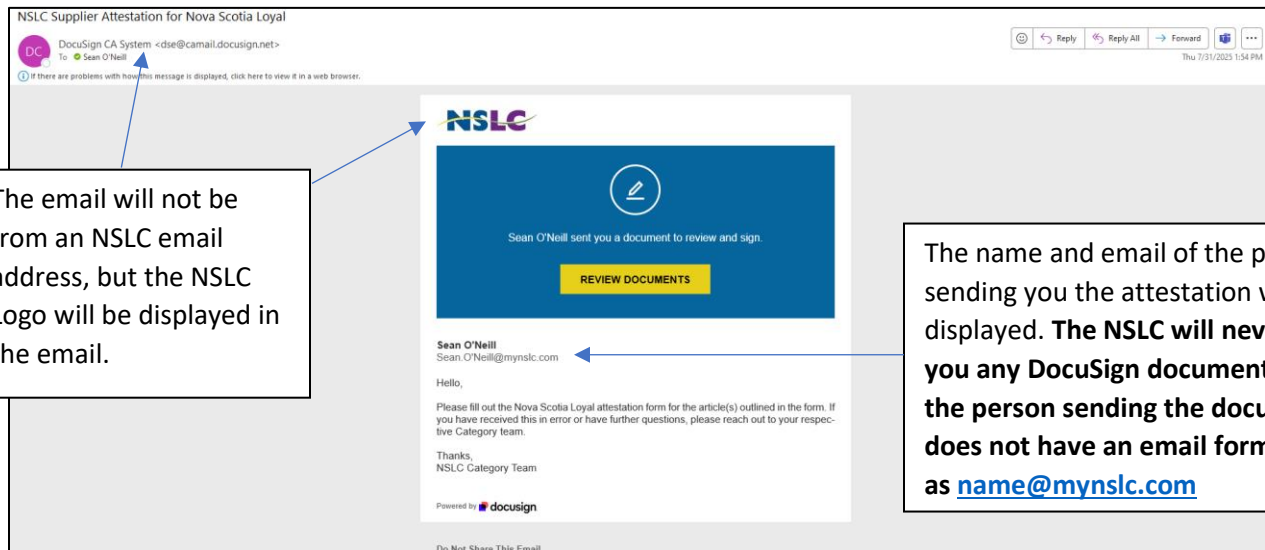


## Nova Scotia Loyal Attestation – DocuSign User Guide

The Nova Scotia Loyal Attestation process is put in place by the NSLC for both Beverage Alcohol and Cannabis Suppliers to have the opportunity to carry the Nova Scotia Loyal branding with their products. This process is done through supplier declaration of various criteria based on shopper research that will allow the NSLC to assess if a product can receive the Nova Scotia Loyal classification.

The NSLC will initiate the official process with an email sent through DocuSign.



*Note: If you ever have any questions or concerns about whether the email is valid, please contact your Category Team.*

Click on the “Review Document(s)” button in the email. A new browser window will open through your default browser:

DocuSign may prompt you to allow access to your location.



Location can be allowed or denied. NSLC does not require you to disclose your signing location.

After clicking the Allow or Deny button, the following will be displayed:

**NSLC**

**Review and continue**

**Message from Sean O'Neill, NSLC**

Hello,

Please fill out the Nova Scotia Loyal attestation form for the article(s) outlined in the form. If you have received this in error or have further questions, please reach out to your respective Category team.

Thanks,  
NSLC Category Team

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

☐ I agree to use electronic records and signatures. \*

[Change Language - English \(US\)](#) [Other Options](#) [Continue](#)

To proceed with the attestation process, you must agree to the Electronic Record and Signature Disclosure (ESRD). If you would like to read the Electronic Record and Signature Disclosure in detail, you have the option to click on the link. Check the “I agree to use electronic records and signature” box as shown below.

**NSLC**

**Review and continue**

**Message from Sean O'Neill, NSLC**

Hello,

Please fill out the Nova Scotia Loyal attestation form for the article(s) outlined in the form. If you have received this in error or have further questions, please reach out to your respective Category team.

Thanks,  
NSLC Category Team

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

☒ I agree to use electronic records and signatures. \*

[Change Language - English \(US\)](#) [Other Options](#) [Continue](#)

DocuSign will open the Nova Scotia Loyal Attestation Forms for the products the NSLC is looking to assess. Check the boxes that apply to the product listed on each page:



In the following example, we have two products:

- Product 9000001: This product does not meet any of the LOCL criteria.
- Product 9000002: This product meets all the LOCL criteria.

**Product 9000001:** This product has a score of **0** as it meets no LOCL criteria. See below:

Start

DocuSign Envelope ID: 75BC9B45-A5E0-454A-869A-94149FCD95EB



Article #: 9000001

Category: Beer

Article Description: Example Article 1

Supplier/Vendor Name: Example Supplier / Vendor


Criteria	Description	Additional info	Points Assigned	Check all that apply	
<b>L</b>	Location of Production	A production facility in Nova Scotia	Address:	2	<input type="checkbox"/>
<b>O</b>	Company Origins	Head office in Nova Scotia	Address:	1	<input type="checkbox"/>
<b>C</b>	Ingredients are Cultivated	Cider: Must contain a minimum of 100% Nova Scotia grown fruit Wine: 85% of grapes used must be grown in Nova Scotia Cannabis: 75% of the flower must be grown in Nova Scotia	N/A	4	<input type="checkbox"/>
<b>L</b>	Liquid Transformation	100% of the product must be brewed, fermented or distilled in Nova Scotia	N/A	3	<input type="checkbox"/>
<b>Total Points for article (L + O + C + L):</b>			<b>0</b>		

Points required to qualify:

Ready to drink: 3 points	Beer: 5 points	Spirits: 6 points
Cannabis: 7 points	Wine: 7 points	Cider: 7 points

Attestation:


By signing this document, I agree that, to the best of my knowledge, the above product adheres to the LOCL Classification Criteria, which qualifies the product to be part of the Nova Scotia Loyal merchandising program at the NSLC. I acknowledge that any change to the product listed above that may impact its LOCL Classification status, is the responsibility of my company to inform the NSLC. This attestation is valid for 24 months after the signed date. Once expired, a new attestation will be required. If this information is found to be inaccurate, the NSLC reserves the right to take action.


Signature: 

**Product 9000002:** This product has a score of **10** for LOCL and is populated as below. If your product(s) meet the Location of Production and/or Company Origins criteria, you must fill in the corresponding addresses to complete the attestation. See below:

Next

DocuSign Envelope ID: 5F05FA98-AD91-4971-8455-1FF0CDDF024E





Article #: 9000002

Category: Ready to Drink

Article Description: Example Article 2

Supplier/Vendor Name: Example Supplier / Vendor

Criteria	Description	Additional info	Points Assigned	Check all that apply
L	Location of Production	A production facility in Nova Scotia Address: 123 Example St, Halifax NS. (Postal Code)	2	<input checked="" type="checkbox"/>
O	Company Origins	Head office in Nova Scotia Address: 123 Example St, Halifax NS. (Postal Code)	1	<input checked="" type="checkbox"/>
C	Ingredients are Cultivated	Cider: Must contain a minimum of 100% Nova Scotia grown fruit Wine: 85% of grapes used must be grown in Nova Scotia Cannabis: 75% of the flower must be grown in Nova Scotia N/A	4	<input checked="" type="checkbox"/>
L	Liquid Transformation	100% of the product must be brewed, fermented or distilled in Nova Scotia N/A	3	<input checked="" type="checkbox"/>
Total Points for article (L + O + C + L):			10	


Points required to qualify:

Ready to drink: 3 points	Beer: 5 points	Spirits: 6 points
Cannabis: 7 points	Wine: 7 points	Cider: 7 points

Attestation:

By signing this document, I agree that, to the best of my knowledge, the above product adheres to the LOCL Classification Criteria, which qualifies the product to be part of the Nova Scotia Loyal merchandising program at the NSLC. I acknowledge that any change to the product listed above that may impact its LOCL Classification status, is the responsibility of my company to inform the NSLC. This attestation is valid for 24 months after the signed date. Once expired, a new attestation will be required. If this information is found to be inaccurate, the NSLC reserves the right to take action.

Signature:



The Address Fields will only appear once the corresponding checkboxes are checked.

The Total Points for the article will auto-calculate based on the checked boxes

Click on the blue “Sign” button on each page to virtually add your signature, either through the Adopt a Signature, Draw a Signature, or Upload features.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Initials\*

Supplier/Vendor S

SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

Signed by: Supplier/Vendor Initial S

0283F9809C96479...

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.

ADOPT AND SIGN CANCEL

Click on the “Adopt and Sign” button.

Once done, this will populate your electronic signature on the page as shown below:

**Attestation:**

By signing this document, I agree that, to the best of my knowledge, the above product adheres to the LOCL Classification Criteria, which qualifies the product to be part of the Nova Scotia Loyal merchandising program at the NSLC. I acknowledge that any change to the product listed above that may impact its LOCL Classification status, is the responsibility of my company to inform the NSLC. This attestation is valid for 24 months after the signed date. Once expired, a new attestation will be required. If this information is found to be inaccurate, the NSLC reserves the right to take action.

**Signature:** Signed by: Supplier/Vendor F100988B3B5A46C...

Once all attestation forms are completed and signed, you will see a “Ready to Finish?” notification. Click on either of the “FINISH” buttons as highlighted below:

The screenshot shows a DocuSign document titled "Local Supplier Attestation Form - Nova Scotia Loyal.pdf". The document is signed by "Supplier/Vendor" with a signature ID of "P100400300445C...". A yellow "Finish" button is highlighted with a red box. Below the document, a "Ready to Finish?" notification states "You've completed the required fields. Review your work, then select Finish." and a "Finish" button is also highlighted with a red box.

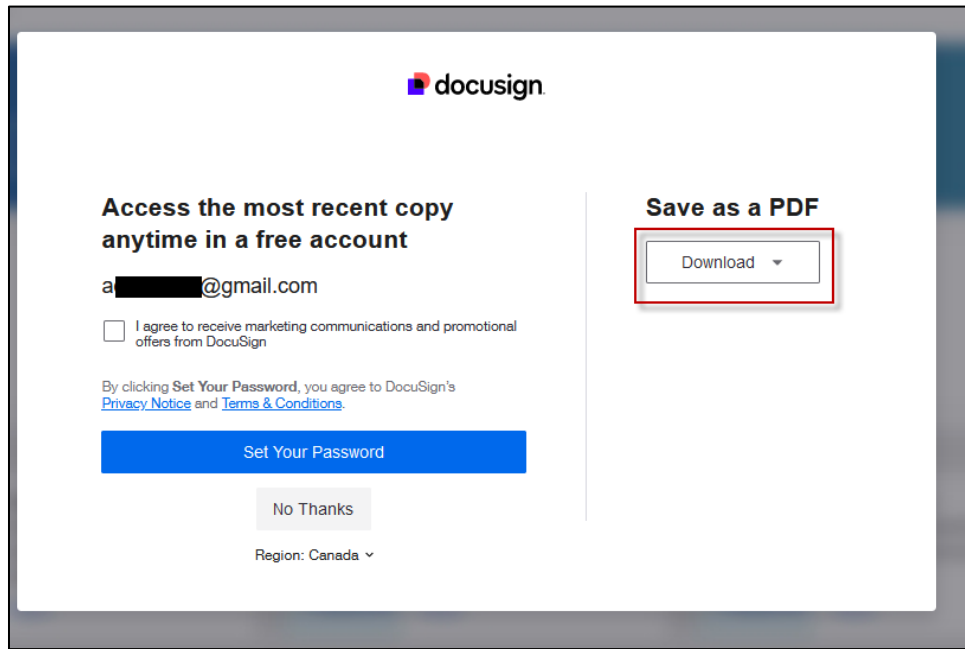
**After clicking on “Finish”, the attestation form(s) will be sent to NSLC for review.**

You will also be prompted with the following message:

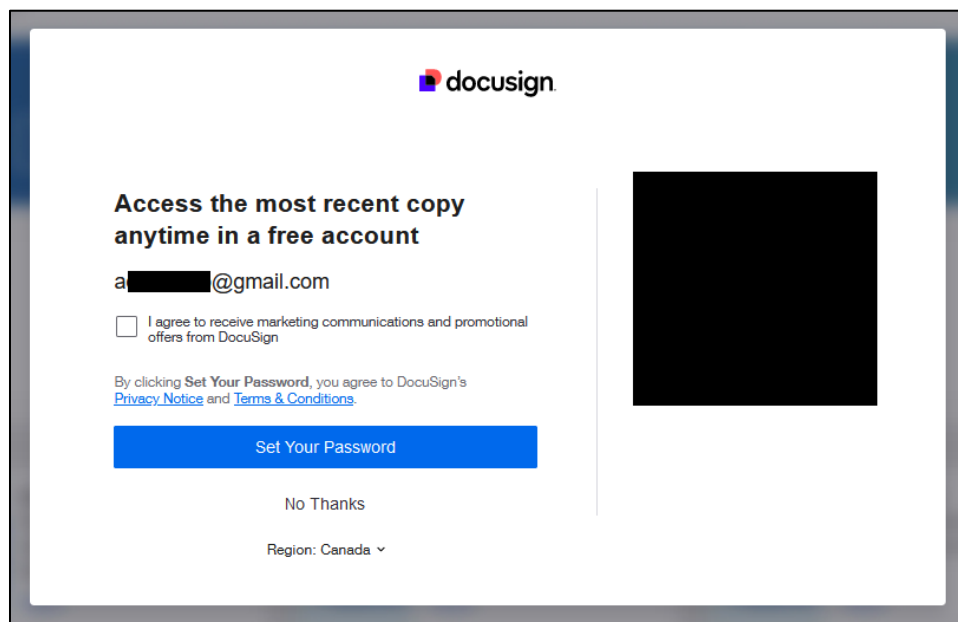
The screenshot shows a DocuSign account setup screen. The title is "Securely manage agreements with just one more step". The progress bar shows four steps: "You received a request to sign", "You signed" (highlighted with a green dot), "Upcoming: next recipient", and "Completed". The "You signed" step indicates "Sender has been notified" and includes a "Save a Copy" link. The "Upcoming: next recipient" step is indicated by a grey dot. The "Completed" step indicates "All parties received a completed copy." The "Finish setting up your free account" section shows the email address "a[REDACTED]@gmail.com" and a checkbox for "I agree to receive marketing communications and promotional offers from DocuSign". Below this, it says "By clicking Set Your Password, you agree to DocuSign's [Privacy Notice](#) and [Terms & Conditions](#)". A blue "Set Your Password" button is present. At the bottom, it says "Region: Canada" with a dropdown arrow.

Creating an account is optional and has no bearing on your attestation with the NSLC. DocuSign is a third-party system that is used for Electronic Signatures.

You can download combined PDF's or separate PDF's. Click on the "Save as PDF" button, as shown below:



The image shows a DocuSign account setup screen. On the left, the DocuSign logo is at the top. Below it, the text "Access the most recent copy anytime in a free account" is displayed. Underneath, there is a text input field containing "a[REDACTED]@gmail.com". Below the input field is a checkbox with the text "I agree to receive marketing communications and promotional offers from DocuSign". Further down, a line of text states "By clicking Set Your Password, you agree to DocuSign's [Privacy Notice](#) and [Terms & Conditions](#)." Below this text are two buttons: a blue "Set Your Password" button and a grey "No Thanks" button. At the bottom, it says "Region: Canada" with a dropdown arrow. On the right side of the screen, under the heading "Save as a PDF", there is a button labeled "Download" with a dropdown arrow. This button is highlighted with a red rectangular border.



This image shows the same DocuSign account setup screen as above, but with a large black rectangular redaction box covering the "Save as a PDF" section on the right. The left side of the screen, including the DocuSign logo, account information, agreement checkbox, terms link, buttons, and region selection, remains visible and unchanged.