Instructions on signing documents using Advanced Qualified Electronic Signature (AQES) keys (signing the Application for Admission of DFA to Issue and the DFA Issue Decision)

Creation of a single signature

To create a signature on a document, use the "**CryptoPro Tools**" program included in the CryptoPro distribution kit.

- Launch "**CryptoPro Tools**".
- Select the "**Create Signature**" menu on the left side of the window.
- At the bottom left of the window, click on the "**Show Advanced**" button.
- Check the "**Create detached signature**" **box.**
- In the right part of the window, select your active AQES with the cursor.
- In the lower part of the window, select the required file by clicking on the "**Select file to sign**" button.
- The path, name, and extension of the file where the signature will be saved will appear under the "**Save signature as**" field. Change the extension of this file, specifying the extension "**.sig**" or "**.sgn**" instead of "**.p7s**" (**!** *The DFA IC requires the use of the SIG or SGN extension for the signature file*)
- Click the "**Sign**" button to generate the electronic signature file.
- The message "**Signature creation completed successfully**" should appear at the bottom of the window.
- As a result, a file with a similar name but with the extension "**.sig**" or "**.sgn**" will appear next to the source file. This is the signature file.

Creating two or more signatures

If it is necessary to create two or more signatures (signing a document with two or more signatures, e.g., if it is necessary to sign the DFA Issue Decision with the guarantor's AQES), it is necessary to take into account the specifics of the DFA IS, which accepts only two files: the source file and the signature file. To create two or more signatures it is necessary to use the mode where the signature is attached to the file, i.e., one document containing both the source file and the signature (hereinafter, Document with Signature) is formed. To form the second signature, we will use the previously received Document with Signature as a source document. As a result, one more file should be created, which will contain a Document with Signature additionally signed with a second signature (hereinafter, Document with Two Signatures). It is the Document with Two Signatures that will need to be uploaded to the DFA IS in the "**Signature File**" field.

The **CryptoPro Tools** program included in the CryptoPro distribution kit is used to create signatures on a document.
- Launch **CryptoPro Tools**.
- Select the "**Create Signature**" menu on the left side of the window.
- At the bottom left of the window, click on the "**Show Advanced**" button.
- <u>**Uncheck**</u> the "**Create detached signature**" box.
- In the right part of the window, select the valid AQES of the first signatory with the cursor.
- In the lower part of the window, select the required file by clicking on the "**Select file to sign**" button.
- The path, name, and extension of the file where the signature document will be saved will appear under the "**Save signature as**" field. Change the extension of this file, specifying the extension "**.sig**" or "**.sgn**" instead of "**.p7s**" (**!** *The DFA IC requires the use of the SIG or SGN extension for the signature file*)
- Click the "**Sign**" button to generate the file.
- The message "**Signature creation completed successfully**" should appear at the bottom of the window.
- As a result, a file with a similar name but with the extension "**.sig**" or "**.sgn**" will appear next to the source file. This is the **Document with Signature** (see Annotation above).
- To sign it with the second (subsequent) signature, select the valid AQES of the second (subsequent) signer in the right part of the window with the cursor.
- Select the **Document with Signature** in the lower part of the window by clicking on the "**Select file to sign**" button.
- The path, name, and extension of the file where the document with the second signature will be saved will appear under the "**Save signature as**" field. Change the extension of this file, specifying the extension "**.sig**" or "**.sgn**" instead of "**.p7s**". You should get a name that contains a double extension of either "**.sig.sig**" or "**.sgn.sgn**".
- As a result, next to the source file, there will be a file with a similar name but with the extension "**.sig.sig**" or "**.sgn.sgn**". This is the Document with Two Signatures (see Annotation above).