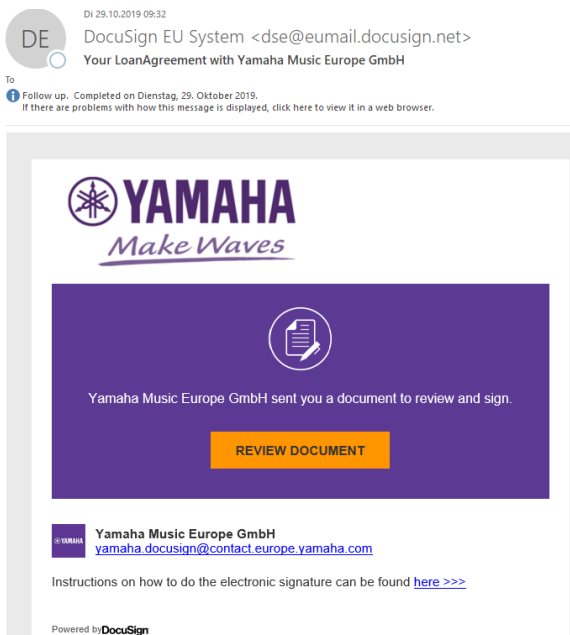


User Guide for Signing with DocuSign

This guide describes how you can use the DocuSign service to sign documents with an electronic signature. All background information on DocuSign can be found under:

<https://www.docusign.com/>



Receive email notification

For you as a customer of Yamaha Music Europe GmbH, the electronic signature process begins with the receipt of an e-mail requesting you to sign the attached documents. DocuSign on behalf of Yamaha will send this email.

Opening the Documents

After opening the e-mail, please click on "Review documents" to access the documents. A new browser window opens and you are being connected to the secure website of the e-Signature platform DocuSign.

Please first agree to the use of electronic documents and signatures by ticking the appropriate box.



Checking and signing the document

In order to check the document, please click on the button

CONTINUE

Next to "Continue", there is a dropdown menu called "More Options" this can be used if there is a need to change the signer of the loan agreement.

Press "Continue" and you are able to read the Yamaha loan agreement.

Once that the loan Agreement has been read and understood, please go to page 4 for the electronic signature.

If you are using DocuSign for the first time, DocuSign will query your signature information as soon as you click on "Sign". Please make sure that your name and initials are displayed correctly. You may correct them, if necessary. There are four options to apply a signature:

- Click "Adopt and Sign" to accept the default signature and suggested initials and proceed to the next step.
- Click "Select Style" and select another preformatted font offered by DocuSign.
- Click "Draw": Draw your signature/initials with the mouse or a finger on a touch screen.
- You can also "upload" a scanned or photographed signature.

Adopt Your Signature x

Confirm your name, initials and signature.

* Required

Full Name* Initials*

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts – just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

Note: Please note that the appearance of your signature is not relevant for the legal validity of an electronic signature and that it may therefore differ completely from your actual signature.

If you have decided on a signature style, confirm your selection by clicking on "[Adopt and sign](#)". After you have added all required information and signatures to the document, click on the "[Finish](#)" button in the upper right corner.

Note: This button irrevocably inserts your electronic signature, completes the signature process and forwards the signed contract to Yamaha.

You will then be informed in a pop-up window that you can register for a free DocuSign account in order to save your settings. This option is optional.

Completion of the signature process

Once completed, you will receive an email confirming that the loan agreement has been signed. This



E-mail contains a copy of the signed documents in PDF format as attachments as well as a summary of the signature events in the Certificate of Completion (summary.pdf), which serves as legal proof of the electronic signature.

Note: You should always save an electronically signed contract together with the Certificate of Completion for the contract on your local drive or in the local contract management system.