***<Client first name> <Client last name>***

***<Company>***

***<Postal address 1>***

***<Postal address 2>***

***<City> <Postcode>***

***<Date>***

**Dear *<Client first name>,***

**Signing through Connectworks**

**[*Your firm*] has been using a NZ software product, Connectworks, for managing all its <*trusts and/or trustee companies and/or companies*> since late last year.**

**As well as the ability to use it for [*your firm*] internally, there is also the scope to connect other parties involved in each <*trust and/or trustee company and/or company*> through the software. This is either by them being able to (1) sign-only, or (2) by having full access to all the <*trusts and/or trustee companies and/or companies*>’ information.**

**We would like to upgrade a number of Connectworks subscriptions to option (1) in order to be able to invite [other firm name] in to be able to sign documents and approve resolutions within Connectworks, along with the relevant trustee clients.**

**The signing can be by either (a) signing on-screen or (b) by having a signature inserted and verifying the signing or (c) by printing, signing, scanning then uploading. Different users can sign using different methods and Connectworks even supports different signatories using different signing methods on a single document. As the subscriber, [*your firm*] has oversight of anything that hasn’t been signed.**

**There is also the ability to upload a paper document as signed, for signatories who don’t wish to sign electronically and the witnessing of digital signatures is also supported.**

**This paper outlines how the methods used comply with requirements of the Electronic Transactions Act 2002:**

<http://www.connectworks.com/nz/connectworks-electronic-signatures-and-the-law>

**All valid signatures produce a signing certificate verifying that the above requirements have been met.**

**We believe that by [*other Firm Name*] and clients signing digitally using the methods outlined above, it will improve the efficiency and lower the cost of getting <*trust and/or trustee company and/or company*> documents signed. [*Your firm*] is managing the cost of the Connectworks subscriptions, so there is no additional cost (in fact, significant savings) for [*other firm name*] by signing this way.**

**We would like to upgrade the following Connectworks subscriptions we share with [*other firm name*] to support signing:**

***<entity name>***

***<entity name>***

***<entity name>***

***<entity name>***

***<entity name>***

***<entity name>***

***<entity name>***

**If you have any questions or concerns, please either let us know, or you can contact Connectworks on support@connectworks.com**

**Regards,**

***Name***

***Title***