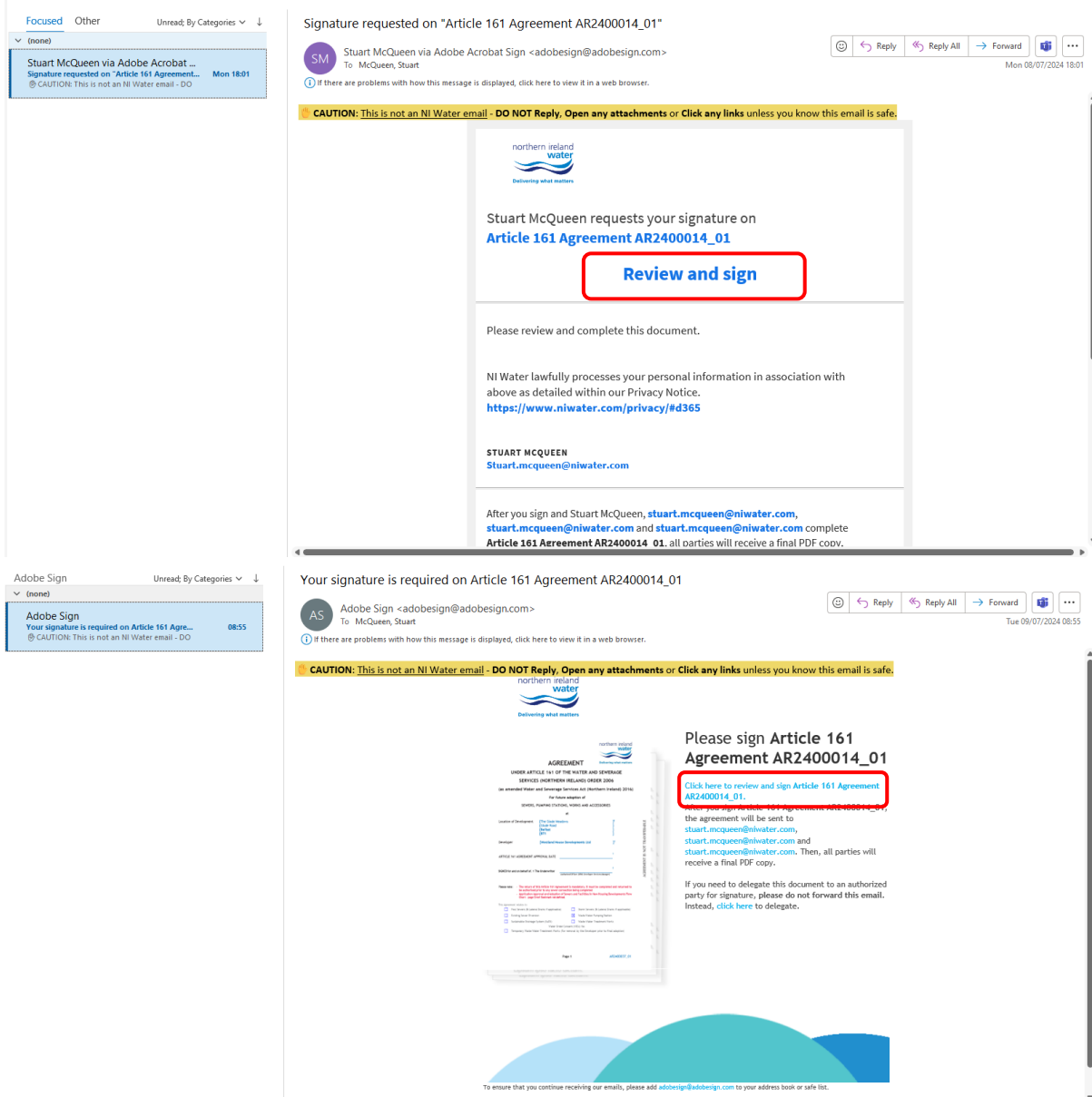


SIGNING AN ARTICLE 161 AGREEMENT



Signature requested on "Article 161 Agreement AR2400014_01"

Stuart McQueen via Adobe Acrobat Sign <adobesign@adobesign.com>
To: McQueen, Stuart

CAUTION: This is not an NI Water email - DO NOT Reply, Open any attachments or Click any links unless you know this email is safe.

Stuart McQueen requests your signature on [Article 161 Agreement AR2400014_01](#)

Review and sign

Please review and complete this document.

NI Water lawfully processes your personal information in association with above as detailed within our Privacy Notice.
<https://www.niwater.com/privacy/#d365>

STUART MCQUEEN
Stuart.mcqueen@niwater.com

After you sign and Stuart McQueen, stuart.mcqueen@niwater.com, stuart.mcqueen@niwater.com and stuart.mcqueen@niwater.com complete **Article 161 Agreement AR2400014_01**, all parties will receive a final PDF copy.

Your signature is required on Article 161 Agreement AR2400014_01

Adobe Sign <adobesign@adobesign.com>
To: McQueen, Stuart

CAUTION: This is not an NI Water email - DO NOT Reply, Open any attachments or Click any links unless you know this email is safe.

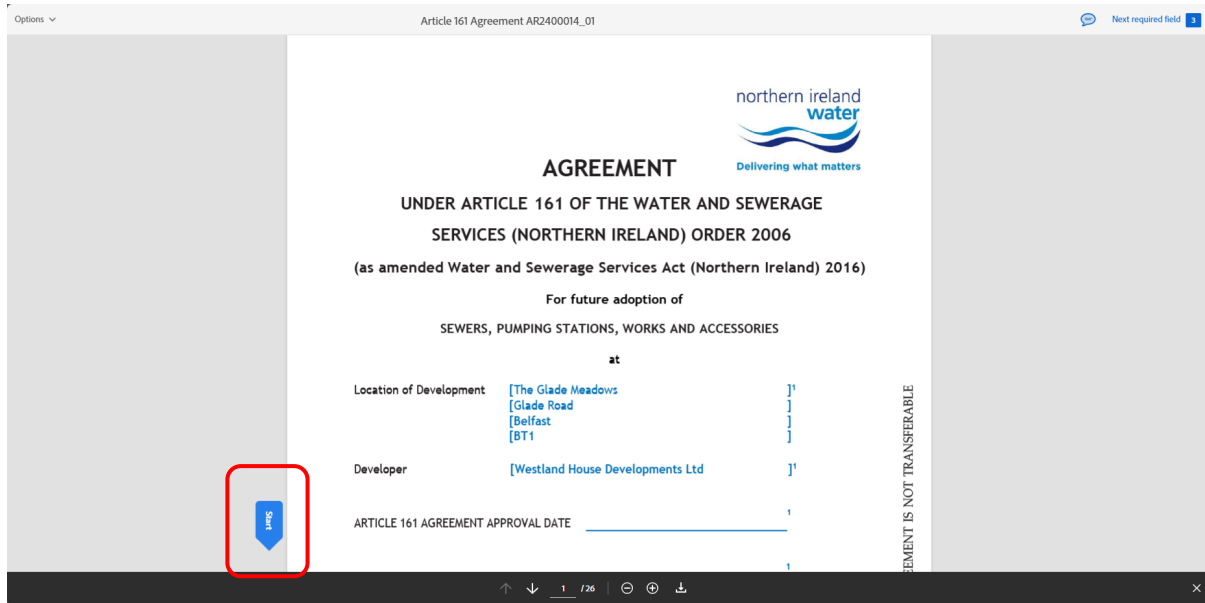
Please sign Article 161 Agreement AR2400014_01

Click here to review and sign Article 161 Agreement AR2400014_01.

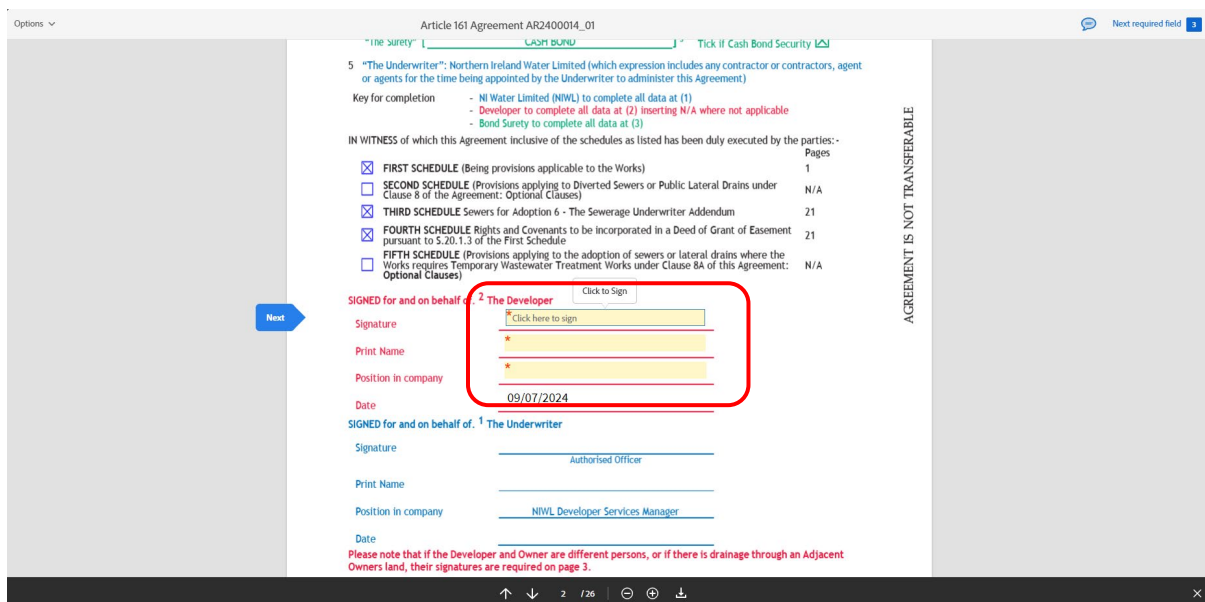
the agreement will be sent to stuart.mcqueen@niwater.com, stuart.mcqueen@niwater.com and stuart.mcqueen@niwater.com. Then, all parties will receive a final PDF copy.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, [click here to delegate](#).

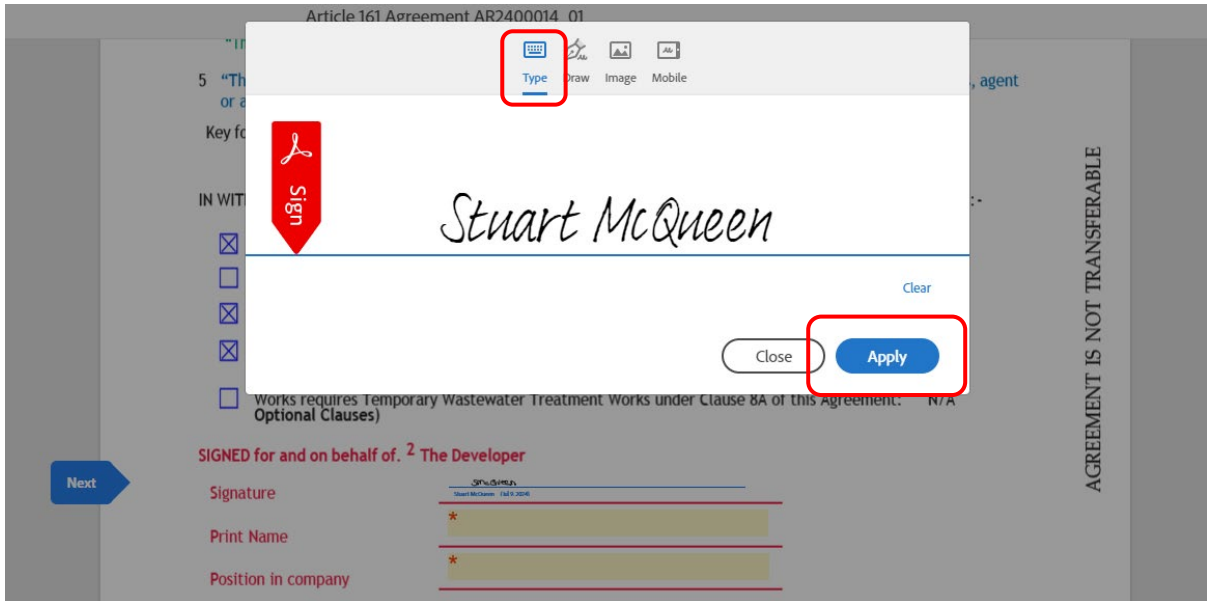
When your signature is required on an Article 161, you will receive an email from Adobe Sign which looks like the two samples above. To open the Adobe Sign version of the Article 161 Agreement, click on one of the areas indicated in red.



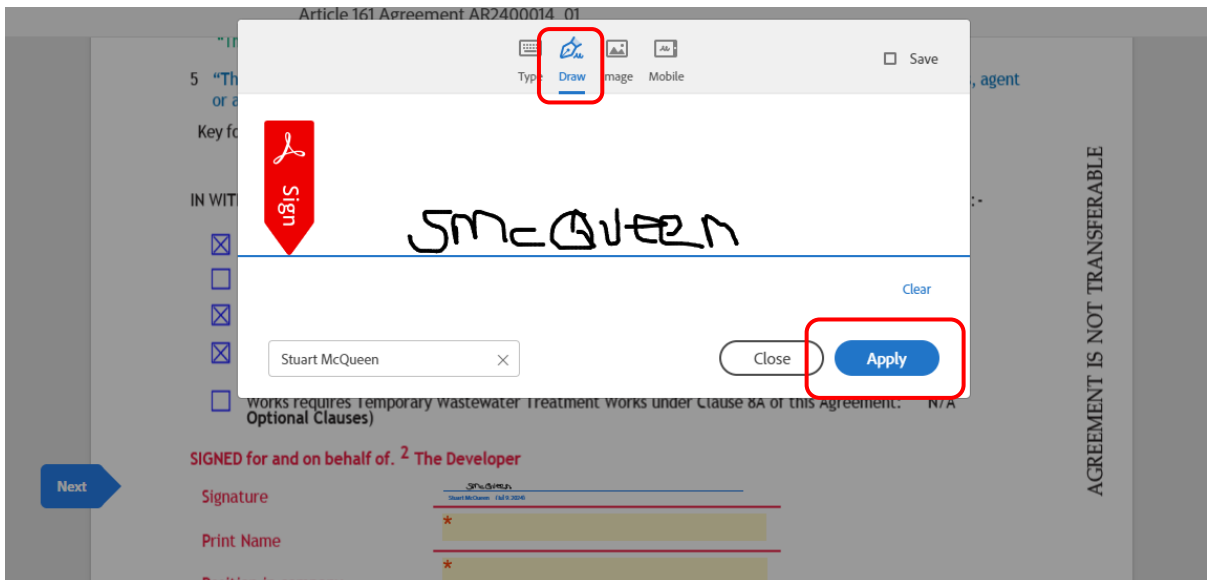
The Adobe Sign version of the Article 161 Agreement will open in an Internet Browser. There is a predetermined order for all signatures. To find section of the Agreement where you signature is required, click the blue 'Start' tag at the bottom of the screen. You can also scroll through the document and see who has previously signed.



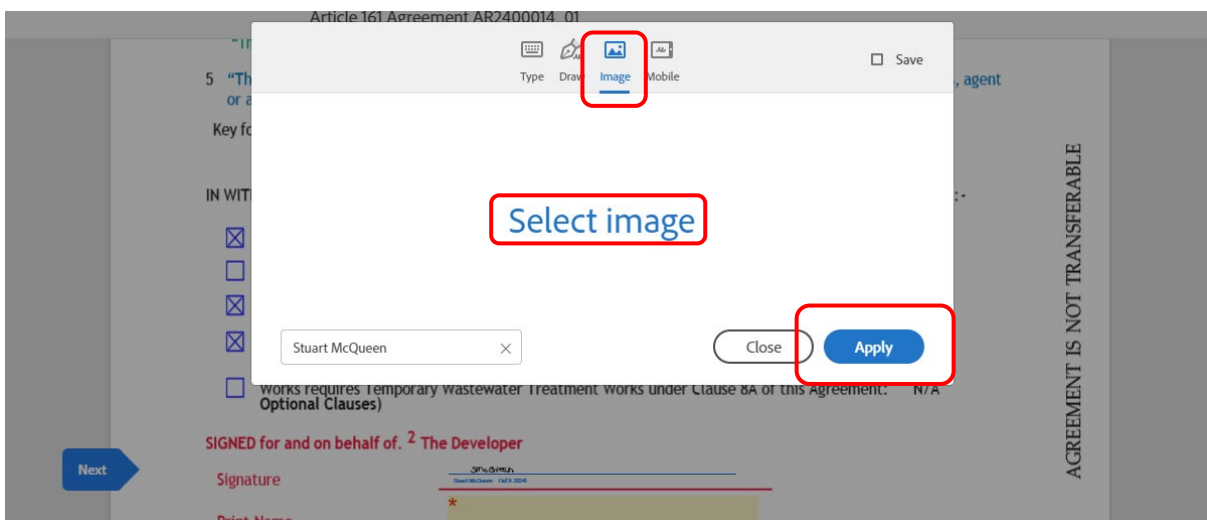
These fields that you are required to complete will be highlighted yellow and be indicated by asterisk. Click on the blank field to complete.



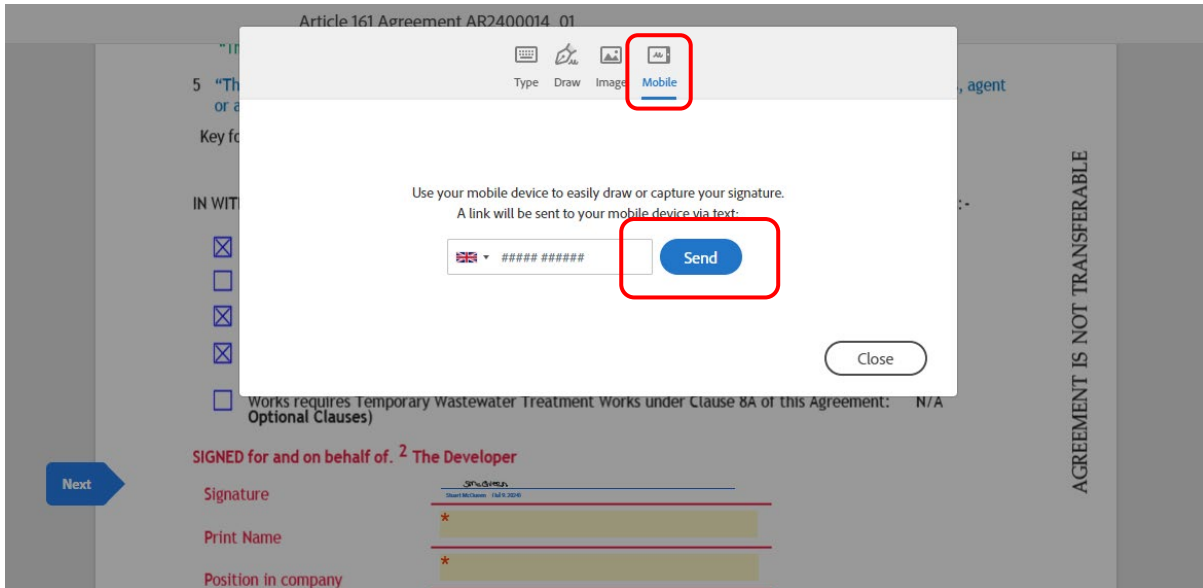
You can sign by typing your name and clicking 'Apply' to add to the Agreement.



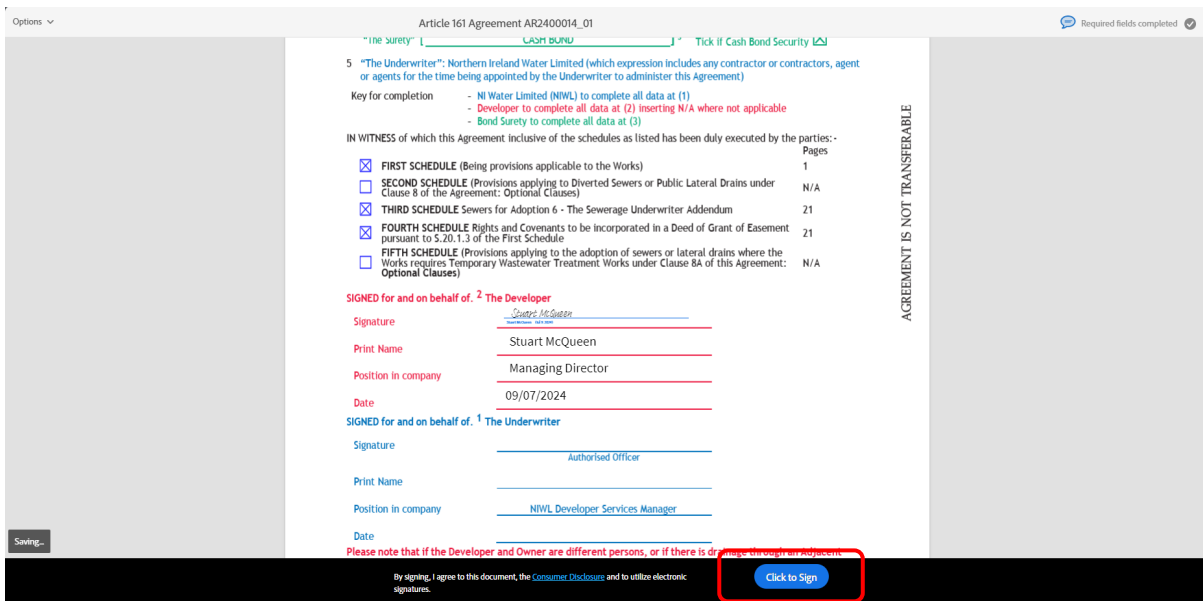
You can sign using your mouse and clicking 'Apply' to add to the Agreement.



If you have a copy of your signature saved on your computer, click the 'Select Image' hyperlink, attach the relevant file and click 'Apply' to add to the Agreement.



Finally, you can sign using your mobile to draw your signature. Populate your mobile number and click 'Send'. You will receive a link via text, once open draw you signature using the touch screen and click 'Apply' to add to the Agreement.



Once all sections have been completed, a black banner will appear at bottom of the screen. To complete the process, click the 'Click to Sign' button.



You have successfully signed "Article 161 Agreement AR2400014_01".

A copy has also been sent to you at Stuart.mcqueen@niwater.com for your records. "Article 161 Agreement AR2400014_01" was sent for signature to stuart.mcqueen@niwater.com, stuart.mcqueen@niwater.com, and stuart.mcqueen@niwater.com. They will complete "Article 161 Agreement AR2400014_01" in any order. As soon as the agreement is complete, all eligible parties will be sent PDF copies.

Reminders

There are no reminders set for this document.

You will be alerted:

- if the document you sent has not been viewed by today at 4:46 PM.
- if the document you sent has not been signed by Jul 10 at 8:46 AM.

[Change alert settings](#)

All agreements that are not completed within 365 days will be automatically expired.

You will receive a confirmation message that you have successfully signed the Agreement and who it has now been sent to for signing.

An unauthorised PDF version of the Article 161 Agreement will be sent via email. This is for your records only and is not valid for any other use.

After all parties have signed their section of the Article 161 Agreement, the Authorised copy of the Agreement will be automatically circulated to all signatories. Signed drawings will sent via a Portal Notification.

If you encounter any issues throughout the process, please take a screenshot and email it along with a short description of the problem to customerengagementteam@niwater.com and they ensure it is pass on to the relevant team.