

Introduction to Electronic Contract

Tokyo Foundation for Policy Research

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1. Introduction

About Contract Digitization by DocuSign

When signing an MOU, the foundation has introduced electronic signatures using “DocuSign” as a standard for future contracts, which will be under the global policy.

We appreciate your understanding and cooperation.

2. About Electronic Contracts

About Electronic Contract

What is an Electronic Contract

- Electronic contract is a contract conclusion method which uses internet services. The procedure includes sending documents such as contracts, mutual signing electronically and receiving the signed document.
- The establishment of laws related to electronic contracts, such as Electronic Signature Law, e-Document Law and Electronic Bookkeeping Law, along with the settlement of technology and security for electronic contract services has made the introduction to electronic contracts easier recently.

Benefits of Electronic Contracts

- ✓ Contracts and related documents can be sent and signed electronically. Reduction of costs involving printing, bookbinding, mailing and revenue stamp is possible.
- ✓ Time taken to send and receive contracts can be reduced. In addition, services can be provided and received faster by shortening the contract conclusion time.
- ✓ Information of who, when and where the document was sent ,and signatures are recorded in the logs. This leads to a stronger compliance.

3. About DocuSign

About DocuSign

What is DocuSign

- DocuSign is the global standard tool for digital signatures. It is used by more than 200 million users in 188 countries around the world.
- For providing the most reliable and secure digital evidence in the digital signature market, DocuSign system was chosen to be introduced in our company.
- Encryption and unauthorized access can be tracked with digital signatures made via DocuSign. It can also create a completion certificate which provides a strict audit trail of DocuSign transactions.

Prerequisites for digital signatures in DocuSign

- ✓ No particular software installation is required. Common internet browser can be used to view and sign contracts. DocuSign also provides mobile app which enables visualization and signature from mobile devices.
- ✓ No need to create a new DocuSign account. An email containing a link to visualize the contract will be sent by DocuSign(dse@docuSign.net). By clicking the link, you will be able to review and digitally sign.

4. **Electronic Signing Process Using DocuSign**



Electronic Signing Process Using DocuSign

DocuSign's Electronic Signing Flow

Step 1. Open the Signature Request email from DocuSign

Step 2. Click the link in the email, and review the MOU content from the browser

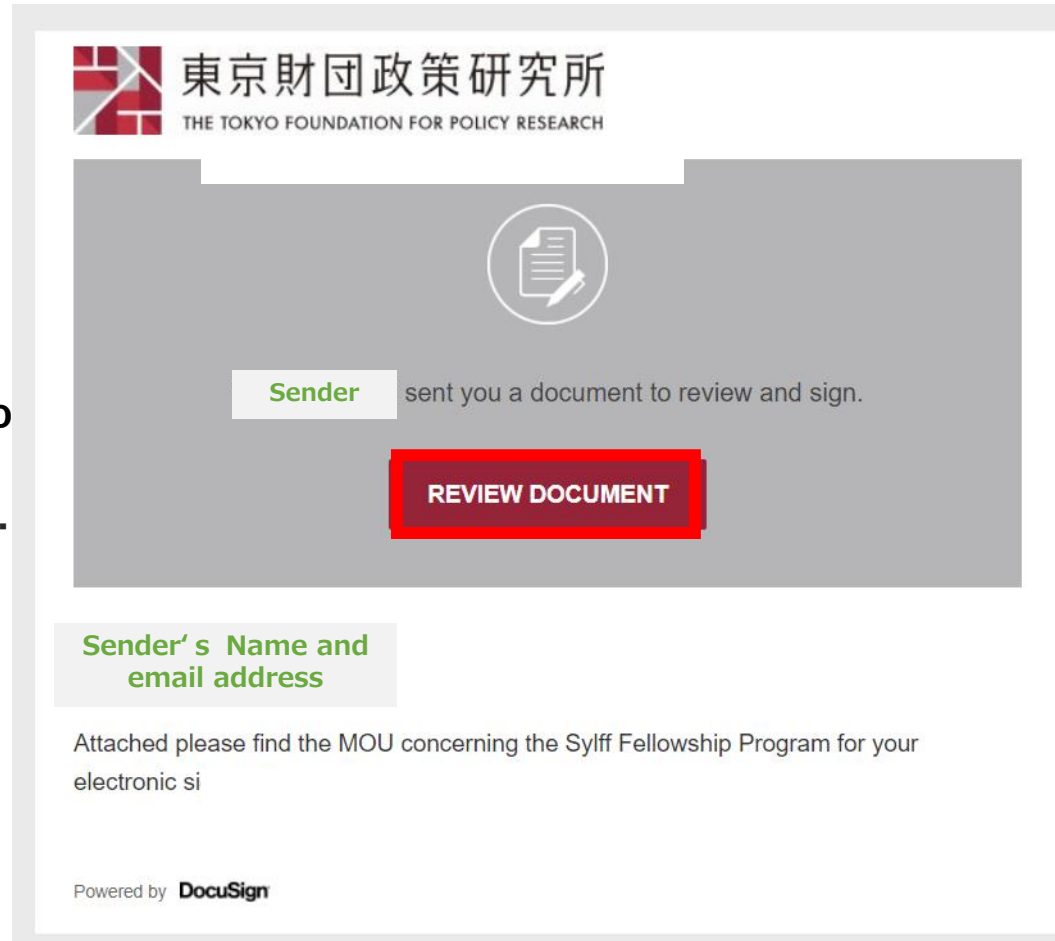
Step 3. The signer will digitally sign via DocuSign and click the FINISH button to complete signing

User guide in the
next page



Step 1. You receive an email from DocuSign

- 1 The signing process begins when you receive an email notification from DocuSign informing you that you have a document to sign. The document is contained in a DocuSign envelope. DocuSign sends the email notification on behalf of the foundation, and contains our message and a link to open the documents. Please click the “REVIEW DOCUMENT” button.



This image may differ from the actual message displayed in the email.

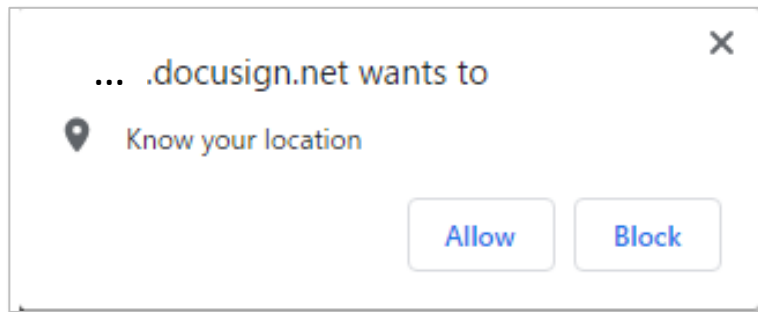
Sender's address is xxx@docusign.net.
Please note that due to spam filter, the email can be inside another folder.

Step 2. Review document on DocuSign

(Permission to access location and confirmation of statutory declaration)

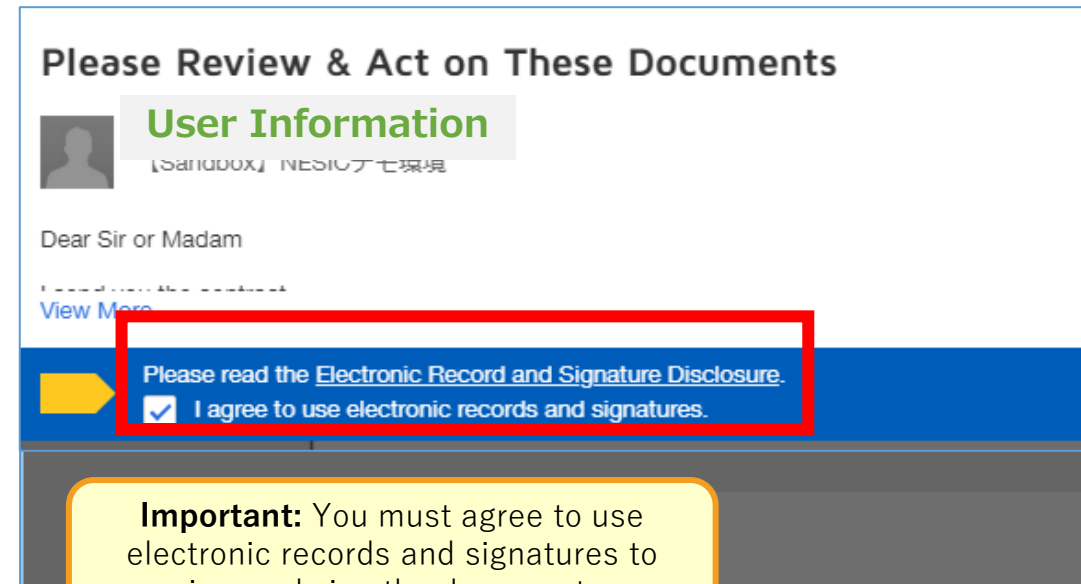
In case the screen below is not displayed, this step is not necessary.

- 2 When you open the browser, a request for location access will appear. Select the option Allow/Block according to your need.



The information of the signer's location is recorded in DocuSign's certificate of completion in IP address format. It can be used for audit trail. Sharing location information is not a requirement, so you can still sign the document.

- 3 Please check the "I agree to use electronic records and signatures" box. If you click the underlined link, you will be able to view the Electronic Record and Signature Disclosure.



Important: You must agree to use electronic records and signatures to view and sign the documents.

Step 2. Review document on DocuSign

(Review documents)

- 4 Click “Continue” to proceed to the signature window and review the contents of the contract.

Please Review & Act on These Documents

DocuSign

User Information

Dear Sir or Madam

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS ▾

開示側当事者と受領側当事者(以下「両当事者」という)は、一方の当事者が専有および秘密であるとみなす情報(以下「秘密情報」という)を相手側当事者と共有することについて協議することに関心を示しています。

両当事者は、当事者の秘密情報には以下に関するものが含まれますがこれらに限定されないことに合意します。(1)事業の計画、手法、および慣行。(2)社員、顧客、サプライヤー。(3)発明、プロセス、手法、製品、特許申請、その他の所有権。(4)仕様、図面、スケッチ、モデル、サンプル、ツール、コンピュータプログラム、技術情報、またはその他の関連情報。

よって、両当事者は以下に合意します。

1. いずれの当事者も、専有情報および秘密情報であることを開示情報の書面に印字することにより、または、口頭またはかかる印字がない書面により情報が開示される場合は、当該情報の専有性および秘密性について口頭、メールまたは書面による通信、あるいは他の適切な通信手段を介して相手側当事者に通知することにより、秘密情報を相手側当事者に開示できません。

This image may differ from the actual screen displayed.

Step 3. Execution of Digital Signature

- 5 Please fill appropriately in the yellow fields set on the document and proceed.


IN WITNESS WHEREOF, the parties hereto execute this MOU in the form of an electronic document with electronic signatures on the day and year set forth below.

The Tokyo Foundation for Policy Research
The Roppongi Grand Tower, 34th Floor
3-2-1 Roppongi, Minato-ku, Tokyo 106-6234
Japan

By _____ Date _____
Izumi Kadono
President

«Home Address»

By _____ Date _____
«Given_name» «Family_name»

SIGN → 

Signing procedure in the next page



Digital Signature

- 1 Enter your full name and an image of your signature will appear in the preview screen.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Nobunaga Oda

SELECT STYLE **DRAW** **UPLOAD**

PREVIEW

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

By selecting Adopt and Sign, I agree that the signature and initials will be the elect (my agent) use them on documents, including legally binding contracts - just the s

ADOPT AND SIGN CANCEL

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

DocuSigned by: Nobunaga Oda DS
80885BED56F9482...

You can choose your signature from a variety of styles.

- 2 Click “Adopt and sign” and sign.

Step 3. Completing signature

- 1 After you have added the required information and signing the documents, the actions move to the bottom of the browser and the **FINISH** button becomes active. Select **FINISH** to complete signing.

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

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5. Refund: If the Fellow is found to have used all or part of the fellowship received from the Foundation for any purpose other than to pursue activities as stated in the *Information* of the MOU, or if the Fellow is no longer capable of carrying out the activities as contemplated in this MOU, the Fellow shall promptly, upon the Foundation's request, repay all funds not expended or committed for the purpose of the Program.

6. Academic Misconduct: The Sylff institution shall promptly notify the Foundation should it learn of any academic misconduct (and any penalties incurred) by the Fellow. The Foundation may subsequently void the status of the Fellow as a fellowship recipient under the Program and request, at its sole discretion, a refund of the fellowship in full or in accordance with Article 5 of this MOU.

7. Public Relations: The Fellow agrees to the inclusion of his/her name as a fellowship recipient in the Foundation's annual report. The Foundation may also, with the Fellow's permission, post part or all of the *Report* on the Foundation-managed Sylff website and/or in printed publicity materials.

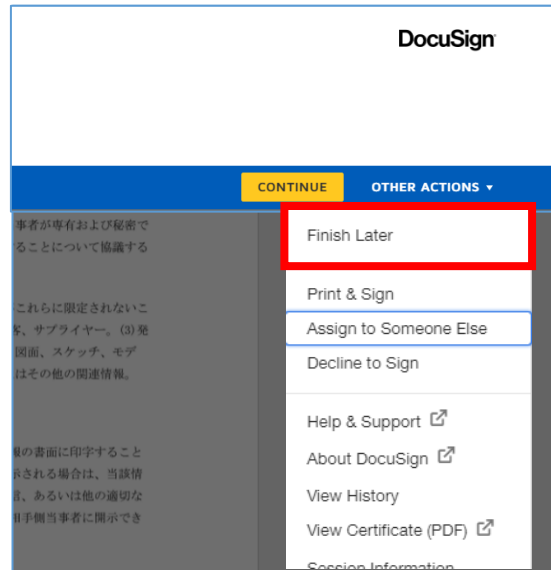
IN WITNESS WHEREOF, the parties hereto sign this MOU on the day and year set forth below.

THE TOKYO FOUNDATION FOR POLICY RESEARCH
The Roppongi Grand Tower 34th Floor
3-2-1 Roppongi, Minato-ku, Tokyo 106-6234
Japan

When an Irregularity is Found (Pending Signature)

In case there is an irregularity in the contract and the conclusion is not yet possible, please choose “Finish Later,” and contact the person in charge.

- 1 In the top right of the screen, click “Other Actions” and select “Finish Later”.



- 2 If you are already registered as a DocuSign user:
The contract will be saved in the inbox.

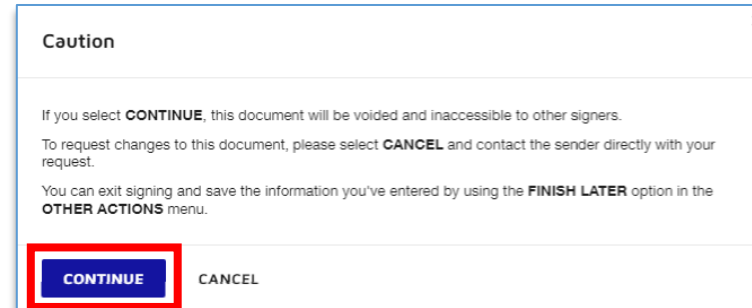
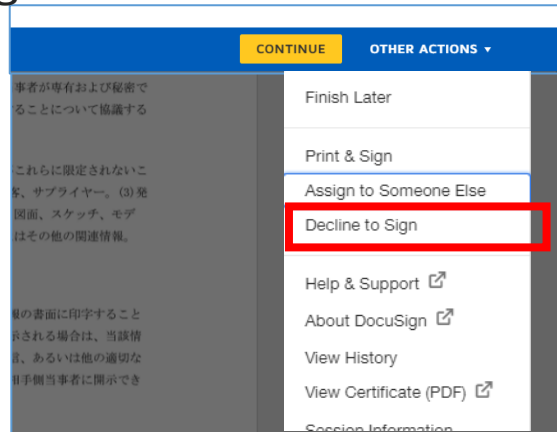
If you are not registered:
You can check the document again from the link in the signature request email.

※ If you have questions about the contract, please contact the person in charge.

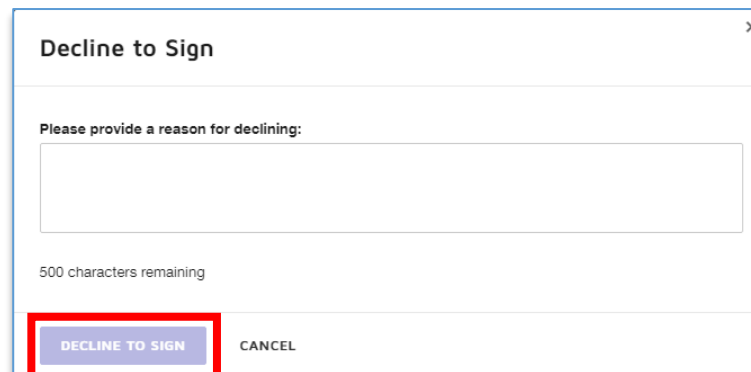
When an Irregularity is Found (Decline Signature)

The refusal of signature will invalid the “Signature Request” itself, making it inaccessible for everyone.

- 1 In the top right of the screen, click “Other Actions” and select “Decline to Sign”>”Continue”.



- 2 Enter the reason of the refusal and click “Decline to sign”.

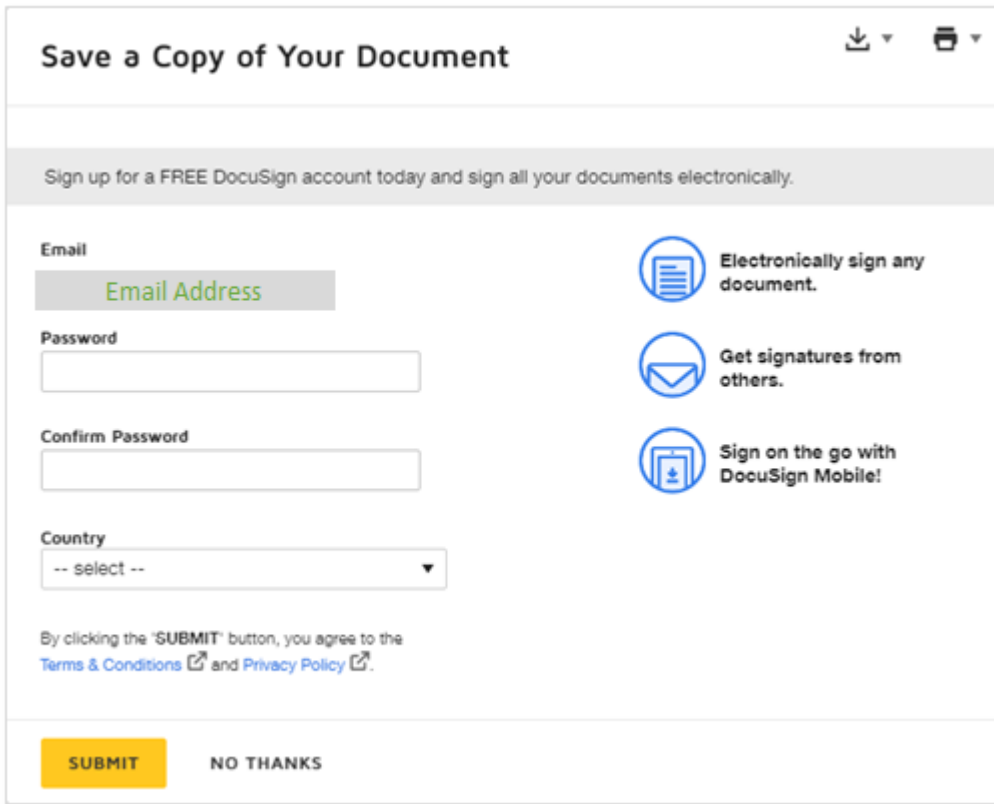


The reason for declining will be notified to the sender of the “Signature Request”. The content entered will be emailed and recorded in the “Signature Request” log.

Operation After Signature

- 1 After finishing the signature, a popup window will be shown to users who do not have a DocuSign account.

It is an invitation for creating free account. Sign up according to your need.



Basically, there is no need to register to finish a contract on DocuSign.

You can use without an account. But by making one, you can have the following benefits:

- ✓ **Visualization and management of signed contracts will be easier**

You can check past contracts in your account.

- ✓ **Registration of imprinted data will be possible**

You can save the trouble of uploading imprinted data every time.

Access to the Signed MOU

You can access the signed document by opening the DocuSign **"Completed" email**. This email is sent to you once the contract have signed by both parties.

1. Open the DocuSign "Completed" email.
2. Click REVIEW DOCUMENT to open the documents in your browser.
3. The document that you signed opens. You can now print or download your documents.

