



UCT Virtual Deed Signing Process

All trustees and witnesses should have received a copy (via email) of the original full deed/document before the virtual meeting (video call).

There are two options for virtual signing of the deed documents. It is acceptable for a mix of these two methods to be used.

Option 1 (each trustee and witness must have access to printer and scanner)

The deed should be edited to have a separate page for each signatory (trustees and witnesses). Each trustee and witness must print off only the relevant signatory page and sign it. They must sign this during the virtual meeting/video call with both witnesses viewing them doing so.

Each trustee and witness signing in this manner should then scan their separate signature page as a PDF document and email it back to the administrator, who will add these separate signature pages back into the original document.

The administrator will then email the original document with added signature pages to the trustees as a final version of their signed and witnessed deed.

Option 2 (if no printers/scanners available)

In the event that some or all trustee or witness signatories are not able to print off signature pages to sign and scan, it is acceptable for them to verbalise the agreement/witnessing during the virtual meeting/video call, and then each send an email as outlined below.

They should each send an email to the administrator either during the virtual meeting or immediately thereafter, with a statement containing the following wording (only one of the following wording options, as relevant):

Trustee signatory statement (to be sent via email to administrator):

I, [name of trustee/signatory], have signed this deed on [date] at [time], in the virtual presence of two witnesses, [name of first witness] and [name of second witness].

Witness statement (to be sent via email to administrator):

*I, [name of witness], have witnessed [list name(s) of all trustee signatories] signing this deed on [date] at [time], in the virtual presence of [name of other witness].
Witness mailing address: [add witness mailing address in sufficient detail for postal contact, in the unlikely event of it being necessary].*

The administrator will add these separate email statements back into the original document and then email the original document with added signature emails to the trustees as a final version of their signed and witnessed deed.