

Proudly Nova Scotian Attestation – DocuSign User Guide

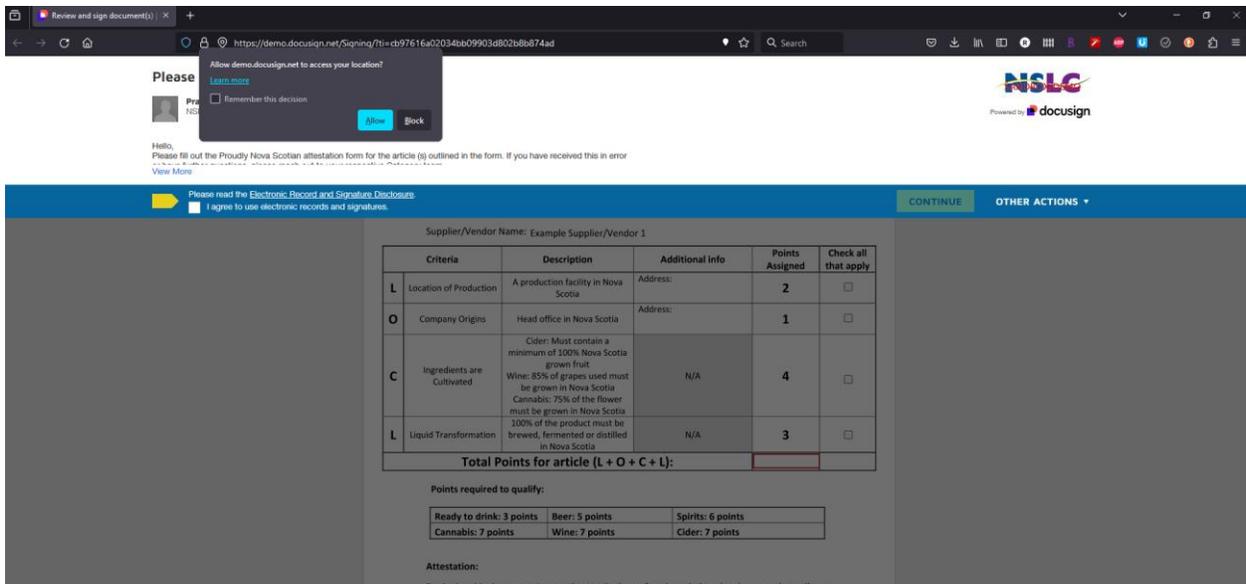
To complete your local attestation, an email will be sent to you by the NSLC. This declaration process will conclude when you have completed and signed a digital form initiated by the NSLC. The email you receive should look like this:

Note: This is an example email with tips for how you can verify that the email is genuine and authentic from the NSLC:

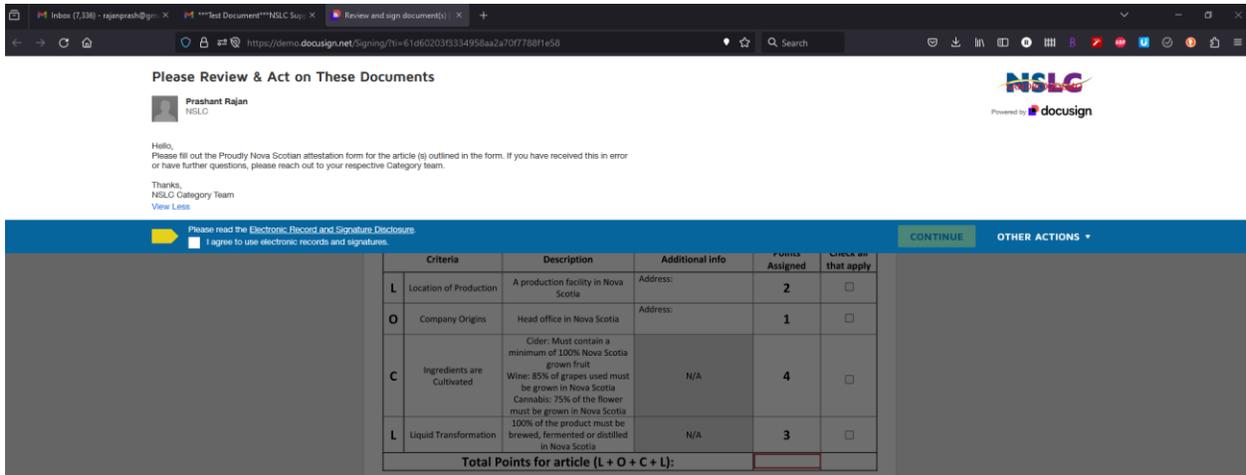
The screenshot shows an email interface with the following elements:

- Header:** "NSLC Supplier Attestation for Proudly Nova Scotian", "DocuSign CA System <dse@camail.docusign.net>", "To: Prashant Rajan", and "Thu 6/13/2024 2:26 PM".
- Callout 1 (Top Left):** "The email will not be from an NSLC email address, but the NSLC Logo will be displayed in the email." Points to the DocuSign logo in the header.
- Callout 2 (Middle Left):** "The Name and email of the Person sending you the attestation will be displayed. This will always be an Email address with name@mynslc.com" Points to the sender information: "Prashant Rajan" and "prashant.rajan@mynslc.com".
- Callout 3 (Middle Right):** "The NSLC will not send you any documents where the person sending the document does not have an email format such as name@mynslc.com" Points to the sender's email address.
- Content:** A blue box with the NSLC logo, a document icon, the text "Prashant Rajan sent you a document to review and sign.", and a yellow "REVIEW DOCUMENT" button.
- Footer:** "Powered by DocuSign" and "Do Not Share This Email" warning.

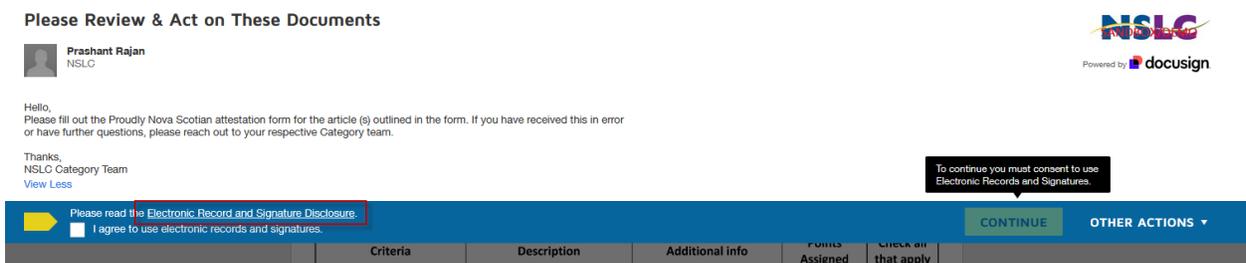
If you ever have any questions or concerns about whether the email is valid, please contact your Category Team. Once you have verified the authenticity of the email, please click on the “Review Document” button in the email. A new browser window will open (this will be your default browser):



Location can be allowed or denied. NSLC does not require you to disclose your signing location. On clicking the *Allow* or *Deny* button, the following will be displayed:



To proceed with the attestation form, 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. This will activate the “continue” button, as shown below:

Please Review & Act on These Documents

 **Prashant Rajan**
NSLC



Hello,
Please fill out the Proudly Nova Scotian 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
[View Less](#)

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

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

Criteria	Description	Additional info	Points Assigned	Check all that apply
L	Location of Production	A production facility in Nova Scotia Address:	2	<input type="checkbox"/>
O	Company Origins	Head office in Nova Scotia Address:	1	<input type="checkbox"/>

Check the boxes that apply to the product listed on each page:

In this example, we have two example products:

- Product 1001001: this product does not meet any of the criteria.
- Product 1001002: this product meets all the criteria to be classified as a local product.

Product 1001001: this product has a score of **0** as it meets none L + O + C + L criteria. See below:

START



Article #: 1001001

Category: Beer

Article Description: Example Article 1

Supplier/Vendor Name: Example Supplier/Vendor 1

Criteria	Description	Additional info	Points Assigned	Check all that apply	
L	Location of Production	A production facility in Nova Scotia	Address:	2	<input type="checkbox"/>
O	Company Origins	Head office in Nova Scotia	Address:	1	<input 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 type="checkbox"/>
L	Liquid Transformation	100% of the product must be brewed, fermented or distilled in Nova Scotia	N/A	3	<input type="checkbox"/>
Total Points for article (L + O + C + L):				0	

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 Proudly Nova Scotian 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:



Click on the yellow "Sign" button to virtually add your signature, either through the *Adopt a Signature* or *Draw a Signature* features. Please note, this is an electronic signature and does not have to be your real signature.

Adopt Your Signature

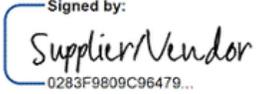
Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

Signed by:  Initial 
 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

L	Liquid Transformation	brewed, fermented or distilled in Nova Scotia	N/A	3	<input type="checkbox"/>
Total Points for article (L + O + C + I):				0	

Click on the "Adopt and Sign" button.

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

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 Proudly Nova Scotian 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: 
 0283F9809C96479...

Supplier Attestation for Proudly Nova Scotian 1 of 1

Product 1001002: this product has a score of **10** for L + O + C + L and is populated as below. If your products meet the *Location of Production* and/or *Company Origins* criteria, you must fill in the corresponding addresses to complete the attestation. See the example below:

Article Description: Example Article 2
 Supplier/Vendor Name: Example Supplier/Vendor 2

Criteria	Description	Additional info	Points Assigned	Check all that apply	
L	Location of Production	A production facility in Nova Scotia Address: 123 This Street, Halifax, Nova Scotia B0A0A0	2	<input checked="" type="checkbox"/>	
O	Company Origins	Head office in Nova Scotia Address: 123 That Street, Halifax, Nova Scotia B0A0A0	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 Proudly Nova Scotian 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: 

Once all attestations are completed and signed, you will see a “*Ready to Finish?*” notification.

Click on either of the “*FINISH*” buttons as highlighted below:

Signature:

Signed by:
SupplierVendor
0263F9809C96479...

Supplier Attestation for proudly Nova Scotian.pdf

1 of 1

FINISH

Ready to Finish?

You've completed the required fields. Review your work, then select FINISH.

FINISH

You will be prompted with the following message:

docuSign

Securely manage agreements with just one more step

- You received a request to sign
- You signed**
Sender has been notified
[Save a Copy](#)
- Upcoming: next recipient
- Completed
All parties received a completed copy.

Finish setting up your free account

a[redacted]@gmail.com

I agree to receive marketing communications and promotional offers from DocuSign

By clicking Set Your Password, you agree to DocuSign's [Privacy Notice](#) and [Terms & Conditions](#).

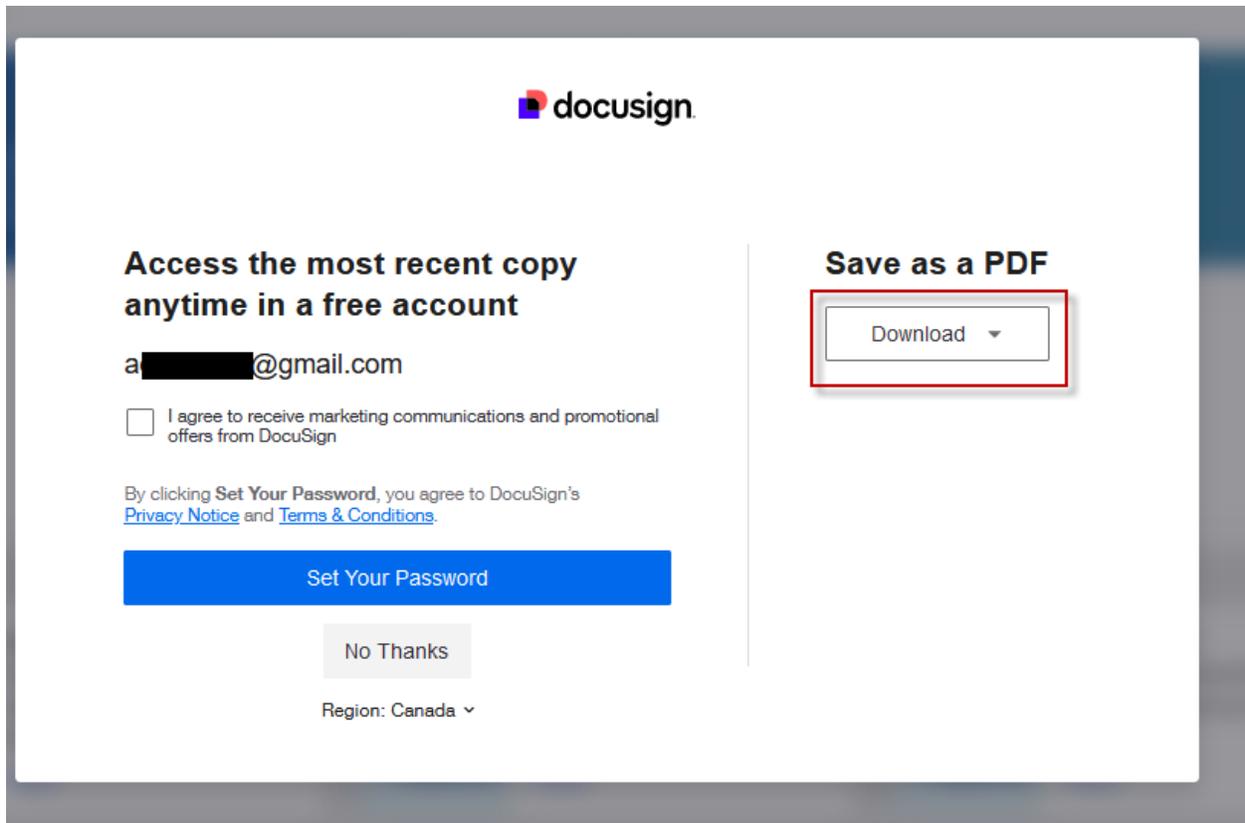
Set Your Password

Region: Canada ▾

To save a copy of the document:

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 screenshot displays the DocuSign user interface. At the top center is the DocuSign logo. On the left side, there is a section titled "Access the most recent copy anytime in a free account" with a text input field containing "a [redacted]@gmail.com". Below this is a checkbox for "I agree to receive marketing communications and promotional offers from DocuSign". A blue button labeled "Set Your Password" is positioned below the checkbox, with a grey "No Thanks" button underneath it. At the bottom of this section, it says "Region: Canada" with a dropdown arrow. On the right side, under the heading "Save as a PDF", there is a button labeled "Download" with a dropdown arrow, which is highlighted by a red rectangular box.



**Access the most recent copy
anytime in a free account**

a[REDACTED]@gmail.com

I agree to receive marketing communications and promotional offers from DocuSign

By clicking **Set Your Password**, you agree to DocuSign's [Privacy Notice](#) and [Terms & Conditions](#).

Set Your Password

No Thanks

Region: Canada ▾

