



How to Complete the Infrastructure Provisioning Agreement with DocuSign

For:

Authorised Delegate

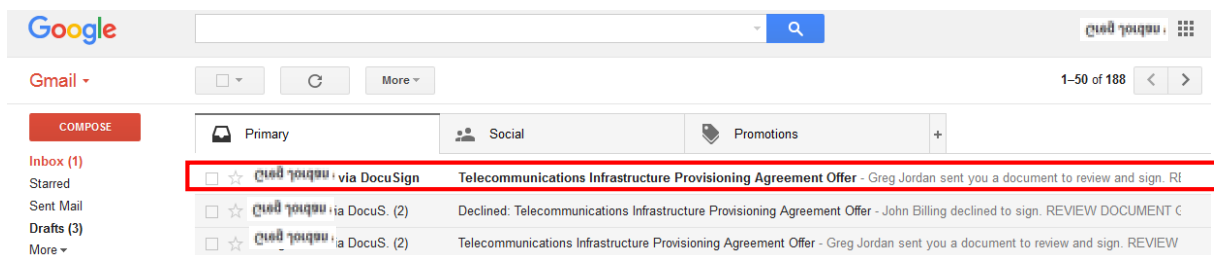
Contents

How to Complete IPA as an Authorised Delegate (Authority to Sign)	2
DocuSign Process:	2
Approving the Document.....	4
Declining the Document.....	6

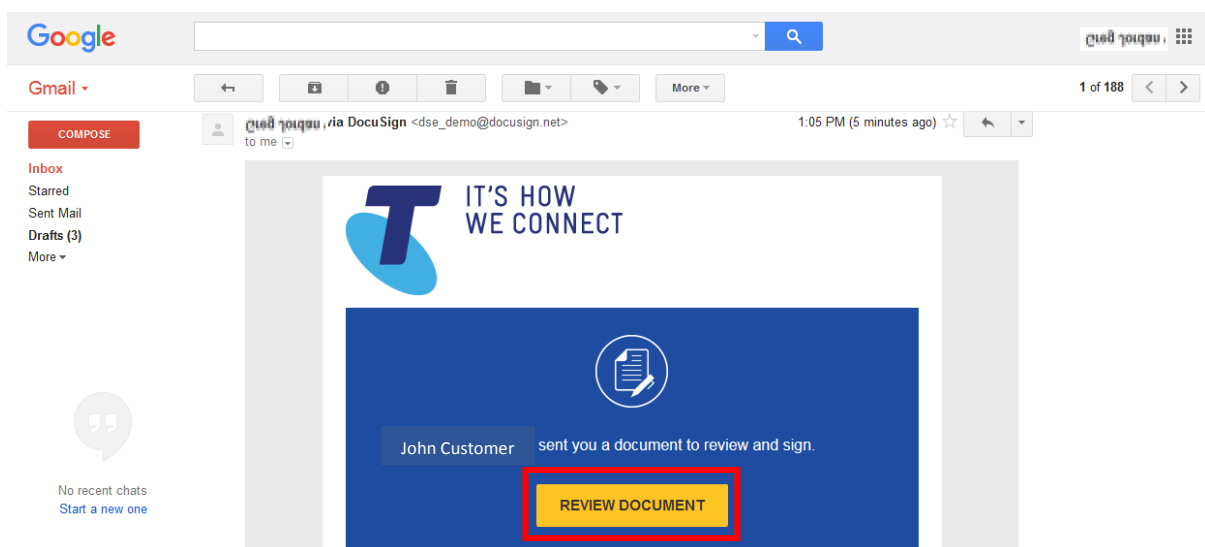
How to Complete IPA as an Authorised Delegate (Authority to Sign)

DocuSign Process:

1. You will have received an email from Telstra regarding an Infrastructure Provisioning Agreement that looks like this:




2. Click and open the email – you will see that the email will be Telstra branded and have all the relevant information regarding the IPA. Click on the “Review Document” button



3. Click on the continue button to view the document

Please Review & Act on These Documents

 Telstra - Corporate Demo

AFR:12345
Development Location:Melbourne VIC 3000
[View More](#)

IT'S HOW WE CONNECT
Powered by DocuSign

Please review the documents below. **CONTINUE** OTHER ACTIONS ▾

DocuSign Envelope ID: 789F6449-77EA-42E2-931D-9C37DA5BC869

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • Phone: 206-491-9200
www.docuSign.com

Approve Decline

Infrastructure Provisioning Agreement

SECTION A – Party and Development Details

DEVELOPER DETAILS


Name: Farstn Developments Pty Ltd (Developer)
ABN: 12 123 123 123
ACN:
Address for Service: 1174 Fremantle Road, GOSNELLS WA 6110 6110
Contact Person: Stephen Farano Tel / Mobile: 08 9256 4656 Email: steve@sfearth.com.au

TELSTRA DETAILS

Name and ABN: Telstra Corporation Limited (ABN 33 051 775 556) (Telstra)
Address for Service: General Manager, Contract Management
Attn: Gaurav Arora
Locked Bag 4520, Melbourne VIC 3001

4. Review the document carefully then click “Start” or “Next” next to action the document

Please review the documents below. OTHER ACTIONS ▾



START

DocuSign Envelope ID: E1AC053F-DCC5-43AF-94A8-876C92C62993

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • Phone: 206-491-9200
www.docuSign.com

Infrastructure Provisioning Agreement

SECTION A – Party and Development Details

DEVELOPER DETAILS

Name: (Developer)
ABN:
ACN:
Address for Service:
Contact Person: Tel / Mobile: Email:

TELSTRA DETAILS

Name and ABN: (Telstra)
Address for Service:
Contact Person: Tel / Mobile: Email:

TELSTRA'S SCOPE OF WORKS

Design and installation of a telecommunications network for the Development including the installation of cabling and other Network Infrastructure (as indicated below), to facilitate the future supply of Standard Telephone Services and other telecommunications services by Telstra to premises in the Development.

A. Installation of distribution network	Tick if applicable
FTTP – installation of a fibre telecommunications network including installation of a PRI and ONT for each Service Address	<input type="checkbox"/>

5. Click on the drop down box and select either Approve or Decline

Select an option from the list OTHER ACTIONS ▾

COMPLETION DATE

AFR NO:

Telstra and the Developer agree to the terms and conditions set out in this agreement

Acceptance by Telstra
Executed for **Telstra Corporation Limited** (ABN 33 051 775 556) by its authorised representative.

Signature _____ Date _____
Print Name John B Position _____

Acceptance by the Developer -- select --

Executed for **Farstn Developments Pty Ltd** (ABN 12 123 123 123) by its authorised representative.

Signature _____ Date _____
Print Name _____ Position _____

By executing this agreement you warrant that you are duly authorised to execute this agreement on behalf of the Developer.

SECTION B – Charges

Initial Service Address Fee (for all Initial Service Addresses):

Additional Service Address Fee: Telstra to provide a quote upon request

CHOOSE →

Approving the Document

a) When you select the “Approve” drop down option, a signature button will appear as well as a position text box that are both mandatory.

Select the sign field to create and add your signature. OTHER ACTIONS ▾

Telstra and the Developer agree to the terms and conditions set out in this agreement

Acceptance by Telstra
Executed for **Telstra Corporation Limited** (ABN 33 051 775 556) by its authorised representative.

Signature _____ Date _____
Print Name John B Position _____

Acceptance by the Developer Approve ▾

Executed for **Farstn Developments Pty Ltd** (ABN 12 123 123 123) by its authorised representative.

Signature Sign Date 02-May-2016
Print Name John Citizen Position

By executing this agreement you warrant that you are duly authorised to execute this agreement on behalf of the Developer.

SECTION B – Charges

Initial Service Address Fee (for all Initial Service Addresses):

Additional Service Address Fee: Telstra to provide a quote upon request

*100% payable upfront

SIGN →

Complete All Mandatory Fields

- b) If you haven't used DocuSign before, a window will appear that will ask you to adopt your signature. The signature you choose will be an electronic representation of your signature. Once you have selected, Click "Adopt and Sign"

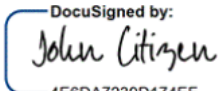

Adopt Your Signature ×

Confirm your name, initials, and signature.

Full Name **Initials**

[Select Style](#) [Draw](#)

PREVIEW

DocuSigned by:   [Change Style](#)

4E6DA7239D174EF...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

- c) Click "Finish" to complete the document.
- d) Your actions on the document have been completed.
- e) Once all actions are completed on the document you will receive an email notifying the document has now been completed and a copy of the completed document will be attached within the email.

Declining the Document

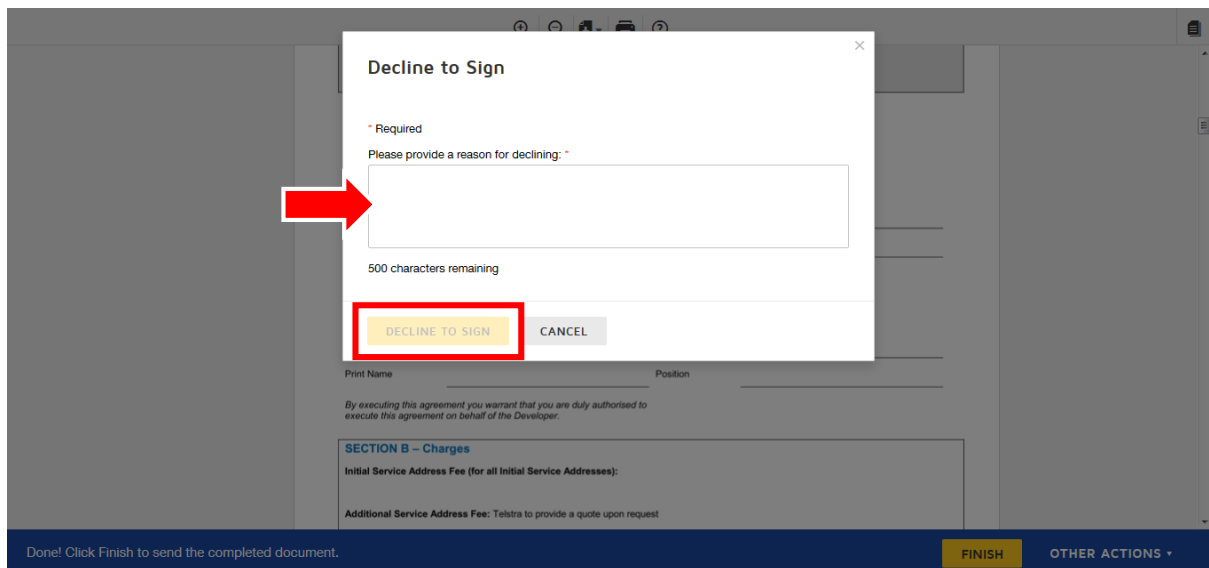
- a) When you select the “Decline” drop down option, a “Decline” button will appear, Click to Decline the document

The screenshot shows a document review interface. At the top, there is a search bar and navigation icons. Below that, the document content is displayed, including sections for 'Acceptance by Telstra' and 'Acceptance by the Developer'. The 'Acceptance by the Developer' section has a dropdown menu set to 'Decline' and a 'Decline' button. At the bottom of the interface, there is a blue bar with the text 'Done! Click Finish to send the completed document.' and a yellow 'FINISH' button, which is highlighted with a red box.

- b) If you click the “Decline” button a “Caution” window will appear, Click Continue to decline the document

The screenshot shows the same document review interface as in the previous image, but with a 'Caution' dialog box overlaid. The dialog box contains the following text: 'Caution', 'If you choose to continue, this document will be void and inaccessible to other signers.', and 'To request changes to this document, please select FINISH LATER and contact the sender directly with your request.' Below the text are three buttons: 'CONTINUE' (highlighted with a red box), 'FINISH LATER', and 'CANCEL'. The background document is dimmed.

- c) A window will then appear requesting a reason for the declining, this field is mandatory as the text will be sent back to the sender of the document for feedback on the reason for declining the document.



- d) All actions on the document have been completed.

6. Once all actions on the document have been completed you will be redirected to the Telstra Smart Community home page as below:

