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DMVO

Contract Management

Contact Management

Access the system

Add your data

Save your revised contract

Add proof of who can Sign the contract

Sign the contract

Obtain copy of the contract

Thanks for using WeSynch

syncA

Access the system

User Name and Password

You will receive email as below. Please activate your account.



Contract Management

Access to Contract Management System via web – www.wesynch.se

wesynch

Welcome to WeSynch

[Sign in](#)

[Reset your password](#)

WeSynch are digital services delivered by Synch Advokat AB.

WeSynch is a secure, on-demand service that lets you use high quality legal tools, where and when you want, at fixed prices and with great flexibility. Simplify the way you lead your business with WeSynch.

You need a personal email invitation from your Synch contact in order to start using your WeSynch account.

Contact us on wesynch@synchlaw.se, or call us +46 (0)8 761 35 35.

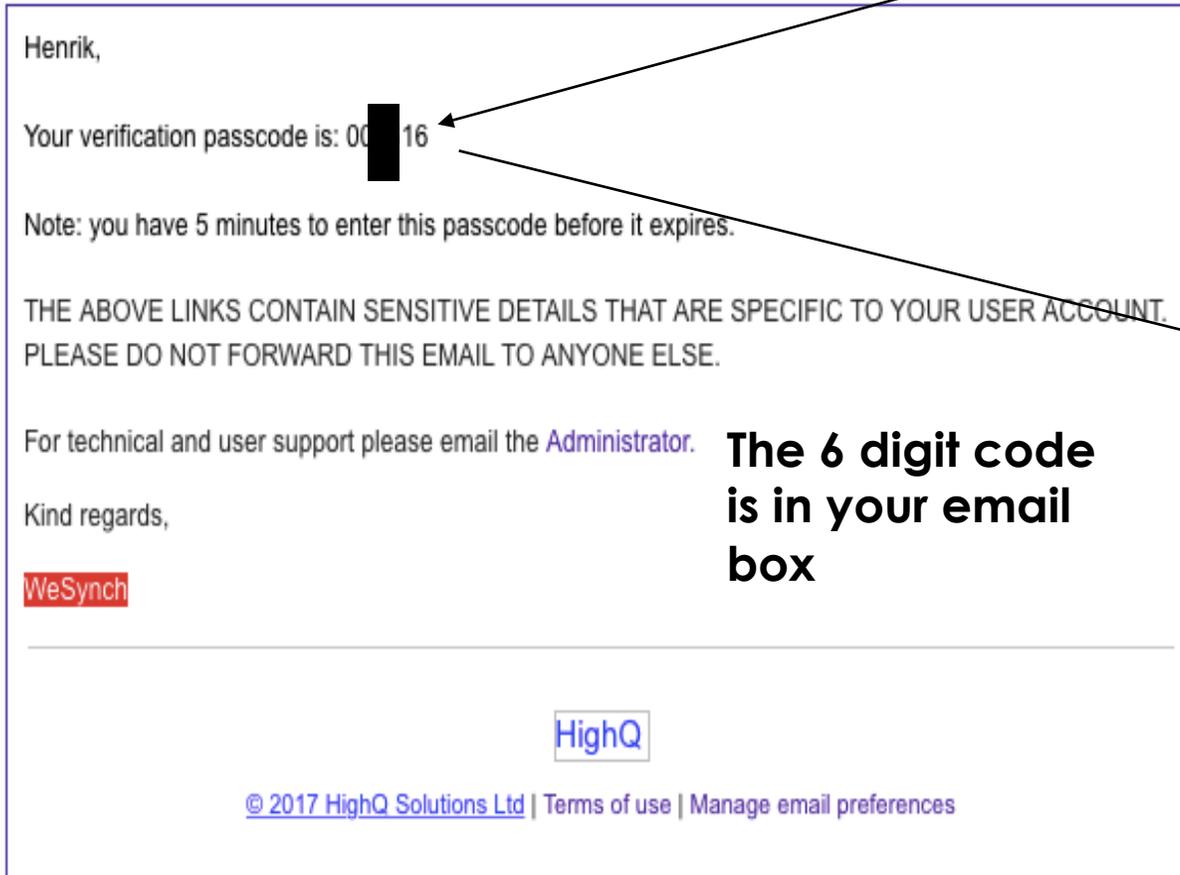
Two Factor Authentication

You will receive an email with a verification passcode. Please copy the six digit code from your email box and insert into passcode verification box below.

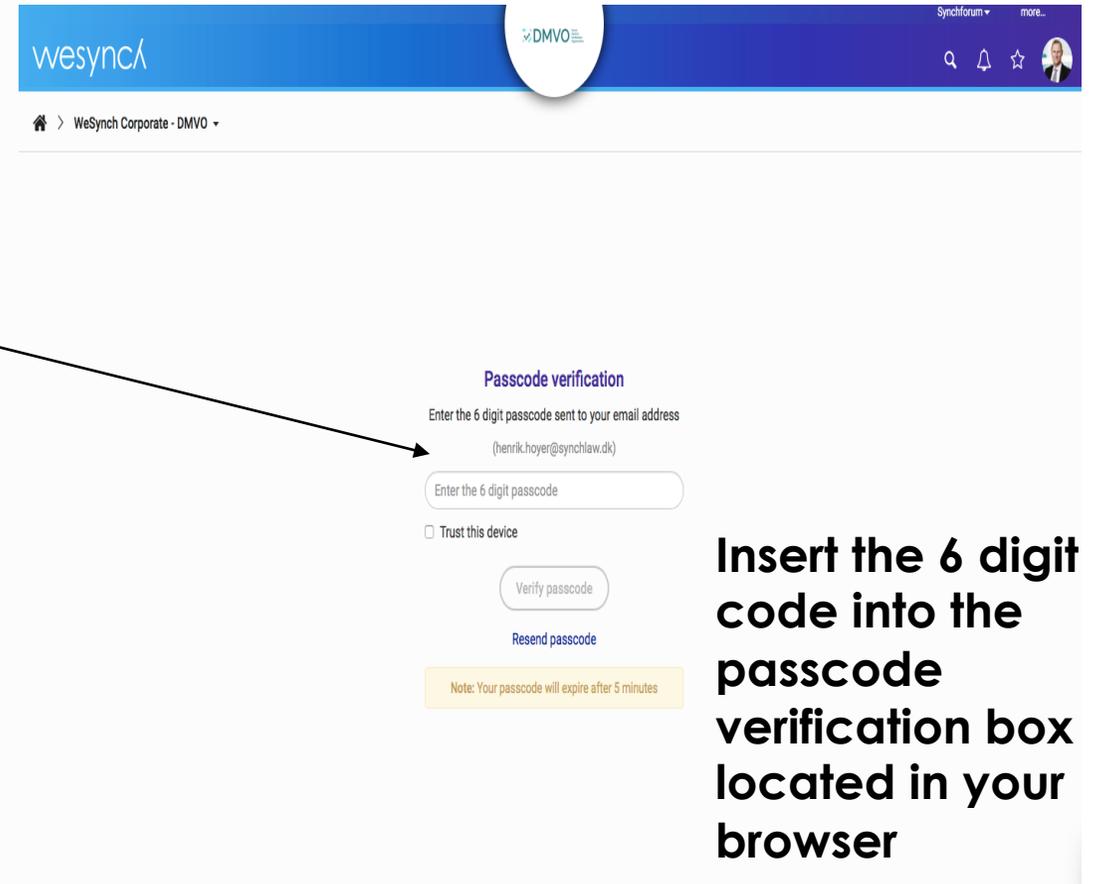
The screenshot shows a web application interface for two-factor authentication. At the top, there is a blue header with the 'wesync' logo on the left and 'DMVO' in a white circle in the center. On the right side of the header, there are icons for 'Synchforum', a search icon, a notification bell, a star, and a user profile picture. Below the header, a breadcrumb trail shows 'Home > WeSynch Corporate - DMVO'. The main content area is white and features a 'Passcode verification' section. This section includes the instruction 'Enter the 6 digit passcode sent to your email address' followed by the email address '(henrik.hoyer@synclaw.dk)'. There is a text input field with the placeholder 'Enter the 6 digit passcode'. Below the input field is a checkbox labeled 'Trust this device'. A 'Verify passcode' button is positioned below the checkbox, and a 'Resend passcode' link is located below the button. At the bottom of the form, a yellow note reads 'Note: Your passcode will expire after 5 minutes'.

Two Factor Authentication

You will receive an email with a verification passcode. Copy the passcode from your email and insert the code into the passcode verification box and obtain access



The 6 digit code is in your email box



Insert the 6 digit code into the passcode verification box located in your browser

Add *your* data

Contract Management

The link will lead you to your contract

Marketing ▾ HR ▾ Test ▾

> WeSynch Corporate Wiki Calendar Contract Overview People Admin

DMVO Dansk Medicin Verifikation Organisation

Add ▾ Action ▾ View ▾

Search this folder

2.5.2 MAH Participation Agreement ▾

<input type="checkbox"/>	Name ▾	Status	Size ▾	Author ▾	Last modified ▾	
<input type="checkbox"/>	 2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.doc v1		150.00KB	Henrik Duedahl Høy...	27 Sep 2017 13:16	 

1 - 1 of 1

This is your agreement template

Contract Management

Edit the Agreement -> Press "MORE" and choose "Edit in Word"

MeSynch Corporate Wiki Calendar Contract Overview People Admin

DMVO Dansk Medicin Verifikation Organisation

Add Action View Search this folder

2.5.2 MAH Participation Agreement

Name	Status	Size	Author	Last modified
2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.doc v1		150.00KB	Henrik Duedahl Høy...	27 Sep 2017 13:16

1 - 1 of 1

- Download
- Share
- Send to DocuSign
- Edit in Word
- Edit details

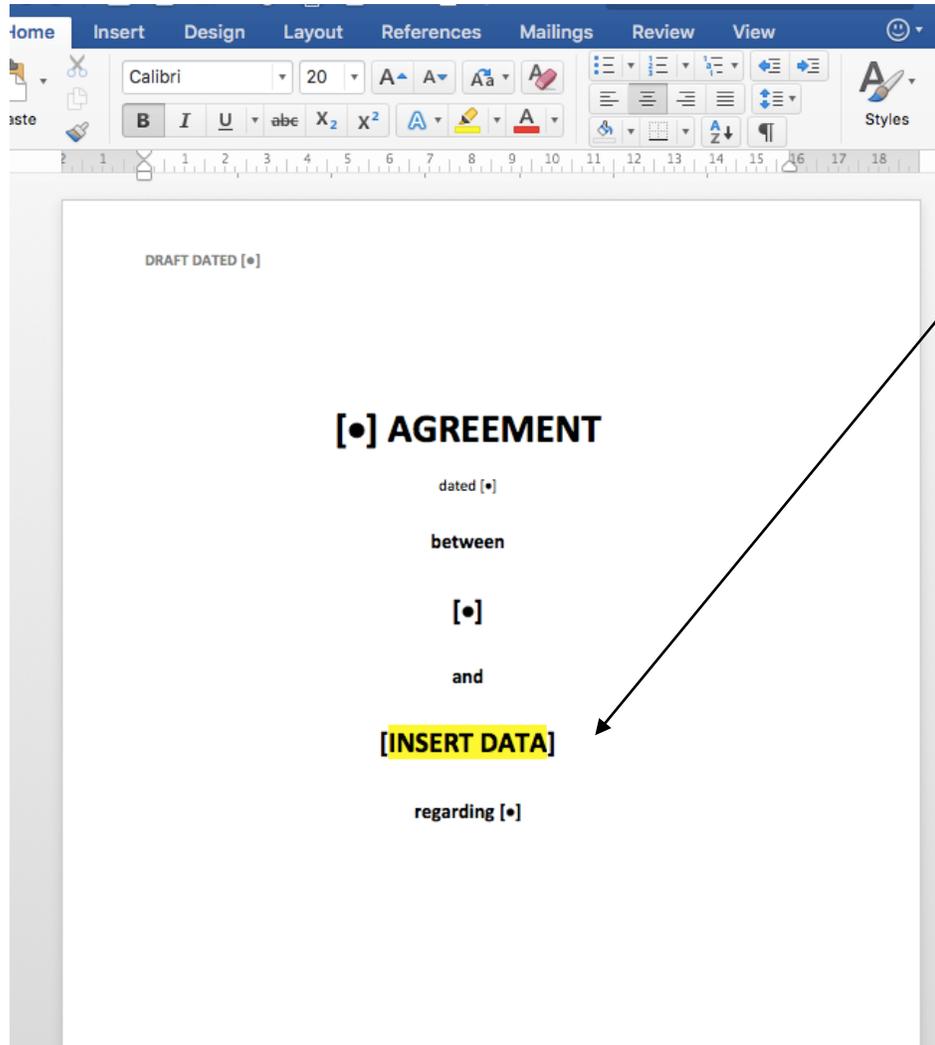
1) Press "More"

2) Select "Edit in word"

3) Do NOT double click the agreement
syncΛ

Contract Management

Insert your company specific data and save



- 1) Insert all the requested data:
 - ❖ Front Page - Company name, Address, Company Registration number etc.
 - ❖ Page 5 – Insert company name
 - ❖ Page 10 – insert invoice details etc.
 - ❖ Page 10-11 – if you pay for other MAH's or Affiliated companies then please insert details.
 - ❖ Page 12 – check details for your Notice Contact person
- 2) Save (NOT save as)
- 3) Close document

Save your revised contract

Contract Management

Check that your edits have been saved

The screenshot shows the WeSynch Corporate interface. The top navigation bar includes the WeSynch logo and icons for search, notifications, favorites, and user profile. The breadcrumb trail is: Home > WeSynch Corporate - DMVO > WeSynch Corporate > Wiki > Calendar > Contract Overview > People > Admin. The main content area displays a folder view for '2.5.2 MAH Participation Agreement'. It includes a search bar, 'Add', 'Action', and 'View' buttons, and a table of documents. The table has columns for Name, Status, Size, Author, and Last modified. The document '2.5.2.4 AGREEMENT.docx' is listed with a size of 44.43KB, author 'Henrik Duedahl Høy...', and last modified on 30 Nov 2017 19:48. A red arrow points to the version 'v2' of this document.

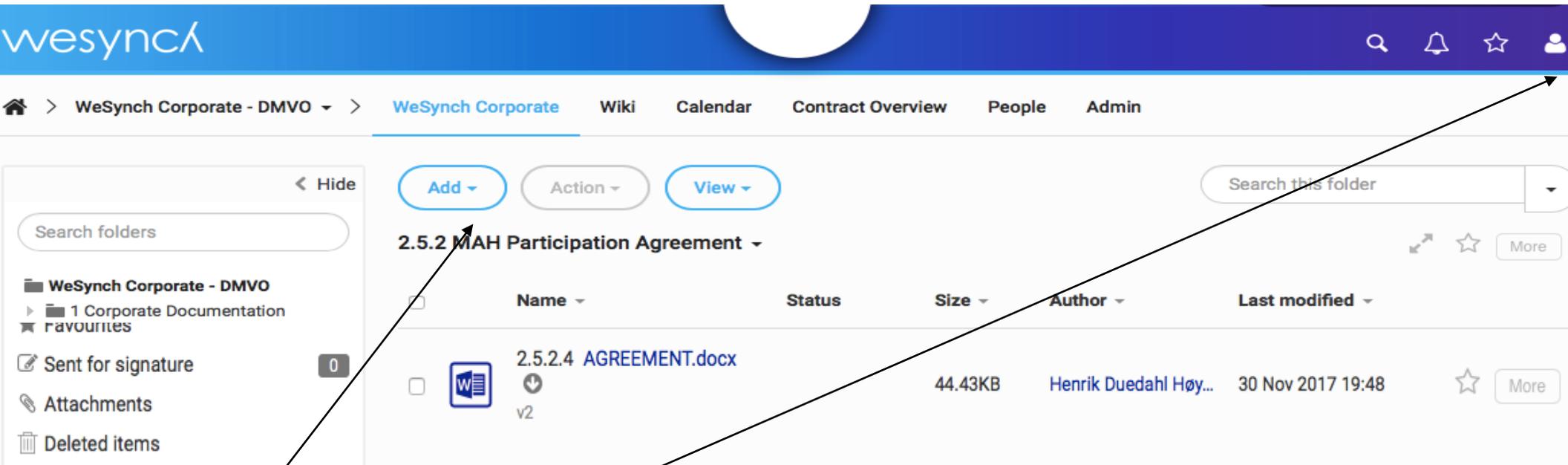
Name	Status	Size	Author	Last modified
2.5.2.4 AGREEMENT.docx		44.43KB	Henrik Duedahl Høy...	30 Nov 2017 19:48

- 1) If you wait a bit and/or refresh then the agreement will move from version 1 to version 2
- 2) Double-click the agreement and see if the edits have been saved

**Add proof of who can sign
the contract**

Contract Management

Add proof of who can sign on behalf of your company



- 1) Add proof of who can sign the Agreement on behalf of your company:
 - ❖ Add / upload the document to the contract management system showing who can sign the agreement on behalf of your company
- 2) When all the requested data has been uploaded and saved, then
 - a) log off the system;
 - b) send an email to info@dmvo.dk with "Ready to Sign Agreement" including the name  and email address of the person who is authorized to sign the agreement; and
 - c) DMVO will initiate step 2 below when a legitimacy check has been made

Sign the contract (STEP 2)

Contract Management

After the DMVO has checked your data and signed the agreement then your signatory party will receive an email with a request for signature

Please sign PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7



WeSynch Corporate via DocuSign <dse@email.docusign.net>

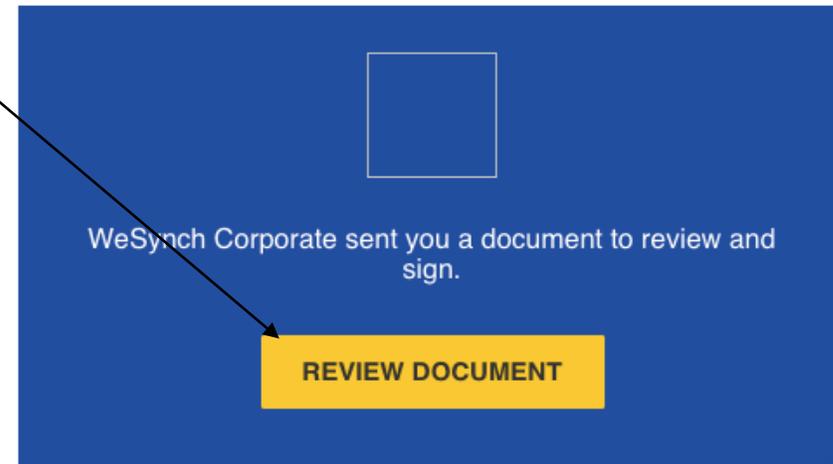


Today, 12:16 PM

Henrik Duedahl Høyer

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).



Contract Management

Process for signing the document

Please Review & Act on These Documents



WeSynch Corporate
Synchlaw

wesynch

Powered by DocuSign

Please sign the attached Participation Agreement and return a copy to me

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE OTHER ACTION

FIELDS

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text

DocuSign Envelope ID: 75F102CF-A513-470D-A10C-BAAC1D4A6B08

PARTICIPATION AGREEMENT

This Participation Agreement ("Agreement") by and between Dansk Medicin Verifikation Organisation ApS, ("DMVO"), a corporation organized under the laws of Denmark having a place of business at Lersø Parkallé 101, 2100 København Ø, Denmark and registered with the Danish Business Authority under CVR-no. 38 22 92 65, and INSERT NAME, ("Company") a INSERT COUNTRY corporation having a principal place of business at INSERT ADDRESS and registered under company registration number INSERT NUMBER, is entered into as of the date last written below ("the Effective Date"). Both hereafter referred to as a "Party", and together as the "Parties".

A. WHEREAS, the DMVO is established to set up and manage the Danish Medicines Verification System or DMVS in accordance with the EU Directive on Falsified Medicines and Delegated Regulation.

B. WHEREAS, the DMVO concluded an agreement (the National Blueprint Agreement) with the National System IT Company in order to implement, develop, test and operate the DMVS and its interfaces with other systems.

Contract Management

Scroll to Signature page

Done! Select Finish to send the completed document. **FINISH**

10.7 Exhibits. If there is a discrepancy between the main body of this Agreement and the Exhibits, the main body of this Agreement prevails.

10.8 Signatures. This Agreement has been drawn up and executed in two (2) identical copies (which may also be electronic including electronic signatures) of which each Party has received one (1) copy.

Dansk Medicin Verifikation Organisation ApS ("DMVO") _____ ("Company")

By:  By: _____

Name: 1032F5007E60438... Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

FIELDS

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title

3) When the signature is inserted then press Finish.
4) Do not sign up for DocuSign after the "Finish" button has been clicked.

- 1) Scroll to the signature page.
- 2) Drag the Signature to the "By" and release.

Contract Management

Please find a copy of the signed document

The screenshot shows a web interface for contract management. At the top, there is a navigation bar with tabs for 'synchforum', 'Compliance', 'KM', 'Marketing', 'HR', and 'Test'. Below this is a breadcrumb trail: '> WeSynch Corporate - DMVO > WeSynch Corporate Wiki Calendar Contract Overview People Admin'. The DMVO logo (Dansk Medicin Verifikation Organisation) is in the top right. On the left, a sidebar shows a folder tree under 'WeSynch Corporate - DMVO', including '1 Corporate Documentation' and '2 Commercial Agreements' (with sub-folders for Customer, Supply, Non Disclosure, and License Software Agreements). The main area has 'Add', 'Action', and 'View' buttons, and a search box for the folder. Below, a table lists documents under the heading '2.5.2 MAH Participation Agreement'. The table has columns for Name, Status, Size, Author, and Last modified. One document is listed: '2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.pdf v2' with a status of 'Signed', size of 377.61KB, author 'Henrik Duedahl Høy...', and last modified '23 Oct 2017 12:27'. An arrow points from the text below to the 'Signed' status.

	Name	Status	Size	Author	Last modified
<input type="checkbox"/>	2.5.2.1 PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7.pdf v2	Signed	377.61KB	Henrik Duedahl Høy...	23 Oct 2017 12:27

The status changes from “sent to signature” to “Signed”.

Obtain copy of the contract

Contract Management

Prepare Signature Process

The screenshot shows the WeSynchrony interface. The top navigation bar includes the logo, search, notifications, and user profile. The breadcrumb trail is: Home > WeSynchrony Corporate - DMVO > WeSynchrony Corporate. The main content area displays a folder view for '2.5.2 MAH Participation Agreement'. A table lists documents with columns for Name, Status, Size, Author, and Last modified. The document '2.5.2.3 AGREEMENT.pdf v2' is highlighted, and a context menu is open over it, showing options like Download, Share, and Delete. An arrow points to the 'Download' option.

Name	Status	Size	Author	Last modified
2.5.2.3 AGREEMENT.pdf v2	Signed	246.19KB	Henrik Duedahl Høy...	31 Oct 2017 17:57

1) Download a copy of the contract to your PC. Use "Save AS" and save it on your PC

Contract Management

Obtain Audit documentation

The screenshot displays the WeSynchrony web interface. The top navigation bar includes the 'wesynd' logo, a search bar, and user profile icons. Below this, a breadcrumb trail shows 'WeSynchrony Corporate - DMVO' and 'WeSynchrony Corporate'. The main content area is titled '2.5.2 MAH Participation Agreement' and contains a table of files. A context menu is open over the file '2.5.2.3 AGREEMENT.pdf v2', with an arrow pointing to the 'Audit history' option.

Name	Status	Size	Author	Last modified
2.5.2.3 AGREEMENT.pdf v2	Signed	246.19KB	Henrik Duedahl Høy...	31 Oct 2017 17:57

1) If you want a copy of the audit history then please download this as well on your PC

syncA

Contract Management

Proof of Valid Signature – Audit history documentation



Certificate Of Completion

Envelope Id: 75F102CFA513470DA10CBAAAC1D4A6B08	Status: Completed
Subject: Please sign PARTICIPATION AGREEMENT_MAH_(24-09-2017)_RL7	
Source Envelope:	
Document Pages: 12	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	
Envelope Stamping: Enabled	
Time Zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna	
	Envelope Originator: WeSynch Corporate Birger Jarlsgatan 6 Stockholm, Stockholm 10359 contactwesynch@synchlaw.se IP Address: 213.212.88.196

Record Tracking

Status: Original 10/23/2017 12:15:55 PM	Holder: WeSynch Corporate contactwesynch@synchlaw.se	Location: DocuSign
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Signer Events

Henrik
henrik.hoyer@synchlaw.dk
Security Level: Email, Account Authentication (None)

Signature


Using IP Address: 87.52.27.25

Timestamp

Sent: 10/23/2017 12:15:57 PM
Viewed: 10/23/2017 12:22:34 PM
Signed: 10/23/2017 12:27:39 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Accepted: 10/23/2017 12:22:34 PM
ID: ab2aab06-1ec3-4af9-83cc-5e943fc5d783

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Thanks

For more information please contact:

info@dmvo.dk