

# Guide To Adopting Electronic Signature Solutions



The Infocomm Media Development Authority (“**IMDA**”) is calling on Singapore businesses to [“Stay Healthy, Go Digital”](#).

Electronic signing solutions can help businesses **address business continuity challenges** amidst COVID-19, and **digitally transform** – streamlining business processes, improving security and record keeping, while reducing costs.

## What is an Electronic Signature?

An electronic signature, like a wet-ink signature, is a record of a person’s intention or consent, and can include:

- Pasting a digitised image of their manuscript signature
- Signing using a stylus or finger on a touch screen
- Ticking a check box or clicking ‘I accept’ on an online form
- Selecting an option in an electronic signature software

## Electronic Signatures are supported under Singapore Law

**Singapore law supports the use of electronic signatures\***, and almost all agreements used in typical business functions can be signed electronically, including sales, procurement & sourcing, human resources, and finance & accounts. In these instances, there is **no real distinction made in law between ‘wet-ink’ signatures and electronic signatures**.

In assessing the type of electronic signature to adopt, businesses should consider their circumstances, including the nature of the transaction and risk presented, sophistication of the parties, and the need for business certainty.

Where appropriate, **businesses should consider the use of commercial electronic signature solutions** that may provide **additional assurance through technical and security safeguards** such as the ability to verify and capture the consent of the signatory, Public Key Infrastructure (“PKI”) based encryption to prevent tampering, the availability of an audit trail and the electronic storage of signed documents.

## What are some of the electronic signature solutions I can adopt?

Examples of commercial electronic signature solutions# include:

- [Adobe Sign](#)
- [DocuSign](#)
- [GlobalSign](#)
- [MiSign](#)
- [Netrust](#)

## Others

For further resources on electronic signatures, please see the following –

- [The Electronic Transactions Act](#)
- [FAQs on the Electronic Transactions Act](#)

If you have further queries, feel free to drop us an email at [info@imda.gov.sg](mailto:info@imda.gov.sg).

IMDA has published this note as **general guidance** on the use of electronic signatures. The contents of this note should **not** be construed as legal advice.

#The listing of companies should not be taken as a form of endorsement or recommendation by IMDA. Businesses should obtain their own professional and/or independent legal advice and conduct all necessary due diligence in respect of any decisions or actions they intend to take.

\*The Electronic Transactions Act (“ETA”) does not apply universally and certain documents are excluded from the operation of the ETA – please refer to the First Schedule to the ETA. Where a document is excluded from the ETA, the general law may still support the use of electronic signatures and businesses should seek legal advice.



**Stay Healthy, Go Digital**