In every walk with your electorate.
This Sign On-Demand Service is an optional Service offered to those purchasing Documents via the Pro Suite Document Access Service within the e-CLOUD Construction® Suite of Productivity Services. It is available through www.e-cloud.co.za.

The Service works in conjunction with the e-CLOUD Construction Document Access Services

What is the Sign On-Demand® Service?

This Service enables you to arrange the initialling and signing of your completed Documents within the e-CLOUD Construction Document Access Services via an automated round robin electronic signature workflow process.

This Service makes it fast and easy for you to quickly circulate any agreement after final online completion, for legal electronic initialling and signature, enabling you to focus on the work of running your projects rather than wasting time on endless administrative functions, meetings and travelling.

The Service is cloud-based and uses the Adobe Sign® system that lets you replace paper and ink signature processes with fully automated electronic signature workflows. You do not need to subscribe to Adobe Sign®. Let us provide you with its functionality via our personalized service that takes advantage of the electronic Documents created within our Document Access Service.
Benefits of Sign On-Demand®

- You do not need to subscribe to Adobe Sign®
- A requested personalised Service
- Avoid endless scanning and emailing of documents
- All annexures and supporting documents (excel, word, .pdf or other) format) can be combined into one .pdf document
- All fields are locked from editing other than the signature related fields
- Avoid the problem of having signatories geographically spread
- Automate digital Document workflows, including forms, approvals, and certified documents
- Copy other designated recipients on the progress of the signing process
- Send automated reminders to the signatories, when they don’t act on the notifications received
- Have a full audit trail and record attached to the final document with all dates and times of receipt and signing for each of the signatories
- All parties can receive an electronic record of the finalised e-signed document
The Process

The Document must be completed fully prior to a Sign On-Demand request, other than the fields required for at the time of signing. i.e. date and place of signature and the address details of the witnesses. Use the ‘Sign on-Demand’ action Item alongside the document to prompt the User for all the required information in order to trigger the request. The additional information includes the request for any supporting Annexures and/or special instructions. On submission of the request by the User clicking the ‘Submit for Completion and Electronic Signoff’ button, the information will be sent to the Contracts On-Demand Support team, to commence with the setup and implementation of the Service. Once the process is triggered by the Support Team, the document will be emailed to the signatories in a predefined order.

Each signatory will be requested to electronically populate their own required fields, initial all pages and sign the document. On confirmation of their completion, the document will then be forwarded to the next signatory to follow the same procedure. A daily reminder will be set to remind signatories of their outstanding request. Once the last signatory has completed, a final protected and un-editable.pdf copy of the document will be emailed to all signatories, as well as to any other persons requested within the Special Instruction field included.
The Law on Electronic Signatures

In business, handwritten signatures are required on nearly every document. However, in the wake of the Covid-19 outbreak it has become almost impossible to obtain multiple original handwritten signatures on the same document. But the need to keep the economy going means that we need to find ways to continue to do business and there is in fact law in place in South Africa to help us achieve this.

A possible solution to this obstacle and new era may be found in the Electronic Communications and Transactions Act 25 2002 (ECTA). The ECTA provides for two types of signatures in electronic form: electronic signatures and advanced electronic signatures. How they may be used is unpacked below. Electronic signatures may be used for most transactions unless:

- the law specifically states that they may not be used; or
- the parties to a transaction agree that they may not be used.

Where parties to a transaction have not stipulated the type of electronic signature required, the electronic signature will be binding when:

- a method is used to identify the person and to indicate the person's approval of the information communicated; and
- having regard to all the relevant circumstances at the time the method was used, the method was reliable and appropriate for the purpose for which the information was communicated.

One can take several steps to ensure that the method of electronic signature in use is reliable and appropriate, including:

- using a dedicated organisation domain name that clearly identifies the company to which the signatory belongs;
- utilising a service provider in order to authenticate the identity of the signatory as well as the time and date of signature.

Public bodies in South Africa can also issue and file documents in electronic form.
Obligatory information required from the User

- Client, Employer or Contractor Email addresses
- Client Witness, Employer Witness or Contractor Witness Email addresses
- Consultant, Contractor or Subcontractor Email addresses
- Consultant Witness, Contractor Witness or Subcontractor Witness Email addresses
- Additional Annexures (preferably in PDF format) that the User requires to be incorporated into the pdf document for signature
- Special Instructions. This will be any special instructions you want to give to the Contracts on Demand Support Team. If you want any other persons to be copied during the signing process and with the final signed and completed Document, then a list of these Email addresses must be included in this instruction

Prices and Payment

On submission of an online request for the Sign On-Demand Service for a specific Document, the agree credits will be deducted from the Users company account. Additional credits may be added to the base cost where annexures are requested to be combined into the main document. Please ensure sufficient credits are available in your account, failing which the request will delayed until such time as there are sufficient credits.
Contracts on Demand does not take any responsibility whatsoever for signatories to complete the electronic completion and/or the signing process, nor does it undertake to resend the document for signature, in the event that changes either to the signatories or to the document are requested after ‘Submit for Completion and Electronic Signoff’ button has been clicked.

Security

All Documents and information is stored on secure Servers in the Cloud

Read more about Adobe Sign®

Please click on the Logo to learn more

For further information, please contact us at 010 010 7588 / marilyn@e-cloud.co.za