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## Electronic Signature Guidance

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There is now widespread adoption of electronic signatures by businesses. An amendment to the [Electronic Transactions Act](#) permits the use of electronic signatures on documents such as SMSF financial statements. However, the ATO requires certain protocols be in place for these to be accepted as valid.

If you are choosing to move away from wet signatures in favour of signing documents electronically, here are some requirements to enable Evolv to validate these signatures.

### Legal requirements

Please refer to Section 10 of the [Electronic Transactions Act](#) for the detailed legislation. A method is required to be employed to identify the person signing. The method must;

- indicate the person's intention in respect to the information;
- be reliable and appropriate for the purpose;
- prove by itself or together with further evidence to meet the above first two requirements;
- be acceptable for the entity to whom the signature will be given.

### Evolv requirements

- A secure third-party provider must be used (E.g. DocuSign, Adobe Sign);
- The third-party provider should employ proper security measures such as password protection to ensure that the document can only be accessed and signed by the intended party;
- Where available, Evolv will require a visible Envelope ID and an Audit Trail/Certificate of Completion which identifies the details of who signed the document and when.

### Signatures that do not meet the Electronic Transaction Act requirement and Evolv is therefore unable to accept

- Electronic signatures that have been copied and pasted into a document;
- Electronically signed documents that have been modified since the signature was applied;
- Electronically signed trust deeds;
- Switching off security features on the signing platform where available;
- Acknowledging signing via email only.

### E-Signing software reviewed and confirmed to meet the requirements

Below is a list of e-signature software that Evolv currently accept when employed with appropriate protocols and security measures in place:



- Adobe Acrobat
- Adobe Sign
- Annature
- BGL Smartsign
- CBC
- DocuSign
- Fuse Sign
- Hello Sign
- iPractice / Digital Disruption Solutions
- MYOB
- Please Sign
- Sage HandiSoft
- Virtual Cabinet

If you have any questions on this topic or regarding a specific third-party provider, please feel free to reach out to our team at [evolv@evolvsuper.com.au](mailto:evolv@evolvsuper.com.au) or on 1300 886 536.