

# Authorized Signers Wiki

## Signed Documents Wiki

### ?? Warning:

If you are ever in doubt about any signature or legal authorization, **always** seek written permission **from CEO or CFO** before proceeding. **Never assume** authorization without explicit **written approval from CEO or CFO in email or in a wiki.**

**WARNING:** Written business and legal approval must be secured from an individual with the required delegation of authority. Signing any document without proper authorization poses a significant liability and risk to Bright, including our legal representatives—especially Jonah. Unauthorized actions could lead to serious legal consequences.

### Notes

- All documents related to the INC or LLC can be signed by CEO (Jonah) or CFO (Diego Mercado) Only All signing parties need to be an authorized legal rep. You can find more information on signature requests here.

## Labor Law Signature authorization

- **Employment Agreements**
  - Signer: ~~Jonah~~ Diego Mercado
  - Frequency: Weekly
  - Tool: Hello Sign
- **Termination Agreements**
  - Signer: Fanny (if liability & contract amounts within his/her delegation of authority or if she has written approval from CEO to do so)
  - Frequency: As needed
  - Tool: Hello Sign
- **Offer letters:**
  - Signer: TBD
  - Frequency: As needed
  - Tool: Hello Sign

## Customers contract signature authorization

**WARNING:** It is crucial to adhere to the following signing protocols:

**Authorized Contracts:** Only residential and commercial customer contracts (not industrial) can be signed by Axel (Biz Ops) and Fanny (Chief of Staff). Signing outside this scope is strictly prohibited.

**Signing Tools:** Axel and Fanny are permitted to sign only using PDF Preview to sign. **Use of any electronic signature tools is strictly forbidden.**

Failure to comply with these guidelines poses serious legal and operational risks to Bright and its leadership. Unauthorized signing can lead to significant liabilities, and strict consequences will follow any breach of this policy.

- **Standard Resi and Commercial Lease Contracts**
  - Signer: Axel
  - Frequency: Daily
  - Tool: downloaded and signature added
- **Special Request Contracts**
  - Signer: Jonah
  - Frequency: Daily
  - Tool: Hello Sign
- **Industrial Contracts**
  - Signer: Jonah
  - Frequency: as needed
  - Tool: DocuSign
- **Termination Contracts**
  - Signer: Hector (if liability & contract amounts within his/her delegation of authority or if she has written approval from CEO to do so)
  - Frequency: as needed
  - Tool: HelloSign
- **Certificate of No Debt**
  - Signer: Hector
  - Frequency: as needed
  - Tool: HelloSign
- **Letter of Interest Forgiveness**
  - Signer: Hector (if liability & contract amounts within his/her delegation of authority or if she has written approval from CEO to do so)
  - Frequency: as needed
  - Tool: HelloSign

## NDA's Signature Authority

- **MXN NDAs**
  - Signer: Jonah/Hector
  - Frequency: As needed
  - Tool: Hello Sign
- **Bright Inc. NDAs**
  - Signer: Jonah
  - Frequency: As needed
  - Tool: Hello Sign

## Channel Partner Contract Signature Authority

- **MSA**
  - Signer: Fanny (if liability & contract amounts within his/her delegation of authority or if she has written approval from CEO to do so)
  - Frequency: As needed
  - Tool: Hello Sign
- **Pagaré**
  - only the partner signs this document, it goes through the legal process and is needed to release the payment

# Contractors Signature Authority

- **MSA**

- Signer: Hector
- Frequency: As needed
- Tool: Hello Sign (*aiming to switch to MiFiel*)

## 6. Others

- **Insurance Letters**

- Signer: Hector (*if liability & contract amounts within his/her delegation of authority or if she has written approval from CEO to do so*)
- Frequency: as needed
- Tool: HelloSign

Signed off on Sept 4th by @jonah greenberger (not changes after this date are approved)

---

Revision #13

Created 4 September 2024 00:55:27 by Fanny Wenzel

Updated 16 October 2024 01:33:54 by Fanny Wenzel