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Sign here
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LEX *Sign*

GATEWAY TO CONTACT-LESS SIGNING

How to draft document
to *eSign* using Lex-Sign.

Active Plan: ⓘ

Professional

Added Users: ⓘ

0 of 6

Agreements/mo: ⓘ

1 of 50

Balance Credits: ⓘ

5950

Drive Space Utilized: ⓘ

0 bytes of 8 GB used



Agreement Initiated

1



eSigns Completed

0



Support Tickets

3

Agreement Templates

Commercial Agreement(1)

Real Estate Related(1)

Non-Disclosure Agreement(1)

Others(1)

VIEW ALL

Blog Feed

Notifications



No Notifications

We'll notify you when something arrives

Select "DOCUMENTS" tab from the top navigation of the dashboard

CREATE NEW DOCUMENT

Pending (0) Signed (23) Saved Drafts (2)

Search in documents

Monthly Documents 1 Of 50

[Upgrade now](#)

No pending agreements / documents initiated
for signees to eSign.

Click on “CREATE NEW DOCUMENT” button to draft a new agreement



New

Untitled

Create

Invitee

Finalize



Enter Agreement Name. For e.g.:

1. Employment Agreement – Asst. Manager Arvind
2. NDA – Technology Solutions

Document name

Employee Agreement - Test User

Document type

Select



Drag-drop the final draft here or click to upload.

Supported format: Only Pdf file of 100 pages or 60MB.
Note: Please add annexures as a part of the final PDF.



Choose draft from approved templates.

Pre-approved templates by organization
Note: Using templates cannot add annexures to the final document if any.

NEXT

Step 1: Enter Document Name

Document name: Employee Agreement - Test User

Document type: **Select**

- Commercial Agreement
- Employment Agreement
- Real Estate Related
- Family Arrangement
- Loan Agreement
- Investment Agreements
- Employee Stock Option Related
- Confidentiality Agreement
- Non-Disclosure Agreement
- Others

Drag-drop the final draft here or click to upload.
Supported format: Only Pdf file of 100 pages or 60MB.
Note: Please add annexures as a part of the final PDF.

NEXT

Select Document Type to tag the document for future reference.

Step 2: Select Document Type from the dropdown



New

Untitled

Create

Invitee

Finalize



Select your final approved agreement draft in PDF format only.

Note:

1. Document size below 60 MB.
1. Page count not more than 100 Pages.

Document name: Employee Agreement - Test User

Document type: Employment Agreement

11.pdf
document size 33 KB

Choose draft from approved templates.
Pre-approved templates by organization
Note: Using templates cannot add annexures to the final document if any.

NEXT

Step 3: Select Final Draft in PDF format

Case 1: Contract between 2 organizations, enter registered entity name e.g.: Lex-Sign Technologies Pvt. Ltd.

Case 2: Contract with a freelancer or individual, enter Name of the person e.g.: Zubair Jahangir

Enter Email ID of the Authorized signatory for Party 1 to receive communication and verification OTP.

Add Signee to "Employee Agreement - Test User"

Party 1

Company Name: Test Company Pvt. Ltd.

Signee Name: Test Authorized Signatory Name

Signee Email ID: test@test.com

Signee Mobile No.: 9900990099

Affix Company Seal: Yes No

Signature Type: OTP eSign Virtual Signature Aadhar eSign DSC Token

Due Date: _____

Enter Authorized / Relevant Signatory Name that needs to be appear on the contract / agreement.

Enter Mobile number of the Authorized signatory for Party 1 to receive communication and verification OTP.

To add more parties to the agreement, click ADD SIGNEE.

Note: Growth plan allows only 2 Parties per agreement, Professional & Enterprise plan allows 4 Parties per agreement.

Step 4: Add SIGNEE to invite for eSigning

If the contract mandates use of your company seal, you can setup company seal from My Accounts > Company Seal. Once added, you can select YES here to add it to the document.

Add Signee to "Employee Agreement - Test User"

Party 1

Yes No

Company Name: Test Company Pvt. Ltd.

Signee Name: Test Authorized Signatory Name

Signee Email ID: test@test.com

Signee Mobile No.: 9900990099

Signature Type: OTP eSign Virtual Signature Aadhar eSign DSC Token

Due Date:


- Choose Preferred type of eSignature as per requirement.
1. OTP & Virtual Signature are preferred options for NDA and Employment related documents or for Contracts with Foreign parties where Aadhar card is unavailable.
 2. Aadhar eSign is the most preferred options for all business / loan contracts in India. Signee has to enter the Aadhar card number on secure govt. portal for eSigning. It is mandate for Party 1 to sign first, hence keep a note of the same.
 3. DSC Token option is preferred option for contracts with Foreign parties. Signee needs to use Microsoft Windows device only to download and eSign using token.

Incase there is a timeline for the contract to be eSigned, you may select due date for respective Party as we will send reminder communication to help meet timeline.

Step 5: Select Signature Type and set Due Date

Add Signee to "Employee Agreement - Test User"


Party 1


 Company Name: Test Company Pvt. Ltd. Signee Name: Test Authorized Signatory Name

Signee Email ID: test@test.com Signee Mobile No.: 9900990099

Affix Company Seal: Yes No Signature Type: OTP eSign Virtual Signature Aadhar eSign DSC Token Due Date: Sat Oct 24 2020

Party 2

 Company Name: Test Party2 Pvt. Ltd. Signee Name: Test Authorized Signatory 2

Signee Email ID: test@testing.com Signee Mobile No.: 8800880088 

Signature Type: OTP eSign Virtual Signature Aadhar eSign DSC Token Due Date: Sat Oct 24 2020

Step 6: Add multiple parties and click NEXT to review final draft



EDIT INVITEE

Preview final draft document

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TEST AGREEMENT DRAFT 11

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Regards,
Testing Team.

List of signees

Party 1: Test Authorized Signatory Name

Party 2: Test Authorized Signatory 2

SAVE

Stamp list

No Stampduty/paper added

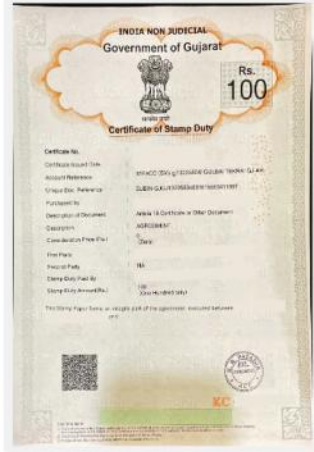

ADD STAMPDUTY

Step 7: Click on Add Stamp duty to add Stamp Paper(s) as per State Stamp Duty Act required for signing the document.

Note: Stamp Papers to be procured in advance for respective States. Only stamp papers procured through Lex-Sign will be uploaded and available for use.

Stamp list

Search for new

State	Denominations	Stamps	Preview
<ul style="list-style-type: none">GujaratMaharashtra	<ul style="list-style-type: none">100	<ul style="list-style-type: none">DOC1060DOC1061DOC1062DOC1063	<div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Front</p></div><div style="text-align: center;"><p>Back</p></div></div>

Stamp number : GJ2378623498

Add

Step 8: On Stamp Paper List: Select State > Denominations > Stamps > Click Add to use Stamp Paper

Stamp list

Search for new

State	Denominations	Stamps	Preview
Gujarat	100	DOC1060 ADDED	<p>Stamp number : GJ2378623498</p> <p>Remove</p>
Maharashtra		DOC1061	
		DOC1062	
		DOC1063	

Stamp duty
Rs. 100

Attach

Step 9: In order to add more depending upon the stamp duty to be paid for the document, you may click on other stamps and click add. Once the desired amount of stamp duty is attached, click on Attach to proceed.

← AGR2211 Employee Agreement - Test User Create Invite Finalize Execute

Edit Invite Preview final draft document Page 1/1

INDIA NON JUDICIAL
Government of Gujarat

Rs. 100

सत्यमेव जयते
Certificate of Stamp Duty

Certificate No. :
Certificate Issued Date :
Account Reference : IMPACC (SV)/ gj13225804/ GULBAI TEKRA/ GJ-AH
Unique Doc. Reference : SUBIN-GJGJ1322580488161556341109T
Purchased by :
Description of Document : Article 18 Certificate or Other Document
Description : AGREEMENT
Consideration Price (Rs.) : 0 (Zero)
First Party :
Second Party : NA
Stamp Duty Paid By :
Stamp Duty Amount(Rs.) : 100 (One Hundred only)

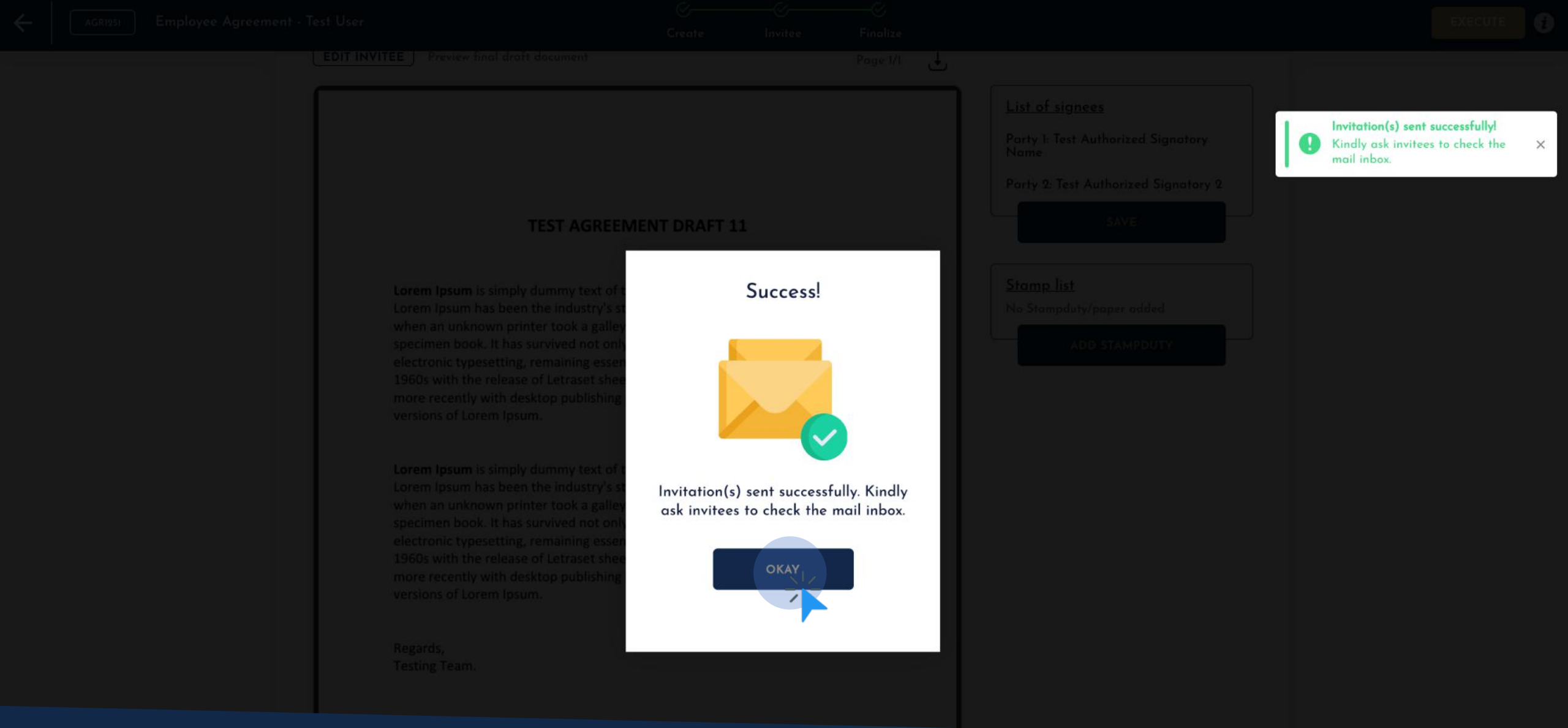
This Stamp Paper forms an integral part of the agreement, executed between
and

List of signees
Party 1: Testt Authorized Signatory
Name
Save

Stamp list
1 : Rs. 100 - GJ2378623498
Remove Stamp paper

Stamp Duty value of the attached stamp papers is shown here.

Step 10: Review the final agreement and confirm the stamp duty attached to the document. Click on Execute to send invitation to signees.



Congratulations! You have successfully drafted your eSign agreement.

NOTE: Incase any party haven't received invitee, kindly ask to check SPAM in their email box.

CREATE NEW DOCUMENT

Search in documents

Monthly Documents 2 Of 50
Upgrade now

Pending (1) Signed (23) Saved Drafts (2)

AGR1251 20 Oct, 2020

"Employee Agreement - Test User"

Employment Agreement



PENDING

You can action the necessary from here:
Download copy of draft OR resend invitation OR Edit Signee Email ID/Mobile OR to Cancel this document.

- Download
- Resend invite
- Edit Signee
- Cancel

List of documents initiated and signed



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ember
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to estate

Sign here
←

THANK You