

Chapters II-III - Electronic Signatures and E-governance

Control authentication, legal recognition, retention, electronic filing and e-contract validity.

Chapter in 2 Minutes

- Identify the legal trigger, responsible actor and evidence relevant to electronic signatures and contracts.
- Read the Act with all effective Rules, regulations, notifications, directions, guidelines and forum procedure as at the event date.
- Separate substantive obligation, operational workflow, filing or reporting, enforcement consequence, remedy, appeal and limitation.
- Maintain a reproducible source pack, decision memo, approval trail and transaction-level evidence.
- Apply connected company, contract, tax, accounting, data, competition, consumer, insolvency and sector-law overlays independently.

Provision / instrument map

Provision	Subject / control
S. 3	Authentication of electronic records
S. 4	Legal recognition of electronic records
S. 5	Legal recognition of electronic signatures
S. 6	Use of electronic records and signatures in Government
S. 7	Retention of electronic records
S. 8	Electronic signatures and governance - official section title to be read from the current Act
S. 9	Electronic signatures and governance - official section title to be read from the current Act
S. 10	Electronic signatures and governance - official section title to be read from the current Act
S. 3A	Electronic signature
S. 6A	Electronic signatures and governance - official section title to be read from the current Act
S. 7A	Audit of documents maintained electronically
S. 10A	Validity of contracts formed through electronic means

Implementation and practical application

A business decision raises electronic signatures and contracts. The team should freeze the relevant chronology, identify every actor and legal relationship, map the current provision and delegated instrument, preserve system and communication evidence, quantify exposure, and choose cure, filing, response, settlement or litigation only after checking jurisdiction and limitation.

Control checklist

Classify facts and role; capture current source; map approvals and evidence; calculate threshold/time/exposure; implement system gate; preserve filing and delivery proof; verify forum and limitation.

Cross-law overlays

Contract, company/LLP, tax/accounting, data/cyber, consumer, competition, MSMED, RERA, FEMA, IBC, sector law and evidence rules must be applied separately.

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