

Instructions for How to Include a Signature Page

*This document outlines the process for including a signature page(s) under the enhanced FARA eFile registration process (for **new** registrants only).*

1. At the conclusion of the registration process you will reach the “Registration Summary Review” page. Example:

Edit	Page Title	Validation Messages	Status
	Registrant Name and Address	-	Completed
	Other Addresses	-	Completed
	Organization Information	-	Completed
	Registrant Monetary Political Contributions	-	Completed
	Registrant Political Contributions Things of Value	-	Completed
	Persons Working for the Organization	-	Completed
	Officers, Directors and render service employees Information	-	Completed
	Officers, Directors and render service employees Information	-	Completed

2. Scroll to the bottom of the page and click on “Forms Preview.”

	Validated All FP to SF relationship	1. Service Provider, Mr. Andrew D. Frank has not been linked to a Foreign Principal 2. Service Provider, Mr. Jonathan Leibowitz has not been linked to a Foreign Principal	Completed
	Information of Officer/Director Providing Service for Sad Arbitrazowy Sluzb/Cout of Arbitration of Service/CoustSAS(Poland) Foreign Principal	-	Completed
	Validated All FP to SF relationship	1. Service Provider, Mr. Jonathan Leibowitz has not been linked to a Foreign Principal	Completed

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



FORMS PREVIEW

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3. Review preview forms provided. Scroll to the bottom of the page and click “Sign.”


Preview Forms
Communications Business Group


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View/Save File	File Name	Added On	Form Type	Foreign Principal	Short Form Person
 Download	EA_1347324.pdf	09/12/2019	Exhibit-A	Corp.(France)	-
 Download	EB_1347330.pdf	09/12/2019	Exhibit-B	Corp. (France)	-
 Download	SF_1347336.pdf	09/12/2019	Short-Form	Corp. (France)	JohnDoe
 Download	SF_1347342.pdf	09/12/2019	Short-Form	Corp. (France)	JaneDoe
 Download	EA_1347306.pdf	09/12/2019	Exhibit-A	Grp. (Ghana)	-
 Download	EB_1347312.pdf	09/12/2019	Exhibit-B	Grp. (Ghana)	-
 Download	SF_1347318.pdf	09/12/2019	Short-Form	Grp. (Ghana)	John Smith
 Download	IN_1347300.pdf	09/12/2019	Reg Stmt	-	-

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SIGN 




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4. On the next page, select “Download Blank Signature Page.”

Sign Initial Registration Statement
Communications Business Group

Enter the individual or each authorized person that will be signing the Initial Registration Statement on behalf of the registrant using the fields below. When multiple people are signing on behalf of the registrant, each person can sign an individual signature page or the signatures can be combined on one or more signature pages. The uploaded signature pages will be kept on file by the FARA Unit and will not be merged into the completed registration forms that will be made available to the public.

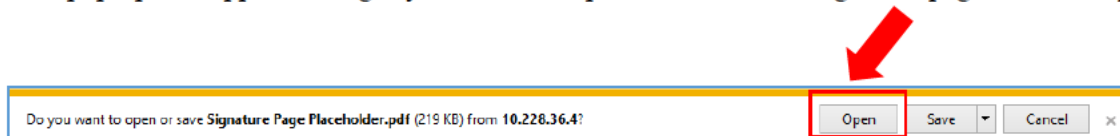
The blank signature page can be downloaded using the link below. To upload a signed signature page, click the Browse button, navigate to the desired file, and select the file to add it to eFile. This process can be completed up to four times. Once you have added the file(s), click the Upload and Save Files button to upload the pages to eFile.

 **Download Blank Signature Page**

Attach a power of attorney.

Enter Signature Name 1:

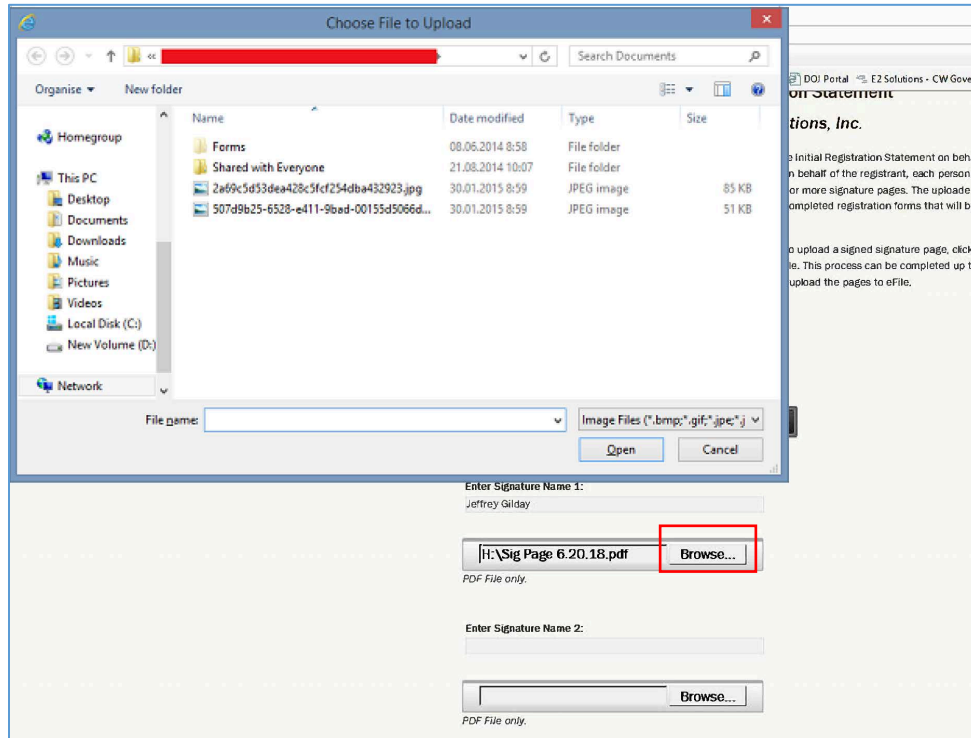
5. A pop-up will appear asking if you want to “Open” or “Save” the signature page. Select “Open.”



6. Print the signature page and provide a wet (handwritten, using a pen) signature.
7. Scan the signed document and save as a PDF to your computer.

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- To upload the signature, select “Browse” and choose the signature page from your computer. Select your signed signature page and click “Open.”



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9. Select “Upload and Save Files” to add the signed signature page to your registration.

[Download Blank Signature Page](#)

Attach a power of attorney.

No file selected...

Enter Signature Name
1: Robert Smith

PDF File only.

Enter Signature Name 2:

PDF File only.



Enter Signature Name 3:



PDF File only.

Enter Signature Name 4:

PDF File only.

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10. Once a signature page is saved and uploaded, it will be listed at the bottom of the screen. To preview a signature page, click on  under “View File.” To delete a signature click on  under “Delete?”

View File	File Name	Signer Name	Description	Added On	Delete?
 Download	Sig Page 9.20.19.pdf	Robert Smith	Signature Page	9/20/2019	

row(s) 1 - 1 of 1

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11. Click “Next” and follow the instructions to complete the rest of the registration process.

Important Notice: The enhanced FARA eFile system is for **new** registrants only. For **existing** registrants (those who have already completed initial filing) review the [Instructions for Existing Registrants](#).

For assistance contact the FARA Unit (fara.public@usdoj.gov or 202-233-0776).