the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.



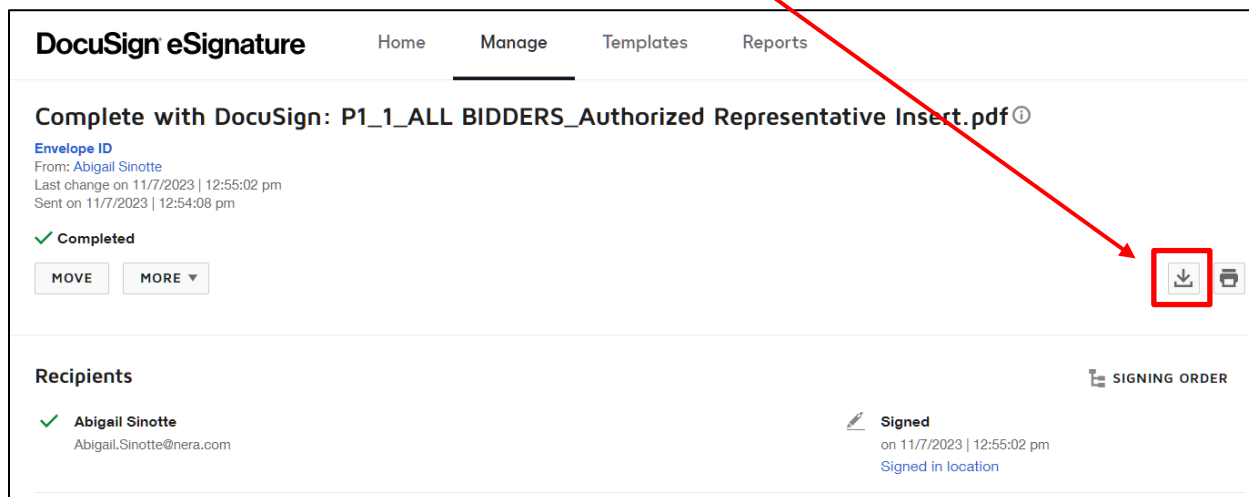
A sample digitally signed Insert and corresponding certificate of completion appear on pages 6-7 of this guide.

2. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM A DOCUSIGN ACCOUNT

Log into a DocuSign account (<https://account.docusign.com/#/username>) and click on the Manage tab in the top navigation bar. Next, click on the Completed link at the bottom of the left-hand navigation bar.

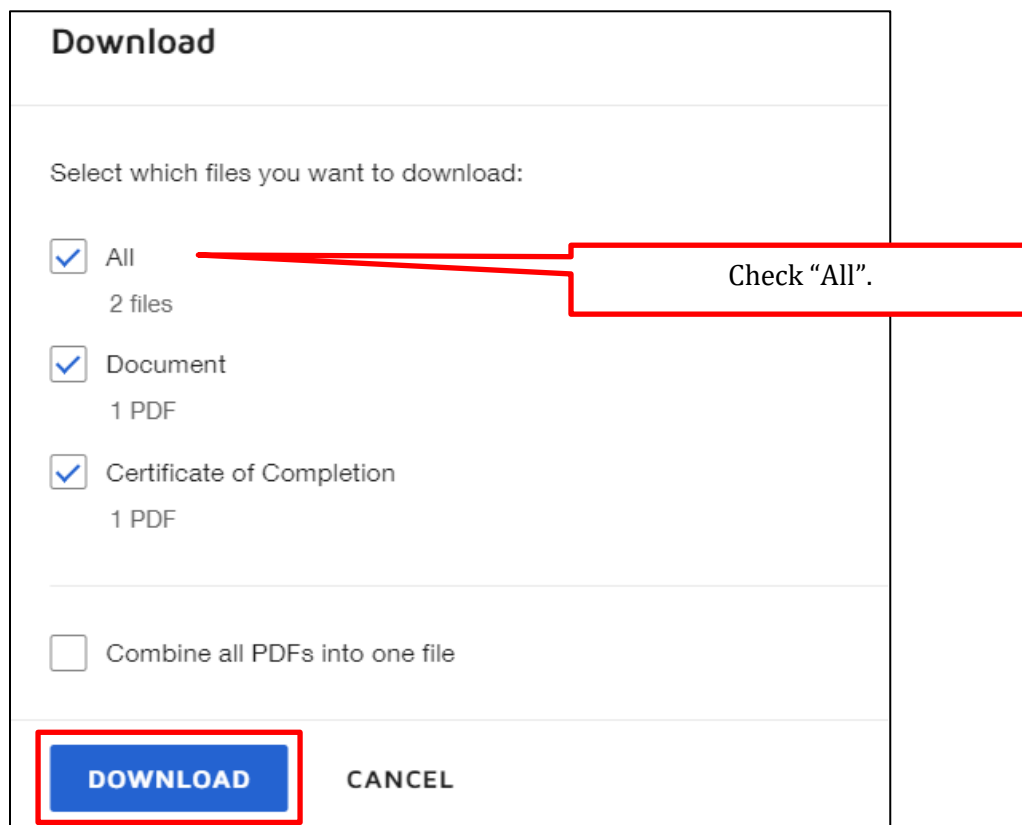


On the righthand side of the page, click the download icon.



Digital Signatures Instructions

In the pop-up box that appears, check the box to download “All”. Clicking “Download” will generate a zip file with both the digitally signed Insert and the certificate of completion.



The image shows a 'Download' dialog box with the following elements:

- Title:** Download
- Instruction:** Select which files you want to download:
- Options:**
 - ☒ All (2 files)
 - ☒ Document (1 PDF)
 - ☒ Certificate of Completion (1 PDF)
 - ☐ Combine all PDFs into one file
- Buttons:** A blue 'DOWNLOAD' button and a 'CANCEL' button.

Red annotations highlight the 'All' option and the 'DOWNLOAD' button. A red box around the 'All' option has a line pointing to a separate red box containing the text 'Check "All".'. Another red box surrounds the 'DOWNLOAD' button.

A sample digitally signed Insert and corresponding certificate of completion appear on the following pages of this guide.

Digital Signatures Instructions

DocuSign Envelope ID: 3B91286B-6B9E-460B-ACF8-5A7F3F1243D7

2024 BGS Auctions
28 NOV 2023

Bidder A LLC
Name of Applicant

THE BGS AUCTION MANAGER IS ACCEPTING A DIGITAL SIGNATURE OR A NOTARIZED SIGNATURE FOR THIS INSERT.

This Insert may be completed as follows:

- Signed by the Authorized Representative with the signature notarized;
- or:
- Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory. Digital signatures are not required to be notarized.

This Insert and any accompanying document or information may be submitted as follows:

- Uploaded to the online Part 1 Application Form;
- or:
- Sent by email to the BGS Auction Manager at BGS-Auction@nera.com.

AUTHORIZED REPRESENTATIVE INSERT (#P1-1)

(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)

I, Abigail Sinotte (the Authorized Representative), hereby certify that I am authorized by the Applicant to serve as Authorized Representative, to represent the Applicant in general in the BGS-RSCP Auction, or in the BGS-CIEP Auction, or in both auctions, and to represent the Applicant for purposes of this Part 1 Application in particular.

I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.

DocuSigned by:
Abigail Sinotte
90155560FB8C438

11/7/2023

Signature of Authorized Representative

Date

Signature and Seal from Notary Public

Date

(**OMIT** this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)

Certificate Of Completion

Envelope Id: 3B91286B8B9E480BACF85A7F3F1243D7

Status: Completed

Subject: Complete with DocuSign: P1_1_ALL BIDDERS_Authorized Representative Insert.pdf

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Abigail Sinotte

AutoNav: Disabled

1166 Avenue of the Americas

Envelopeld Stamping: Disabled

New York, NY 10036

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Abigail.Sinotte@nera.com

IP Address: 165.225.220.241

Record Tracking

Status: Original

Holder: Abigail Sinotte

Location: DocuSign

11/7/2023 9:53:04 AM

Abigail.Sinotte@nera.com

Signer Events**Signature****Timestamp**

Abigail Sinotte

Abigail.Sinotte@nera.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:

 90155560FB8C438...

Signature Adoption: Pre-selected Style
Using IP Address: 165.225.220.241

Sent: 11/7/2023 9:54:08 AM

Viewed: 11/7/2023 9:54:26 AM

Signed: 11/7/2023 9:55:02 AM

Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

11/7/2023 9:54:08 AM

Certified Delivered

Security Checked

11/7/2023 9:54:26 AM

Signing Complete

Security Checked

11/7/2023 9:55:02 AM

Completed

Security Checked

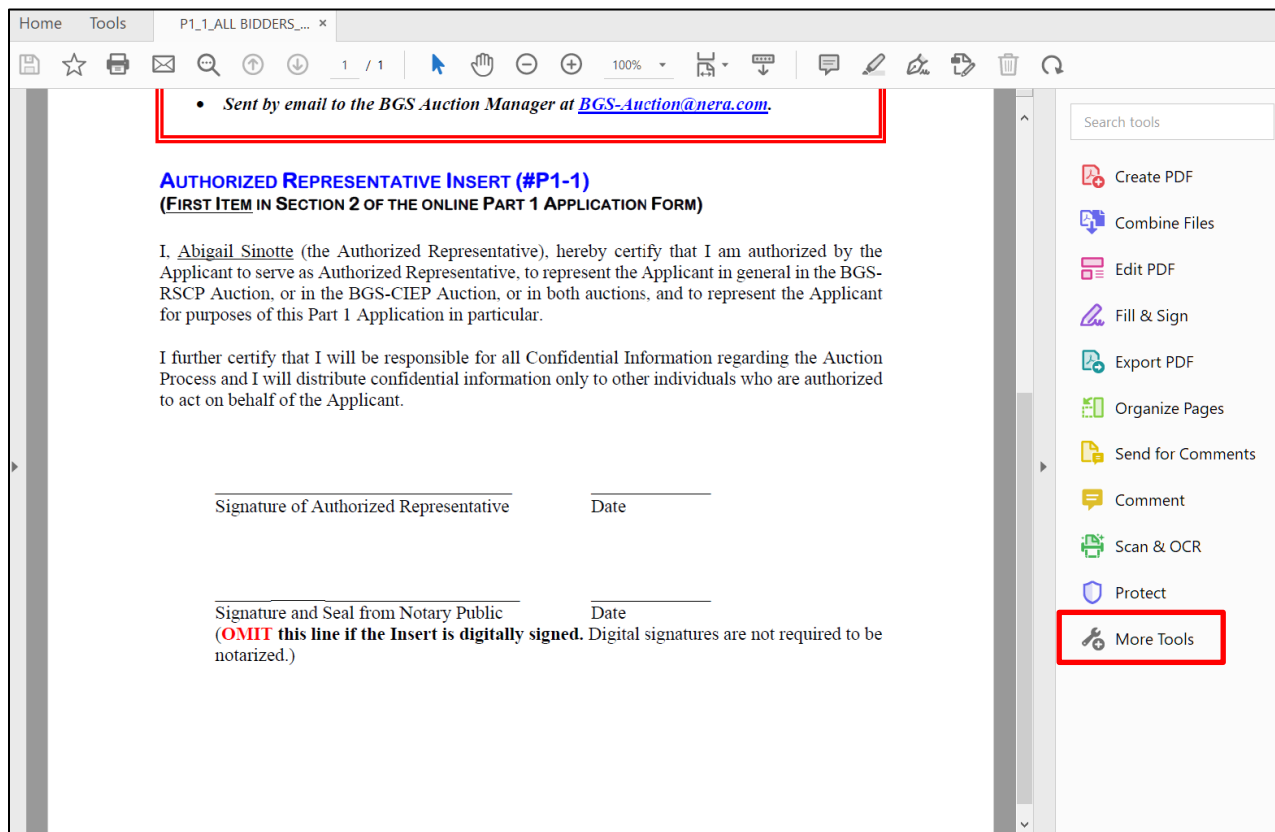
11/7/2023 9:55:02 AM

Payment Events**Status****Timestamps**

USING A DOCUMENT SIGNING CERTIFICATE IN ADOBE ACROBAT

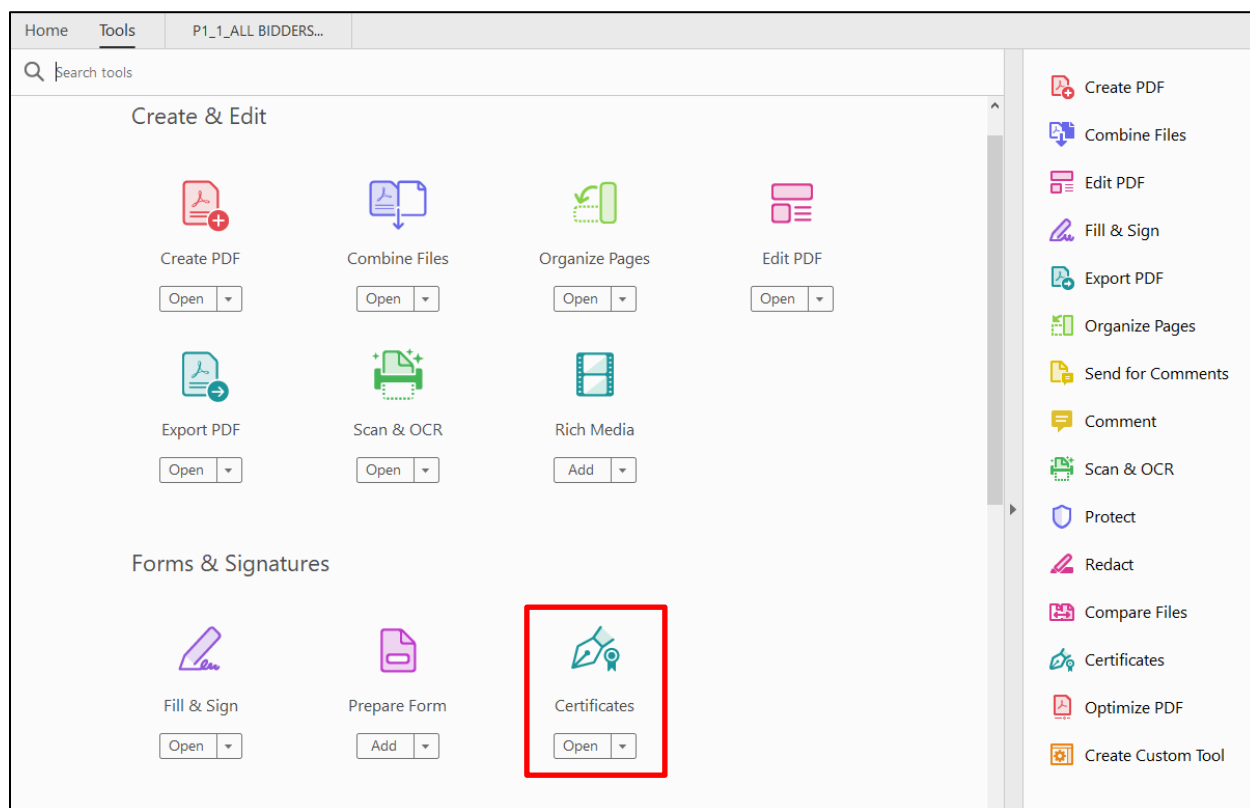
NOTE: This section outlines the steps to Certify and apply a digital signature using a document signing Certificate purchased through a certificate authority that is compatible with Adobe Acrobat. This example is not related to the software Adobe Sign.

Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “More Tools” on the menu bar.



Digital Signatures Instructions

Click on the “Certificates” Icon under the header Forms & Signatures.



Digital Signatures Instructions

Locate the Certificates banner at the top of the Insert.

- If you see the option “Certify (Visible Signature)”, then you are able to Certify and apply a digital signature using a document signing Certificate in Adobe Acrobat.
- If you do not see the option “Certify (Visible Signature)”, you must first purchase a document signing Certificate that is compatible with Adobe Acrobat before you can validate the digital signature in Adobe Acrobat. Please see the link provided below for vendors approved by Adobe. The BGS Auction Manager is not aware of a free-trial option for these vendors.
<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>

The screenshot shows the Adobe Acrobat interface with a document titled "P1_1_ALL BIDDERS...". The top toolbar includes options like "Home", "Tools", and "Certificates". The "Certificates" banner is highlighted with a red box, showing options: "Digitally Sign", "Time Stamp", "Validate All Signatures", "Certify (Visible Signature)", and "Certify (Invisible Signature)". Below the banner, a red box highlights a note: "Sent by email to the BGS Auction Manager at BGS-AuctionManager.com".

AUTHORIZED REPRESENTATIVE INSERT (#P1-1)
(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)

I, Abigail Sinotte (the Authorized Representative), hereby certify that I am authorized by the Applicant to serve as Authorized Representative, to represent the Applicant in general in the BGS-RSCP Auction, or in the BGS-CIEP Auction, or in both auctions, and to represent the Applicant for purposes of this Part 1 Application in particular.

I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.

Signature of Authorized Representative

Date

Signature and Seal from Notary Public

Date

(OMIT this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)

Digital Signatures Instructions

Click the option to “Certify (Visible Signature)” and complete the digital signature process.

Home Tools P1_1_ALL BIDDERS_...

Certificates Digitally Sign Time Stamp Validate All Signatures **Certify (Visible Signature)** Certify (Invisible Signature) Close

- *Uploaded to the online Part 1 Application Form;*
- *Sent by email to the BGS Auction Manager at BGS-Auction@nera.com.*

AUTHORIZED REPRESENTATIVE INSERT (#P1-1)
(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)

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Signature of Authorized Representative

Date

Signature and Seal from Notary Public

Date

(**OMIT** this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)

Digital Signatures Instructions

Once completed, you will see a banner at the top of the digitally signed Insert with the additional information that the signature has been certified as shown below.

The screenshot shows a web application interface for digital signatures. At the top, there is a toolbar with various icons and a 'Certificates' section. A red box highlights a banner at the top of the document area, which reads: 'Certified by Sinotte, Abigail <Abigail.Sinotte@nera.com>, certificate issued by MMC Corporate Issuing CA 01.' To the right of this banner is a 'Signature Panel' button. Below the banner, the document content includes a red box around the text: 'or: Sent by email to the BGS Auction Manager at BGS-Auction@nera.com.' The main section is titled 'AUTHORIZED REPRESENTATIVE INSERT (#P1-1)' and '(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)'. It contains two paragraphs of text. The first paragraph states: 'I, Abigail Sinotte (the Authorized Representative), hereby certify that I am authorized by the Applicant to serve as Authorized Representative, to represent the Applicant in general in the BGS-RSCP Auction, or in the BGS-CIEP Auction, or in both auctions, and to represent the Applicant for purposes of this Part 1 Application in particular.' The second paragraph states: 'I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.' Below the text, there is a signature line for 'Sinotte, Abigail' with a digital signature date of '2023.11.07 14:20:47 -05'00''. To the right of the signature line is a 'Date' field. A red arrow points from a red box containing the text: 'The digital signature includes the signature date. In this case, the Date line to the right may be left blank.' to the 'Date' field. Below the signature line, there is a line for 'Signature and Seal from Notary Public' with a red box around the text: '(OMIT this line if the Insert is not notarized.)'.

Home Tools P1_1_ALL BIDDERS... x

Certificates Digitally Sign Time Stamp Validate All Signatures Certify (Visible Signature) Certify (Invisible Signature) Close

Certified by Sinotte, Abigail <Abigail.Sinotte@nera.com>, certificate issued by MMC Corporate Issuing CA 01. Signature Panel

or:

- Sent by email to the BGS Auction Manager at BGS-Auction@nera.com.

AUTHORIZED REPRESENTATIVE INSERT (#P1-1)
(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)

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I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.

Sinotte, Abigail Digitally signed by Sinotte, Abigail
Date: 2023.11.07 14:20:47 -05'00'

Signature of Authorized Representative Date

Signature and Seal from Notary Public
(OMIT this line if the Insert is not notarized.)

The digital signature includes the signature date. In this case, the Date line to the right may be left blank.