



## DocuSign Instructions to change signer

Document Number:

Version: 1.0

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# DocuSign – change signer

Please use these instructions if you've received a request to sign a document via DocuSign, but are not the responsible person and need to forward the request to the appropriate email address.

1. Open the email you received from [pisarna@zapaz.si](mailto:pisarna@zapaz.si) and click "Review document".

**DocuSign**


Erika Žefran has requested that you review and sign.

**REVIEW DOCUMENT**

Erika Žefran  
[pisarna@zapaz.si](mailto:pisarna@zapaz.si)

2. Click "More options".
3. Click "Change signer".

### Request for Signature

 Erika Žefran  
Zavod ZAPAZ

PRIVATE MESSAGE:  
From Reassigner: test  
[View More](#)

**DocuSign**

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

**CONTINUE** **MORE OPTIONS**

- Finish Later
- Sign on Paper
- Change Signer**
- Decline to Sign
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session information

DocuSign Envelope ID:

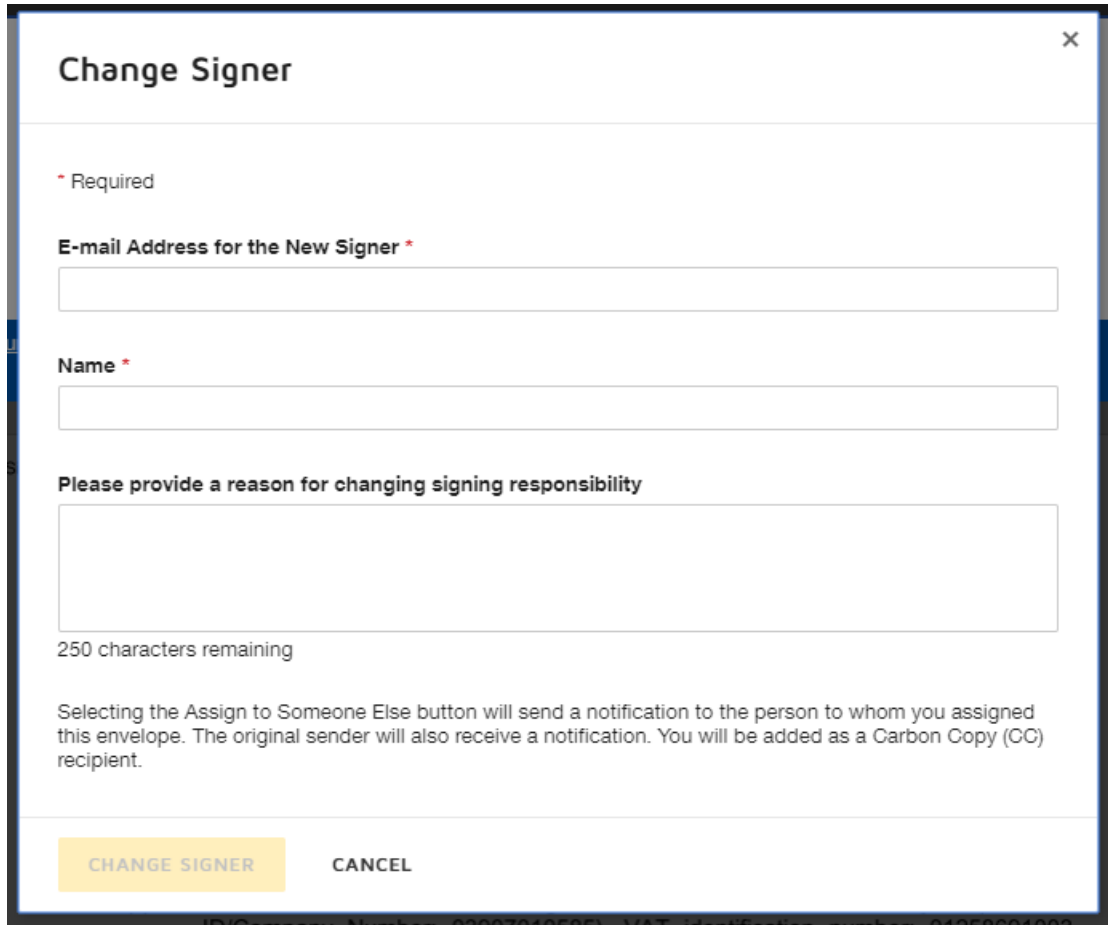
**COOPERATION AGREEMENT**

**1. Parties**

(i) ZAVOD ZA PREVERJANJE AVTENTIČNOSTI ZDRAVIL (i.e. Slovenian Medicines Verification Institute Slovenia) (Business ID/Company Number: 7174322000), whose registered office is at Dunajska cesta 156, 1000 Ljubljana, Slovenia (hereinafter also referred to as "MVIS"); and

(ii) referred the "Company").

4. Enter the new signer's e-mail address and name. You can also provide a reason for changing the signer in the comments box.



**Change Signer** [X]

\* Required

**E-mail Address for the New Signer \***

**Name \***

**Please provide a reason for changing signing responsibility**

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

**CHANGE SIGNER**    **CANCEL**

ID/Company Number: 03907010585 | VAT identification number: 01258691003

5. Click "change signer".
6. An email notification with a request to sign the document will be sent to the provided contact.