

Appointing an authorised signatory

Version 1.0

In the procedure of appointing an authorised signatory for the project, three distinct roles are involved from the project side. This guidance covers the entire flow and tasks of each role. When the guidance changes from one role to another, a text in bold indicates the next role involved.

The three distinct roles are:

- **Project manager** – The project manager initiates the appointment procedures by entering the contact details of the suggested authorised signatory.
- **Authorised signatory** – The suggested authorised signatory (also mentioned as the authorised signatory in this document) confirms the legal capacities needed by involving a legal representative. The Authorised signatory is considered to be an individual who, on a daily basis, will be able to validate and legally sign documentation from the project to the programme. The capacity of the authorised signatory can be by a delegated mandate.
- **Legal representative** – The legal representative confirms (by an electronic signature) that the authorised signatory in fact do hold the capacity to legally represent the organisation.

STEP 1

Go to your full application. You should not be in edit mode for this procedure.

STEP 2

When viewing the application form you can start the appointment of an authorised signatory. All applicants with a full application need an authorised signatory in order to submit the application.

You start the appointment of an authorised signatory by clicking the button "Access".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO)
Home > Project Applications > Full Application > OMS DEMO

Demian

Edit Status Access Docs Actions

A.1 Identification

A.1 Identification

Call

A.1.1 Project title	OMS DEMO
A.1.2 Project acronym	DEMO
A.1.3 Lead Partner	North Sea Programme
A.1.4 Start Date	20/09/2022
A.1.4 End Date	30/08/2026
A.1.4 Project duration	48 months
A.1.5 Priority	Priority 2. A g
A.1.6 Priority specific objective	2.3 Developin

Demian

Edit Status Access Docs Actions

STEP 3

Next you click the button "Start Process" in the section "Authorised Signatory".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO) / Project Access
Home > Project Applications > Full Application > OMS DEMO > Project Access

Demian

Status Docs Actions

Authorised Signatory
No Project Authorised Signatory has been set for this project application.
Please send an invitation to the person in your organisation that can assume this role.

Start process

Partner Managers
Please provide the contact details of the manager of each partner organisation who can provide information about the organisation's role to the project.

Partner Manager	Partner	Invitation date	Status	Manage
				Revoke access
				Revoke access

Return to the application form

Authorised Signatory
No Project Authorised Signatory has been set for this project application.
Please send an invitation to the person in your organisation that can assume this role.

Start process

STEP 4

Now you enter the personal contact details for the individual you want to appoint as authorised signatory for your project.

NOTE: The authorised signatory should be able to legally represent the lead partner organisation either by direct mandate or delegated mandate. The Joint Secretariat do not control the mandate of the suggested authorised signatory and rely purely on the signed declaration when performing the designation.

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO / Invite user

Home > Project access > OMS DEMO > Project access: Invite user

Access to Project: OMS DEMO

Project Rights: Authorised Signatory (AS) of Project

First name * ▲

Last Name * ▲

Organisation * North Sea Programme

E-mail address *

[Save](#)

Please check for errors: E-mail address, First name, Last Name

[Return to the application form](#)

STEP 5

Once you have saved the contact information in the previous step, you can now see that the invitation is sent and pending acceptance.

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO / Project access

Home > Project access > OMS DEMO > Project Access

[Re-send invite](#) [Cancel](#) [Project access](#)

Your invitation has been sent and is pending acceptance

Information

Parent user	Demian LeadBen @ OMS-LB
Access to Project	OMS DEMO
Access to Partner	
Project Rights	Authorised Signatory (AS) of Project
Partner Rights	
First name	Christoffer
Last Name	Villsen
Organisation	North Sea Programme

NOTE: The project manager can monitor the progress from the same overview as this process was started.

The following steps is conducted by the invited authorised signatory.

STEP 6

The invited and suggested authorised signatory now receives an email with information on how to access the OMS.

NOTE: Please follow the guidance in the email to activate the user account. The designation process can only be continued once the user account has been activated.

Invitation to join the North Sea OMS

User Demian LeadBen in the North Sea OMS (Online Monitoring System) has invited you

North Sea Programme ([\[redacted\]@gmail.com](#))

to join the system and have access to the following submissions:

OMS DEMO

To complete the process and access the Online Monitoring System, please confirm your e-mail address by following the steps below:

1. Go to [https://oms.interregnorthsea.eu/app/partners-access/accept-invitation/&\[redacted\]](https://oms.interregnorthsea.eu/app/partners-access/accept-invitation/&[redacted])
2. Your e-mail address will be confirmed and you will be given your password.
3. Write down your password and store it in a safe place.
4. Use the login form to enter the system.
5. Your account will be connected to the submissions mentioned above and you will have viewing access on them.

This is an automated message. Please do not reply. For support requests please mail support@oms.interregnorthsea.eu

Kind regards,

The North Sea Team

STEP 7

Once the user account has been activated the suggested authorised signatory can log into the system. From the dashboard it is indicated that missing documents is required to proceed with the appointment of the authorised signatory.

Click the button "Start Process" in order to proceed.

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' dashboard for user 'Christoffer'. The 'Dashboard' section includes a 'Legal Status' card with the following text: 'You are set as the Authorised Signatory as follows: Partner Authorised Signatory for partner North Sea Programme of project OMS DEMO (Process not completed yet); Project AS for OMS DEMO (Process not completed yet). We are missing required document(s) (Appointment of authorised signatory document) for your validation as an Authorised Signatory. Please proceed.' A green 'Start process' button is visible. To the right, an 'Announcements' section shows dates 08/11/2021 and 03/07/2021 with messages about preparing project proposals and welcome messages. Below, a 'Project Applications' section shows 'My Projects' (none saved) and 'Shared projects' (one application: DEMO OMS DEMO Full Application). A second 'Legal Status' card is overlaid on the right, identical to the one in the 'Legal Status' section, with a 'Start process' button.

STEP 8

Now the suggested authorised signatory can start the signature process of the needed documents.

Click the button "Start signing".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' 'Authorised signatory appointment' page for user 'Christoffer'. The page title is 'Authorised signatory appointment' with a breadcrumb 'Home > Authorised Signatory Appointment'. A central white box contains the text: 'Signing Process. Currently you don't have any pending signature process. Press the button below to start.' Below this text is a green 'Start Signing' button.

STEP 9

Now the authorised signatory has to fill in the contact details of a legal representative who can delegate the rights for her/him to legally represent and commit the organisation in the project. Typically, the contacts details will in this case be to a senior manager or a legal representative.

Once the information has been entered, click the button "Proceed".

NOTE: Self-employed and one man operations can enter their own contact details.

The screenshot shows the 'Legal Representative' form within the 'Interreg North Sea 2021-2027 Online Monitoring System'. The page title is 'Authorised signatory appointment' with a breadcrumb 'Home > Authorised Signatory Appointment'. A user profile 'Christoffer' is visible in the top right. The form contains the following fields:

- Legal Representative** (Section header)
- Please fill Legal Representative details.
- Fullname**: Enter Legal Representative Fullname
- Title**: Enter Legal Representative Title
- Email address**: Enter Legal Representative email
- Mobile Phone Number**: Format: +Code Number
- Proceed** button

STEP 10

Now a preview of the letter is displayed. The letter is ready to be signed by the legal representative. Click the button "Submit". An email is not being sent to the legal representative.

The screenshot shows the 'Document Preview' page. The page title is 'Authorised signatory appointment' with a breadcrumb 'Home > Authorised Signatory Appointment'. A user profile 'Christoffer' is visible in the top right. The document preview contains the following information:

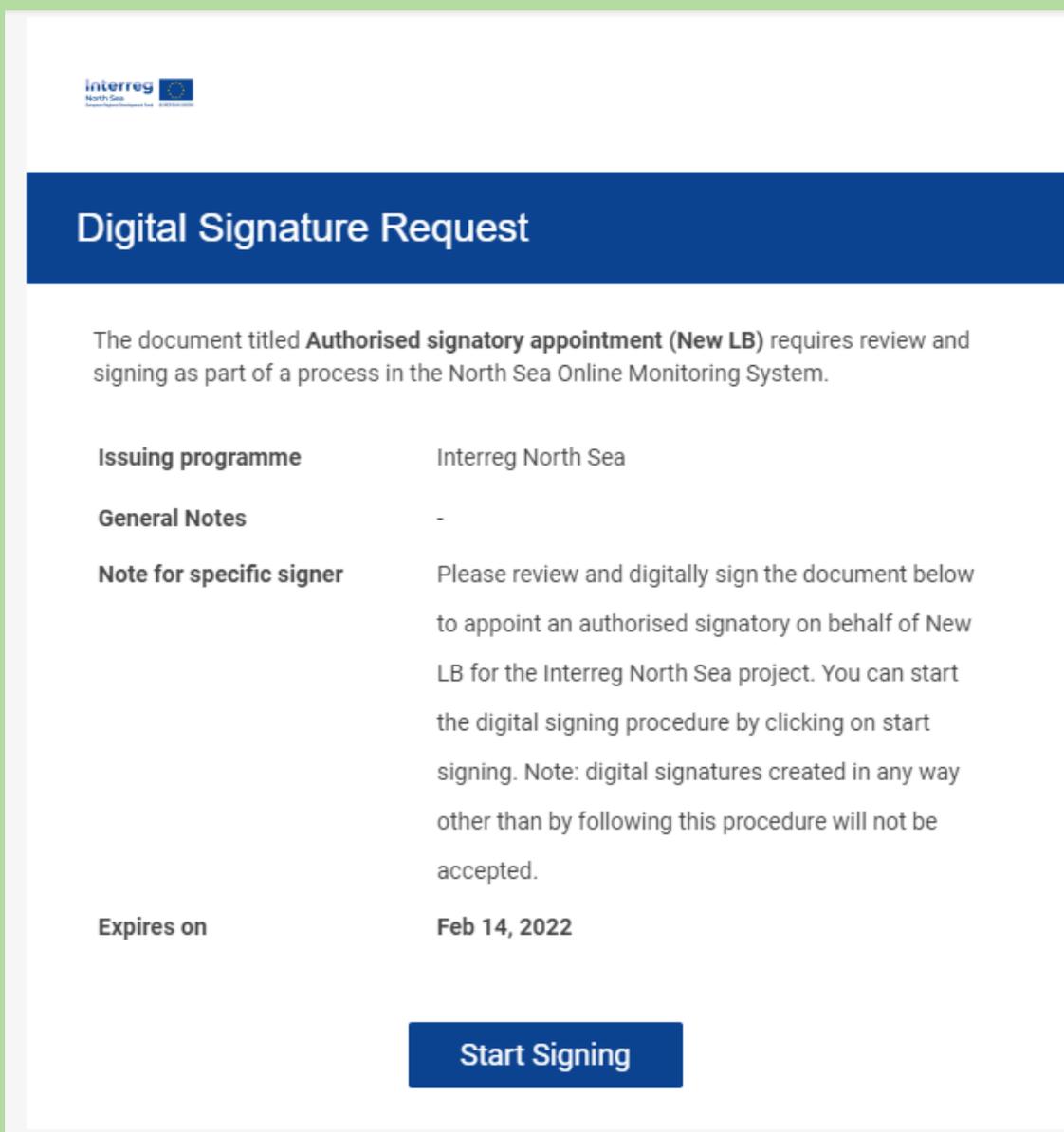
- Document Preview** (Section header)
- Please check document below and confirm for start the signing process.
- Interreg North Sea** logo (European Regional Development Fund, EUROPEAN UNION)
- Appointment of authorised signatory for New LB**
- I, C. S. Villsen, in my capacity as AS and authorised to legally represent New LB, have appointed as our authorised signatory in a Interreg North Sea project.
- Contact details of the authorised signatory**
- Full name:** Villsen Christoffer
- Organisation:** New LB
- Address:** Toldboden 3E, 8800, Viborg, Denmark
- E-mail:** [redacted]@il.com
- Telephone:** +4530351124
- Date**
- Signature**
- To be signed by the authorised signatory:**
- I Villsen Christoffer confirm that I am aware of my role and responsibilities as an authorised signatory (annex I). This means that I am entitled to (digitally) sign all formal documents between the project(s) I represent and Interreg North Sea.
- Date**
- Back to Apointee** button
- Submit** button

Note: The suggested authorised signatory and the project manager can monitor the process. Once the procedure is ongoing the authorised signatory has a button called "Check status" on the dashboard. By clicking this button, the authorised signatory can follow the process.

The following steps is performed by the legal representative.

Step 11

The legal representative receives an email with a link to start the signatory process. The legal representative initiate the procedure by clicking the button "Start Signing".



The screenshot shows an email interface with the following content:

interreg North Sea 

Digital Signature Request

The document titled **Authorised signatory appointment (New LB)** requires review and signing as part of a process in the North Sea Online Monitoring System.

Issuing programme	Interreg North Sea
General Notes	-
Note for specific signer	Please review and digitally sign the document below to appoint an authorised signatory on behalf of New LB for the Interreg North Sea project. You can start the digital signing procedure by clicking on start signing. Note: digital signatures created in any way other than by following this procedure will not be accepted.
Expires on	Feb 14, 2022

[Start Signing](#)

STEP 12

By clicking "Start Signing" in the previous step this triggers a verification code being sent to the mobile device of the legal representative. Enter the six-digit verification code into the field and click the button "Proceed to document".

Document info

Document name	Authorised signatory appointment (New LB)
Sender	Interreg North Sea <system@oms.interregnorthsea.eu>
Organization	Interreg North Sea
Sent on	Feb 04, 2022 <Expires in 10 days>
Private notes	Please review and digitally sign the document below to appoint an authorised signatory on behalf of New LB for the Interreg North Sea project. You can start the digital signing procedure by clicking on start signing. Note: digital signatures created in any way other than by following this procedure will not be accepted.

Enter access code (SMS)

The sender has enabled additional access restrictions for this document. Please enter the access code received on your phone via SMS(*****24) to access this document.

#####

[Proceed to document](#)

Didn't receive the authentication code?

[Resend code](#)

STEP 13

The legal representative inserts the signing date by clicking on the field "Sign date". By clicking the field today's date will be inserted. The letter is signed by clicking the field below the "date" field.

I confirm that I have read and understood the ["Electronic Record and Signature Disclosure"](#) and consent to use electronic records and signatures.

[Agree & Continue](#)

[More actions](#) ▼

Zoho Sign Document ID: FDG2MS0CSMPFX3G307HFF800N3F32EXTCFWT49J_50

Appointment of authorised signatory for New LB

I, C.S. Vilisen, in my capacity as AS and authorised to legally represent New LB, have appointed as our authorised signatory in a Interreg North Sea project:

Contact details of the authorised signatory

Full name:	Vilisen Christoffer
Organisation:	New LB
Address:	Tolstboden 3E, 8800, Viborg, Denmark
E-mail:	#####@gmail.com
Telephone:	+4530351124

Date *

Signature *

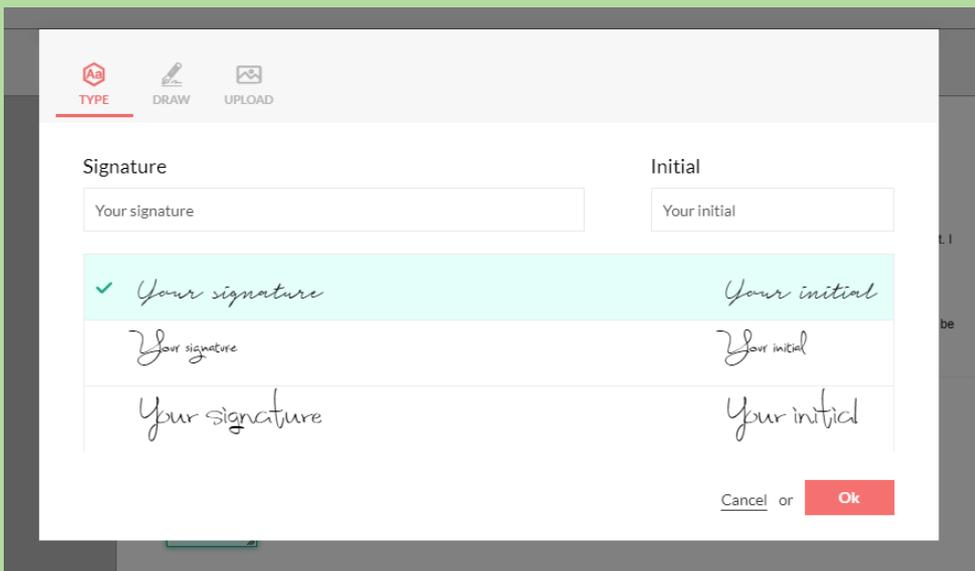
To be signed by the authorised signatory:

I Vilisen Christoffer, confirm that I am aware of my role and responsibilities as an authorised signatory (annex I). This means that I am entitled to (digitally) sign all formal documents between the project(s) I represent and Interreg North Sea.

STEP 14

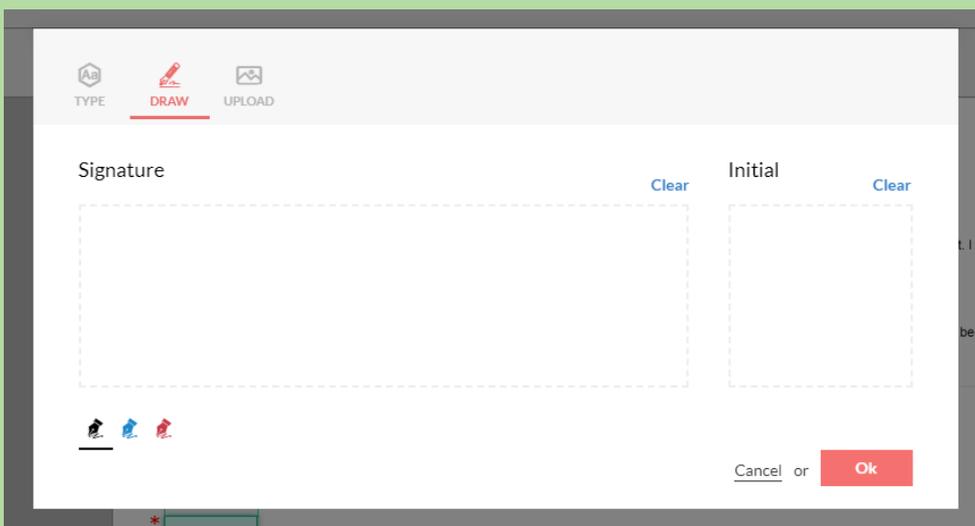
The legal representative can now enter a signature in one of three ways. Either the document can be signed by typing the signature (**14a**), by drawing the signature (**14b**), or by uploading an image file with a pre-existing signature (**14c**).

14a) Signing the letter by entering the name and initials of the signatory. The signatory can choose between various fonts.



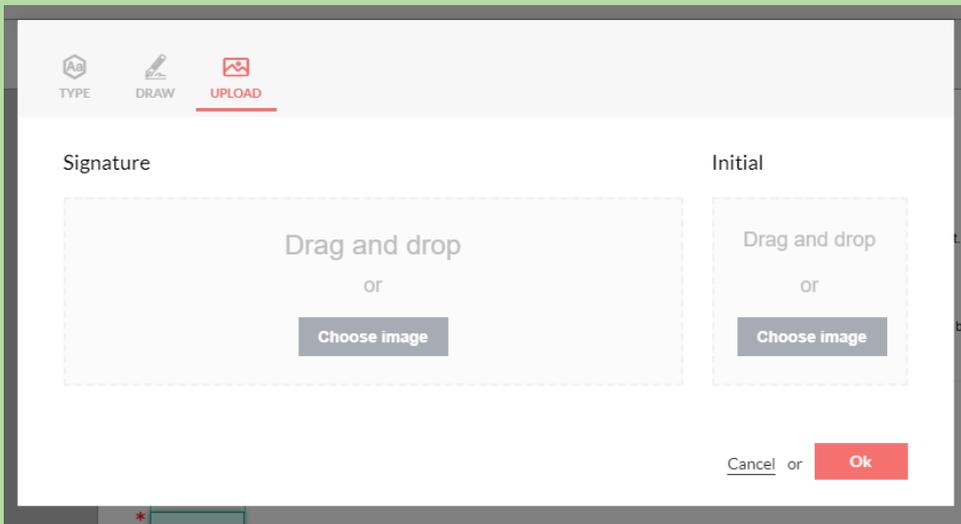
The screenshot shows the 'TYPE' signing interface. At the top, there are three tabs: 'TYPE' (selected), 'DRAW', and 'UPLOAD'. Below the tabs, there are two input fields: 'Signature' and 'Initial'. The 'Signature' field contains the text 'Your signature' and the 'Initial' field contains 'Your initial'. Below these fields, there are three rows of signature and initial options, each with a checkmark on the left. The first row is highlighted in light blue. The first row shows 'Your signature' and 'Your initial' in a cursive font. The second row shows 'Your signature' and 'Your initial' in a different cursive font. The third row shows 'Your signature' and 'Your initial' in a different cursive font. At the bottom right, there are 'Cancel' and 'Ok' buttons.

14b) The signatory can sign the letter by drawing a signature. This is easiest if done on a tablet or other touchscreen device.



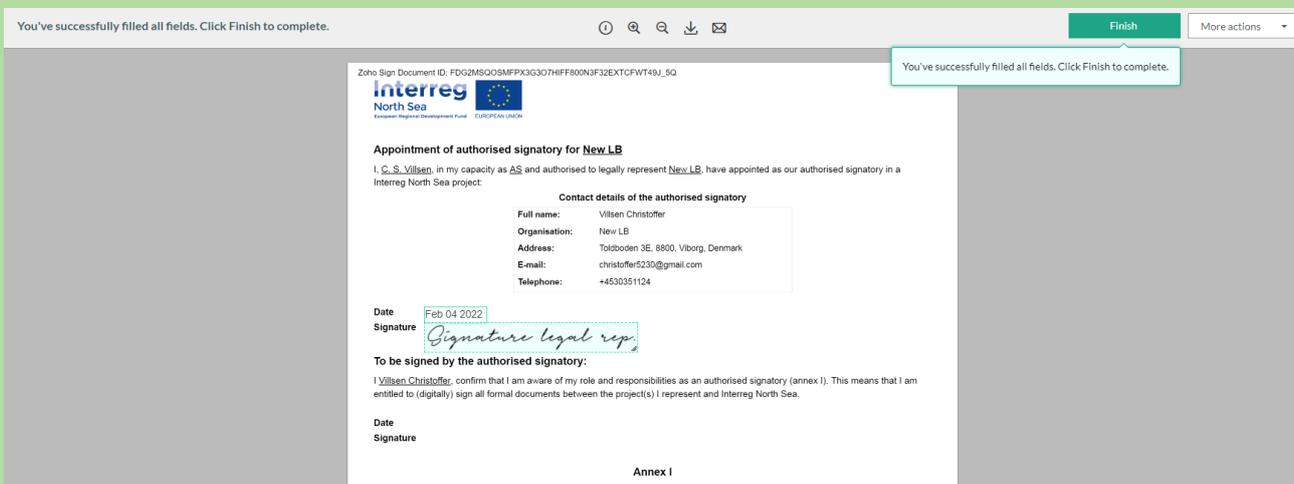
The screenshot shows the 'DRAW' signing interface. At the top, there are three tabs: 'TYPE', 'DRAW' (selected), and 'UPLOAD'. Below the tabs, there are two input fields: 'Signature' and 'Initial'. Both fields are empty and have a dashed border. To the right of each field is a 'Clear' button. At the bottom left, there are three drawing tools: a black pen, a blue highlighter, and a red highlighter. At the bottom right, there are 'Cancel' and 'Ok' buttons.

14c) If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.



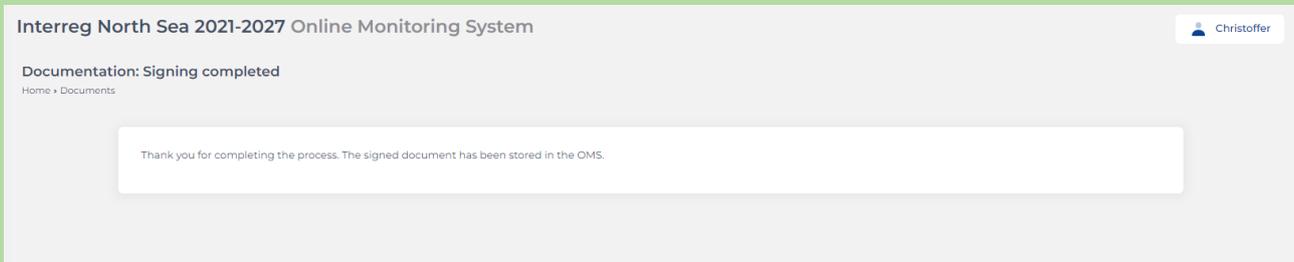
STEP 15

Once the legal representative has applied a digital signature (and clicked the button "OK" in the previous step) the letter is now in preview ready to be finalised. The legal representative finalises the signing process by clicking the button "Finish".



STEP 16

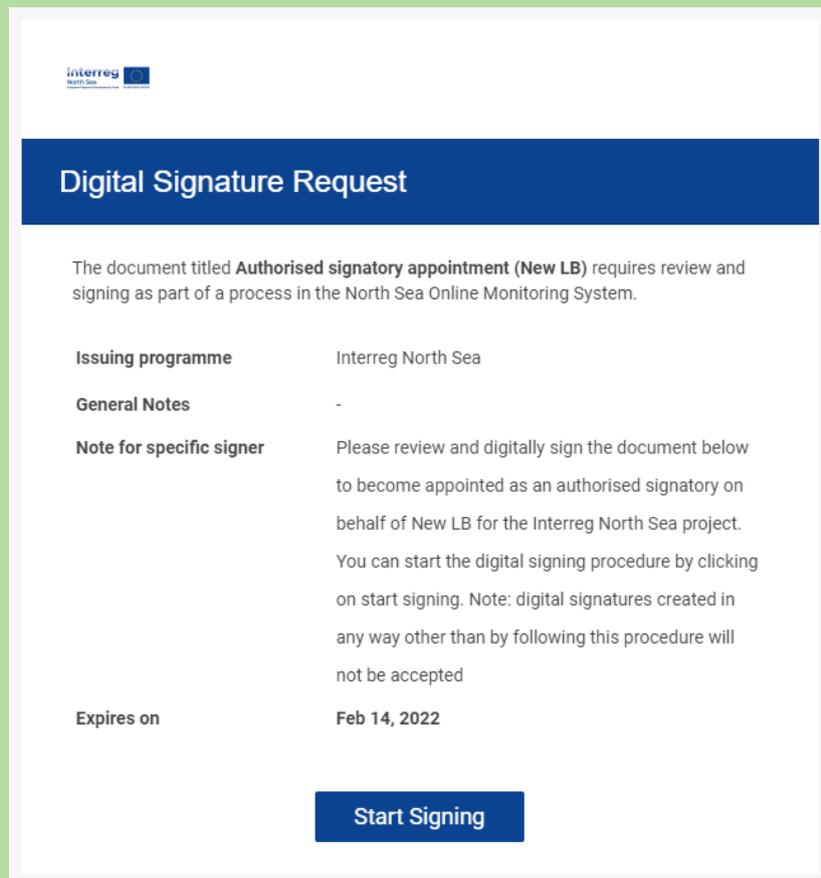
The legal representative is now directed to the Online Monitoring System, and a message stating that the process is completed is prompted.



The following steps are carried out by the authorised signatory.

STEP 17

Once the legal representative has signed the document and pressed the button "Finish", the authorised signatory receives an email with the content as displayed below. Click the button "Start Signing" to get the document signed and finalised.



Step 18

Follow steps 12-16 (above) to place the signature of the authorised signatory on the appointment document.

Step 19

You have now completed the signature process for appointing an authorised signatory. The Joint Secretariat has been informed.

NOTE: A member from the Joint Secretariat will look at the signed document and validate the user account for the authorised signatory.

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at interregnorthsea.eu.

