

NZ On Air Digital Signatures Policy



A. Introduction

As part of NZ On Air's move towards becoming a paperless administration, we are now digitally initiating and executing NZ On Air Scripted, Factual & Platform Funding agreements.

NZ On Air's preference is for all parties to sign NZ On Air funding agreements through DocuSign. DocuSign is a secure online signing system that allows parties to digitally review and sign agreements.

B. Before sending out the contract

- All NZ On Air funding agreements must be witnessed when signed by the relevant funded entity.
- The main signatory (this is the person who has signing authority on behalf of the funded entity and may be someone with a delegation to sign the entity's contracts), advises NZ On Air prior to the finalising of their funding agreement who will witness the signing of the agreement.
- By signing the contract, the witness is confirming that they have observed the main signatory electronically sign the agreement. In most instances, the designated witness will be someone who also works for the Funded Entity but could also be the main signatory's spouse/family member.
- The Funded Entity sends to NZ On Air the witness' email contact details prior to the contract being sent out. These details will be entered into NZ On Air's DocuSign system to designate the witness as a signing party for the agreement.

C. Sending out the contract

- Upon sending out the finalised document via DocuSign, the NZ On Air Contracts email account will send the main signatory and the nominated witness an email.
- The email will notify both the signatory and the witness that an agreement is waiting to be reviewed and signed by them. The email will also include any specific instructions around the signing of the agreement.
- A "locked" signing order means that the main signatory and witness will be required to sign the agreement in that respective order. This allows the NZ On Air Contracts team to keep track of who an agreement has been sent to and when it has been signed by both the signatory and witness.
- The main signatory and witness will be directed on the document as to where to place their signature as well as their Name and Position below the signature in the respective signing blocks.
- NZ On Air recommends using the "Draw" function when signing, rather than the generic text-generated function. Alternatively, if a signatory or witness has a DocuSign account, they can upload a copy of their digital signature to use when signing.
- Upon completion of signing at their end, the signed copy is automatically sent to NZ On Air for NZ On Air signatories to countersign.

For funding agreements over \$1million

- For agreements with an assignment of rights to be executed (usually funding amounts over \$1million, or by request of the NZ On Air Board), the signatory will be required to enter a range of information through the DocuSign system. The type of information a funded entity will be asked to provide can be found at the end of our Standard Funding Agreement template on our [Resources for Producers](#) page on the NZ On Air website.

D. If the funded entity does not want to use an electronic signing process

It may be that certain Funded Entities have a valid reason for not using the DocuSign system.

If this is the case, you will need to advise the NZ On Air contracting team. NZ On Air will instead send you a finalised, non-editable PDF of the agreement via email. From here, print and sign a physical copy of the agreement and arrange for it to be sent to the NZ On Air Wellington office for the NZ On Air signatories to counter-sign. Please DO NOT date the agreement as this will be done when counter-signed by NZ On Air.

For any questions or concerns you may have prior to or during the signing process please get in touch with Conall Aird at conall@nzonair.govt.nz