



GUIDELINES ON ELECTRONIC SIGNATURE
(For Malaysia Digital Status or MSC Malaysia Status)

1. INTRODUCTION

These Guidelines set out the minimum requirements to be complied with, if electronic signature ("E-Signature") is used for the submission of documents relating to Malaysia Digital Status or MSC Malaysia Status to MDEC.

2. DEFINITION

E-Signature	has the same meaning assigned to it in the Electronic Commerce Act 2006 and includes a digital signature as defined under the Digital Signature Act 1997;
Company	refers to the company submitting the documents as specified in paragraph 3.1 to MDEC;
Signatory	refers to the individual authorised by the Company to sign the document for and on behalf of the Company.

3. REQUIREMENTS

3.1 A Company **may opt** to use E-Signature in the submission of the following Malaysia Digital Status or MSC Malaysia Status related documents to MDEC:

- (a) application form in relation to matters pre and post Malaysia Digital Status or MSC Malaysia Status;
- (b) acknowledgement of receipt of document;
- (c) acceptance of terms and conditions of approval letter or other document; and
- (d) any other document allowed by MDEC from time to time,

provided that the minimum requirements as set out in these Guidelines are complied with and the use of E-Signature is not prohibited by any laws.

- 3.2 The Signatory must electronically sign the document **using any commercially available electronic signing software**, and the audit trail or signing report generated by the electronic signing software must be attached to the electronically signed document to be submitted to MDEC.
- 3.3 The Signatory must electronically sign the document using the **Signatory's own user account** for the computer, tablet, smartphone or electronic signing software, whichever applicable, with his own username and password. No document can be electronically signed on the Signatory's behalf, regardless of whether the Signatory has given his authorisation to do so.
- 3.4 The Company must ensure that:
- (a) the means of creating the E-Signature is linked to and **under the control of that Signatory only**;
 - (b) any alteration made to the E-Signature after the time of signing is detectable; and
 - (c) any alteration made to that document after the time of signing is detectable.
- 3.5 The documents signed with E-Signature need to be **in acceptable quality** in terms of readability, visual resolution, and presentation.
- 3.6 In the event MDEC found the documents are **not in its original form and/or not meeting the acceptable quality or requirements**, MDEC shall have the right to **reject the submission** and **return the document to** the Company for re-submission.
- 3.7 The Company must maintain, or cause to be maintained, during the subsistence of Malaysia Digital Status or MSC Malaysia Status, **such records relating to the compliance** with the minimum requirements as set out in these Guidelines and provide such records to MDEC if so requested by MDEC.


4. SAMPLE OF E-SIGNATURE

4.1*

IN WITNESS WHEREOF, The Parties hereto have executed this Agreement on the date stated below:

Signed by)
Michael Jordan)
 As Chief Executive Officer of)
AE Stamp Malaysia Sdn. Bhd.) Michael Jordan (June 19, 2020 10: 30 GMT 8+)

In the presence of:


C.Y Lim (June 19, 2020 16: 35 GMT 8+)
 Name : C.Y Lim
 Designation : Chief Operating Officer, **AE Stamp Malaysia Sdn. Bhd.**

*Note: The audit trail or signing report generated by the electronic signing software must be attached to the electronically signed document to be submitted to MDEC.

4.2

PENERIMAAN DAN PERSETUJUAN SYARIKAT

Saya, yang bertandatangan di bawah, untuk dan bagi pihak Syarikat, terima penganugerahan Status MSC Malaysia serta terma dan syarat dalam Surat Kelulusan ini, dan bersetuju untuk mematuhi dan memenuhi semua syarat dalam Surat Kelulusan ini.


 (Tandatangan penandatangan yang dibenarkan oleh Syarikat)





Untuk dan bagi pihak : _____
 (meterai biasa atau cop Syarikat)

Nama penandatangan : Michael Jordan

Jawatan : CEO

Tarikh tandatangan : 19 Jun 2020





Digital Signature Details

General **Advanced**

Digital Signature Information
 This digital signature is OK.

Signer information

Name:

E-mail:

Signing time:

[View Certificate](#)

Countersignatures

Name of signer:	E-mail address:	Timestamp
GlobalSign Time Stamping Authority	Not available	Tuesday, f

[Details](#)

OK

ISSUED BY MALAYSIA DIGITAL ECONOMY CORPORATION SDN. BHD.

EFFECTIVE DATE: 15 OCT 2021