

# OFFER OF PARTNERSHIP WITH BSNL TO GST SUVIDHA PROVIDERS

(Ref. No. 20-5/2016 dated 28.06.2017)

## Introduction:

Bharat Sanchar Nigam Ltd (BSNL), a wholly owned Public Sector Enterprise of the Govt of India is a leading Telecom Service Provider in the country with PAN-India presence except in Delhi and Mumbai Metro Cities. At one hand serving the retail customers had been the core strength of BSNL, but at the same time providing end-to-end telecom solution to the Enterprise Customers is increasingly becoming the focus point of BSNL. The tremendous growth in the Enterprise business of BSNL is a testimony of the faith which has been reposed in BSNL by its Enterprise Customers.

To leverage this position, BSNL invites proposal of partnership from **GSTN authorised GST Suvidha Providers** who have the capability of providing GST based solutions to tax payers including Enterprise customers and are willing to work with BSNL on revenue share model. The responsibility of exploring the opportunity, bringing/designing solution, any hardware, software and managing the same will be that of the GSP partners.

### **1.0 Eligibility Conditions**

The bidder shall be a GSTN authorised GST Suvidha Providers

### **2.0 Role & Responsibility of the Partner GSP**

To fulfil the responsibilities associated with the scope of work, the GSP shall be responsible at its own cost for the following:-

- (i) To arrange for complete hardware and software required at its own cost to provide the services.
- (ii) Any kind of integration required with BSNL network. BSNL will provide Telecom connectivity between BSNL's network and the GSP's system, if required.
- (iii) Providing any report/ real time MIS for BSNL officials regarding statistics of the service/ tax payer / customers.
- (iv) Performing all activities (except providing telecom services) required for end to end delivery of the services to the customers.
- (v) Providing customer support for the service.
- (vi) Marketing of the service.

### **3.0 Role and responsibility of BSNL**

- (i) BSNL will do interaction with the customers individually or jointly with the GSP.
- (ii) BSNL will provide short codes, long code & Access Point Names (APNs) for SMS, USSD, IVR etc.
- (iii) BSNL will provide support for network related problems.
- (iv) BSNL will do the revenue collection and share the revenue with GSP.

### **4.0 Empanelment method /Signing of Agreement:**

BSNL shall sign an agreement with the selected GSP(s). The indicative draft of the agreement is available at Annexure-II of this document. Some of the clauses of this draft might be modified / added / deleted depending upon the requirement of the partnership. The agreement shall be non-exclusive and nothing in the agreement will be construed to prevent either party from entering into a similar agreement with any other party or to restrict such party from directly engaging in related activities. The terms and conditions defined in this document shall form an integral part of the agreement.

## 5.0 Documents to be submitted:

In response to this offer of partnership, the willing GSP shall submit an application to be made by Authorized Signatory along with following documents:

- i) Certified True copy of Board's/ Management's resolution in favour of authorized signatory.
- ii) Self Attested copy of the certificate / agreement/ contract/ empanelment letter from GSTN indicating the GSP status of the company.
- iii) Undertaking (signed by Authorized signatory) that the company has never been barred, blacklisted or banned from having business dealings with / by any of the Government agency / Company/ PSU.
- iv) Technical details of the solution.

## 6.0 Commercial Terms & Conditions:

**6.1 Sharable revenue:** It is clarified that revenue earned for the GSP related services provided by the GSP shall only be considered for sharing of revenue. The telecom revenue earned by BSNL through the consumption of its telecom / data services shall not be considered for sharing. Following shall be deducted from the revenue received from Customer before sharing with the GSP:

- a. Applicable amount of license fee, spectrum charges any other levy payable to Licensing Authority pertaining to Telecom service, if any, on actual basis.
- b. Any other cost which is mutually agreed
- c. The figure arrived at after deducting the components as mentioned in above shall be called Sharable revenue.

**6.2 Payment Terms & conditions and invoicing:** The accounting mechanism for timelines of payment by BSNL and other details about method of revenue share, raising invoice, periodicity of payment, Pricing / commercial / business model of services etc. shall be decided once agreement is signed with the GSP. A separate addendum / supplementary agreement will be signed in respect of accounting mechanism which will form / be treated as part of the agreement.

**6.3 Revenue share:** As part of the application for partnership, the GSP is required to quote its share as a percentage of total shareable revenue in the format given at Annexure I. However, BSNL will decide the actual revenue share between GSP and BSNL on the basis of the lowest revenue share quote submitted by all the applicants for the services under this offer. The lowest revenue share quoted will be fixed as the revenue share fee which will be paid by BSNL to the GSP. However, it is clarified that the revenue share of BSNL shall not be less than 20% in any case. BSNL understands that the proposed date of GST rollout in India is 01.7.2017. Keeping in view of the limited time, in case any GSP intends to sign the agreement with BSNL even before the percentage of revenue share is fixed through this procedure, then such GSP may sign the agreement after submitting an undertaking that they will agree to the revenue share percentage finalized by BSNL through the procedure as described above.

**6.4 Duration of Agreement:** 3 years (36 months) initially and thereafter on mutual agreement

**6.5 Empanelment Fee:** The GSP has to pay non-refundable Rs1.0 Lakh as empanelment fee in the form of Demand Draft before signing of agreement.

**6.6 Submission of BG:** A Bank Guarantee (BG) of Rs. 10 Lakhs (Ten Lakhs), valid for 3 years and 6 months shall be submitted by the GSP before signing of agreement with BSNL. The BG of the said amount and for said period will be again submitted if BSNL decides to renew the agreement.

**6.7** BSNL may, without prejudice to other rights and remedies available to BSNL,

- I. Bar the GSP from doing business with BSNL for one year.
- II. Encash / forfeit the PBG of RS. 10 lakhs, if
  - a) The GSP fails to launch the service in reasonable time; or
  - b) There is a sustainable loss to consumer because of services provided by GSP; or
  - c) Any complaints by **Lawful Interception; or**
  - d) Any Anti-social/Anti national activity directly related to the GSP; or
  - e) Any breach of terms and condition of the agreement by GSP.
- III. BSNL shall recover a penalty -as levied by Government Department/ PSU / Enterprise customer on every incident of any breach attributable to the GSP/ solution.
- IV. The GSP shall be responsible for any legality/ litigation in case of security breach. In any such incident the GSP shall face the litigation on its own, any kind of financial or logistics burden shall not be shared by BSNL.

## **6.8 Termination of Agreement**

6.8.1 Without prejudice to any other provision for termination in this Agreement, BSNL shall be entitled to forthwith terminate this Agreement, without any liability to BSNL, by providing notice in writing to the GSP of this Agreement upon the occurrence of any of the following events:

- (a) If the GSP commits any breach, of any of the terms and conditions of this Agreement and in case such breach is capable of being remedied, the GSP fails to remedy the same within thirty (30) days after receipt of a notice in writing from BSNL giving full particulars of the breach and requiring it to be remedied; or
- (b) If the GSP commits breach of any of the terms and conditions of this Agreement and if such breach is not capable of being remedied; or
- (c) If GSP is found involved in fraud or other illegal or unethical activities in relation to any subject matter associated with this Agreement; or
- (d) if the GSP enters into liquidation whether compulsory or voluntary (save for the purpose of amalgamation or reconstruction) or makes an assignment for the benefit of or compounds with its creditors or has a manger or receiver appointed in respect of all or any part of its business or a petition for winding-up, or
- (e) If GSP is found in breach of Intellectual Property Rights/ Confidentiality/ Data security obligations or for any other act of wilful misconduct attributable to GSP.

6.8.2 Cancellation of the empanelment of the GSP, with GSTN, for any reasons, shall result in automatic termination of this agreement / and or empanelment of GSP with BSNL, without any notification, in this regard, to the GSP.

6.8.3 Either Party shall be entitled, to terminate this Agreement without cause at any time by service of a ninety (90) days' notice in writing to the other Party only when there are no dues and litigation of exiting party on other party.

## **7.0 Other Terms and Conditions**

- (ii) This document does not constitute and will not be deemed to constitute any commitment or confirmation on part of BSNL for any purchase/work order to the GSPs.
- (iii) The GSP shall bear all cost associated with the preparation and submission of its response to this document including cost of demo/presentation for the purpose of clarification of the offer if so

desired by BSNL. BSNL will in no case be responsible for these costs regardless of the conduct or outcome of the above process.

- (iv) This document duly completed and signed by the authorised signatory should be submitted in a sealed cover super scribing “**Application for partnership with BSNL for providing GST based services**”
- (v) If any information provided by the GSP is found to be incorrect at any stage it would render his or her proposal liable for rejection and the empanelment fee shall be forfeited.
- (vi) At any time prior to the last date of receipt of the offers, BSNL may for any reason whether at its own initiative or in response to a clarification requested by the GSP modify this document and all formats including Annexures by issuing clarification and/or amendment. In order to provide the GSPs reasonable time to take the amendment into account in preparing their offers, BSNL may, at its sole discretion, extend the last date for receipt of offers and or make other changes in the requirement set out in this document.
- (vii) While this document has been prepared in good faith neither BSNL nor its employees make any representation or warranty, express or implied or accept any responsibility or liability whatsoever in respect of any statement or omission herein or the accuracy, completeness or reliability of information and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document even if any loss or damage is caused by any act or omission on their part. GSPs who are willing to work with BSNL on non-exclusive basis and strictly on back to back terms and conditions may kindly send their proposal in line with the aforesaid requirements to

**Dy General Manager (CIT)**  
**Bharat Sanchar Nigam Limited,**  
**CIT Cell, Seventh Floor, Bharat Sanchar Bhavan,**  
**HC Mathur Lane, Janpath, New Delhi - 110001.**

**Note:** This offer is open-ended and any company which is interested and meets the eligibility condition may submit its proposal on any working day. BSNL would further reserve the right of periodic review of the entire offer or any element thereof based on its business needs.

**Quote for Revenue Share (Price Schedule)**

I/ We/ M/s.....seek following % of Revenue share based fee for offering GSP based services to customer w.r.t. BSNL Offer No. 20-5/2016 dated 28.06.2017.

S. No.	Item	In figures up to two decimal places*	In words
1	% of Revenue Share payable to GSP	.....	.....

**We have taken Note of the following:**

- \* The revenue share % shall be limited to two decimal points only. Any figure after two decimal points shall be ignored for all purpose.
- In case of variation between revenue share % mentioned in figures & words, the Revenue share % mentioned in words shall prevail.
- This will be the only value of Percentage of Revenue that will used for finalizing the revenue share.**
- The % revenue based service fee shall be applied on sharable revenue defined in this offer letter/ document.
- We hereby confirm that the Revenue Share quoted here fully reflect all our costs. Therefore, we assure that the System / Solutions / Equipment would be operational without any additional cost to BSNL as per terms and conditions of the partnership.
- The quote is exclusive of all statutory taxes applicable as per law of the land.

(Signature of Authorized Signatory)

Name.....

**Official Seal**

## Annexure II

### TEMPLATE OF AGREEMENT FOR PARTNERSHIP FOR PROVIDING GST BASED SERVICES TO CUSTOMERS

This agreement is signed on the \_\_\_\_\_ day of \_\_\_\_\_ 2017 by and between BHARAT SANCHAR NIGAM LIMITED, a company registered under the Companies Act 1956 having its registered office at Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi - 110001 acting through Shri ----- (hereinafter called "BSNL", which expression shall, unless repugnant to the context, include its successors in business, administrators, liquidators and assigns or legal representatives)

AND

M/s ----- a company registered under the Companies Act, 1956 having its registered office at ----- acting through Shri. -----the authorized signatory (hereinafter called '-----' which expression shall, unless repugnant to the context, include its successors in business, administrators, liquidators and assigns or legal representatives)

AND WHEREAS BSNL and ----- are hereinafter referred as 'Party A' and 'Party B', respectively and; both the parties namely, BSNL and -----are hereinafter collectively referred as 'Parties' and individually, as a "Party",

Whereas BSNL is a major telecom service provider licensed to provide all types of telecom services (basic, cellular, internet, long distance etc.) throughout the country (except cities of Delhi and Mumbai) and invited proposal of partnership from GSTN authorised GST Suvidha Providers who have the capability of providing GST based solutions to tax payers including Enterprise customers and are willing to work with BSNL on revenue share model.

Whereas Party B is engaged in the ----- etc.

Whereas BSNL proposes to launch GST based services in partnership with GST Suvidha Providers who has claimed to have the capability of providing GST based solutions to tax payers including Enterprise customers and is willing to work with BSNL on revenue share model. The responsibility of exploring the opportunity, bringing/ designing solution, any hardware, software and managing the same will be that of the GSP partners.

Whereas the GSP based services shall be in compliance with the Laws of Land/ guidelines issued by Ministry of Finance, Govt. Of India/ GSTN and any further amendment rules which come into effect from time to time.

Whereas Party B has offered to provide the required technical solution & operational support and compliance to legal/ regulatory requirements for the GSP based service / platform/ framework. Party B has assured that they have appropriate and sufficient arrangements for infrastructure, equipment and skilled manpower and other facilities to provide the services during the currency

of this agreement and have necessary technical expertise and capabilities to provide the desired technological platform/support under this agreement (as per requirements of BSNL/ Govt. / Legal/ statutory authorities).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. This agreement including terms & conditions and Annexure I shall not be amended or modified or altered or changed in any way except in writing and duly executed by the authorized representative of each Party by mutual agreement.
2. This agreement is a confidential document. M/s----- and BSNL shall not divulge any part of this agreement either through oral or written communication or through any other mode to any third party.

**IN WITNESS WHEREOF the Parties hereto have caused this agreement to be executed through their respective authorized representatives on the -----day of \_\_\_\_\_ 2017.**

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**Signed for and on behalf of BSNL by Shri -----, -----**

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**Signed for and on behalf of M/s-----, by -----, ---- (Name of the Authorized signatory) the Authorized Signatory.**

**In presence of the witnesses:**

1. Signature

Name

Occupation

Address

Place

2. Signature

Name

Occupation

Address

Place

## TERMS & CONDITIONS

### COMMERCIAL CONDITIONS

#### 1. Scope of the Work

- 1.1. This agreement shall be driven by the BSNL offer (reference no. 20-5/2016 dated 28.06.2017) available at Annexure 1 to this agreement. All the terms and conditions as mentioned in the said offer including commercial, Financial and technical conditions shall form an integral part of this agreement.
- 1.2. It is specifically agreed by M/s ----- that it shall, at no point of time, use the connectivity and / or services under this agreement for unsolicited / SPAM messaging in conformity with TCCCP regulation of TRAI or any other use not explicitly permitted by BSNL. In case of failure, M/s ----- agrees to indemnify BSNL as provided herein.
- 1.3. M/s ----- undertakes that in case BSNL participates in any tender / EOI for providing GSP related services to a prospective customer(s) jointly with M/s----- then M/s----- shall submit the requisite performance security/EMD etc. on back to back basis for the value/amount required by the tendering authority. M/s ----- also undertakes that M/s----- shall be responsible for any other activity for smooth functioning of the service including maintaining SLAs, customer support (helpdesk) etc. It will be in the discretion of BSNL to encash the PBG submitted by M/s-----, if Govt. Department/ PSU or Enterprise customer encashes the PBG submitted by BSNL in case of non-fulfilment of conditions or contract/ work order.
- 1.4. Miscellaneous: Any other activity (ies) necessary for the successful implementation/ provisioning of services shall be done by M/s ----- in consultation with BSNL.

#### 2. Revenue share payment

Revenue share to be paid to M/s -----shall be xxxxxxx%. The payment shall be driven by conditions as mentioned in BSNL Offer (reference 20-5/2016 dated 28.06.2017).

3. **Restrictions on 'Transfer of Agreement:** M/s----- shall not assign or transfer its right in any manner whatsoever under this agreement to any other third party or enter into any agreement for sub-contracting and/or partnership relating to any subject matter of the agreement to any other third party either in whole or in part i.e. no sub-contracting/ partnership/ third party interest shall be created, except as permitted by BSNL, without the prior written consent of BSNL.

#### 4. Suspension, Revocation or Termination of agreement

Refer clause 6 of the BSNL offer (reference no. 20-5/2016 dated 28.06.2017)

## **5. Actions pursuant to Termination of agreement**

- 5.1. On termination or surrender or expiry of the agreement, both parties shall ensure clearance of dues, if any, which they are liable to pay.
- 5.2. Notwithstanding any other rights and remedies provided elsewhere in the agreement, upon termination of this agreement:
  - 5.2.1. Neither Party shall represent the Other Party in any of its dealings.
  - 5.2.2. Neither Party shall intentionally nor otherwise commit any act(s) as would keep any other third Party to believe that the other Party is still the former Party's agreement partner/Network provider, as the case may be.
  - 5.2.3. Each Party shall stop using the other Party's name, trade mark, etc., in any audio or visual form.
  - 5.2.4. The expiration or termination of the agreement for any reason whatsoever shall not affect any obligation of either Party having accrued under the agreement prior to the expiration or termination of the agreement and such expiration or termination shall be without prejudice to any liabilities of either Party to the other Party existing at the date of expiration or termination of the agreement.

## **6. Dispute Settlement**

Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy, or differences arising out of or relating to this agreement, or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60(sixty) days from the date of making of such request.

Where parties are unable to settle the disputes through conciliation, the same shall be referred to the authority in BSNL (CMD) for referral of such disputes to a sole arbitrator (chosen from the name(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made thereunder from time to time.

The venue of the arbitration proceeding shall be New Delhi.

## **7. Force- Majeure**

If at any time, during the continuance of this agreement, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, explosion, epidemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of M/s-----), fire, floods, natural calamities or any act of God (hereinafter referred to as event), provided notice of happenings of any such event is given by the affected Party to the other, within 21 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate the agreement, nor shall either Party have any such claims for

damages against the other, in respect of such non-performance or delay in performance. Provided the service under this agreement shall be resumed as soon as practicable, after such event comes to an end or ceases to exist. The decision of BSNL as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive. The term of this Agreement shall be extended corresponding to the period of force majeure event.

## 8. Right to inspect/Audit

- 8.1. BSNL or its authorized representative / Govt. agency etc. shall have right to inspect the sites used for extending the Service by M/s----- and in particular but not limited to, have the right to have access to leased lines, junctions, terminating interfaces, hardware/software, memories of semiconductor, magnetic and optical varieties, wired or wireless options, distribution frames, and conduct the performance test including to enter into dialogue with the solution/ system through Input/output devices or terminals. M/s----- will provide the necessary facilities for continuous monitoring of the solution/ system, as required by BSNL or Govt. or its authorized representative(s). The inspection will ordinarily be carried out after reasonable notice except in circumstances where giving such a notice will defeat the very purpose of the inspection.
- 8.2. Wherever considered appropriate BSNL may conduct any inquiry either suo-moto or on complaint to determine whether there has been any breach in compliance of terms & conditions of the agreement by M/s----- or not. In case of such inquiry, M/s----- shall extend all reasonable technical facilities without any hindrance.
- 8.3. M/s----- are obliged to facilitate auditing of their system at no cost to BSNL.

## 9. Confidentiality

- 9.1. Subject to conditions contained in this agreement, M/s----- and BSNL shall take all necessary steps to safeguard the privacy and confidentiality of any information about other Party and its network from which it has acquired such information by virtue of the Service provided.

This clause shall survive the termination or expiry of this agreement.

## 10. Indemnification

- 10.1. M/s ----- agrees to protect, defend, indemnify and hold harmless BSNL and its employees, officers, directors, agents or representatives from and against any and all liabilities, damages, fines, penalties and costs (including legal costs and disbursements) arising from or relating to:
  - 10.1.1. Any breach of any statute, regulation, direction, orders or standards from any governmental body, agency, or regulator attributable to such Party as the case may be;
  - 10.1.2. Any breach of the terms and conditions in this agreement by M/s-----  
-----;

- 10.1.3. Any claim of any infringement of any intellectual property right or any other right of any third party or of law by M/s----- as attributable to the Party's role in the services herein;
- 10.1.4. Any claim made by any third party arising out of the use of the services and arising in connection with interruptions or degradations of service caused.
- 10.1.5. Any breach or non performance or of any of its undertaking, warranty or obligation under this Agreement including any loss or damage or claims due to any compromise in data integrity solely contributable to the technical issues of the platform provided by M/s-----.
- 10.1.6. In case of any fraud / security breach attributable to technical capability / incapability of the solution.

This clause shall survive the termination or expiry of this agreement.

### **11. Relationship**

Each Party understands that it is an independently owned business entity and this agreement does not make it, its employees, associates or agents as employees, agents or legal representatives of the other Party for any purpose whatsoever. Neither Party has express nor implied right or authority to assume or to undertake any obligation in respect of or on behalf of or in the name of the Other Party or to bind the Other Party in any manner. In case, any party, its employees, associates or agents hold out as employees, agents, or legal representatives of the other party, the former Party shall forthwith upon demand make good any/all loss, cost, damage including consequential loss, suffered by the other Party on this account.

### **12. Liability and Disclaimer of Warranties**

Except as provided in this agreement, hereinabove, neither Party shall be liable to other Party nor any other virtue of termination of this agreement for any reason whatsoever for any claim for loss or profit or on account for any expenditure, investment, leases, capital improvements or any other commitments made by the other Party in connection with their business made in reliance upon or by virtue of this agreement.

### **13. INTELLECTUAL PROPERTY RIGHTS (IPR)**

13.1. The Intellectual Property Rights of BSNL and M/s-----  
 - shall remain their own and this agreement shall not affect their ownership in any way unless mutually agreed upon. IPR to the service provided by M/s-----  
 ----- shall at all times remain the property of M/s-----.

13.2. M/s----- shall ensure that no profiling information regarding the subscribers of BSNL using these services is collected, analyzed, sold, transferred or otherwise disclosed to any third Party or utilized for the purpose of promoting the other than agreed products/ services of M/s----- and/or any third party.

- 13.3. M/s----- shall not use BSNL's trademarks, trade names, service marks, copyrights, patents, trade secrets, trade dress or BSNL Logos, etc. without BSNL's prior written consent.
- 13.4. M/s----- recognizes that subject to M/s-----'s rights in the service and the M/s----- Platform. BSNL is the sole owner of all right, title and interest in the trademark patents, copyrights, trade dress, trade secrets, operating practices/ procedures or other Intellectual Property Rights relating to services offered by BSNL, the advertising and promotional material and Customer/ Subscriber information related to the services provided by BSNL, all other items tangible or intangible, used presently or in future and the goodwill which is or which shall become attached to any of the foregoing (collectively, the "BSNL Intellectual Property").
- 13.5. Neither Party shall knowingly interfere nor cause any third Party to knowingly interfere with BSNL or M/s----- Intellectual Property Rights.
- 13.6. Notwithstanding anything contained herein, both parties indemnify and hold the other Parties harmless against any loss, liability, costs (including legal costs & expenses), fine, penalty, demands or damages arising by reasons of any claim of infringement, passing off or dilution of IPR / copyright / patent / trademark, etc. arising from provision of services under this agreement between the parties and use of same or any part thereof by BSNL or M/s----- in platform/Wallet solution service, in Telecom Network of BSNL, as the case may be to the extent provided in this agreement.

Clause 13 along with its sub-parts shall survive the termination or expiry of this agreement.

**14. Set Off**

Any sum of money due and payable to M/s----- under this Agreement or otherwise shall be appropriated by BSNL and the same may be set off against any other claim of BSNL for payment of a sum of money arising out of this Agreement or under any other Agreement made by M/s-----, with BSNL.

Annexure 1- BSNL offer (Reference no. 20-5/2016 dated 28.06.2017)

IN WITNESS WHEREOF, the parties have executed this agreement on the day and the year written above.

-----  
For and on behalf of BSNL

-----  
For and on behalf of M/s -----

**In presence of the witnesses:**

- 1. Signature
- Name
- Occupation
- Address
- Place

- 2. Signature
- Name
- Occupation
- Address
- Place