

Application for the Issuance of Bermuda Authorised Certificates

(Guidelines and general conditions are attached on the following pages)

Type of Certificate Requested	Personal	Company
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Applicant/Certificate Holder Details (this information will be included in the Certificate)

First Name(s)	
Last Name	
e-Mail Address	
Company/Organisation ²	
Organisational Unit ²	
Title (e.g. Mr./Dr./Mrs.) ¹	
Pseudonym ¹	

1) Optional Certificate Entry 2) For Company Certificates (optional) – also complete the “Company Information” section below

Additional Details required by QuoVadis (this information will not be included in the Certificate)

Home Address (Street, City/Parish, Post Code, Country)	
Home Phone Number	
Cell Phone (Personal)	
Passport/Government ID Number	
Passport/Government ID Country of Issue	
Passphrase (6 digits min.)	
Desired Certificate Validity	<input type="checkbox"/> 3 years <input type="checkbox"/> 2 years <input type="checkbox"/> 1 year <input type="checkbox"/> Test (3 months)
Desired Device	<input type="checkbox"/> USB Token (standard) <input type="checkbox"/> Smartcard <input type="checkbox"/> Soft Token (p12)

Company Information (this is only required for Company Certificates)

Company Address (Street, City/Parish, Post Code, Country)	
Phone (Business)	
Authorised Signatory Name	
Passport Number /Government ID (Authorised Signatory)	
Company Registration Number ² (Optional – will be validated by QuoVadis)	

All data will be handled and stored as highly confidential according to the requirements of relevant Data Protection laws.

By accepting this certificate I confirm that:

- all declarations made in relation to the information contained in the certificate are true and accurate
- reasonable measures will be taken to maintain sole control of, keep confidential, and properly protect at all times the Private Key that corresponds to the Public Key to be included in the requested Certificate
- the certificate will be used strictly in compliance with the QuoVadis certificate policy (CP/CPS) and Certificate Holder Agreement
- the certificate will immediately be declared invalid if the certificate details are no longer correct or the private key is lost, stolen, or potentially compromised
- I agree with the publication of the certificate
- I accept the QuoVadis Certificate Holder Agreement and “General Conditions for use of QuoVadis Certificates” below

Applicant	
Place, Date	Signature of Applicant
Authorised Signatory	
Place, Date	Signature(s) of Authorised Signatory
QuoVadis Internal Use	
Place, Date	Signature of Registration Agent

General Conditions for use of QuoVadis Certificates



Certificate Application documents

In addition to the signed certificate application form, the following documents are required:

For certificates that are company related or that contain a corporate e-mail addresses:

- Copy of passport or ID of the applicant
- Copy of passport or ID of the Authorised Signatory (an employee of the organization with sufficient authority to confirm the applicant's details).

For natural persons (where no company details in the certificate):

- Copy of passport or ID of the applicant
- If the application is performed remotely (i.e. the applicant will not present themselves in person at a QuoVadis office) then the attached "Notarisation of the Certificate Application" form should be completed and signed by a Public Notary or other authority acceptable to QuoVadis.

General Naming Conventions

The name must clearly identify the certificate holder in humanly understandable form. Certificates may only be issued in the correct name of the certificate holder. Anonymous certificates are not allowed. The name of the certificate holder must be conclusive. A name may only be used multiple times if the certificate holder has multiple certificates with different key usages. In the allocation of pseudonyms, similarities with a natural or legal person or organizational unit must be excluded. Allowed characters are: a-z A-Z 0-9 / space.

Naming Conventions for Natural Persons

Titles can only be used if they are stated in an official identification document that includes photograph (i.e., Dr. Peter R. Smith).

Naming Conventions for Legal Persons and Organizations

Legal persons or organizations can only be represented by a natural person. A certificate can be issued to a natural person with the OU field showing the corresponding company name or business unit according to a copy of a notarized legal document (provided by an official source such as a Registrar of Companies).

Pseudonyms

The common name of a Pseudonym begins with the word PSEUDONYM (i.e. cn= PSEUDONYM:Accounting).

Passphrase

The passphrase is chosen by the certificate holder during the certificate application. This helps QuoVadis to identify the certificate holder. The passphrase will be used exclusively for this purpose.

Certificate Acceptance

A certificate is accepted by the certificate holder if the certificate is used, or no report is made to QuoVadis within 10 days of issuance. Incorrectly issued certificates must be reported to QuoVadis without delay.

Revocation

Certificates may be revoked via email, telephone, or in handwriting to QuoVadis in accordance with the CP/CPS and Certificate Holder Agreement. Suspensions are not allowed (as per the CP/CPS). Once declared invalid, certificates cannot be renewed or extended.

Obligations of the Certificate Holder

The Certificate Holder agrees to the obligations documented in the QuoVadis Certificate Holder Agreement.

Additional Information

The QuoVadis website (www.quovadisglobal.com) provides additional information and documents relating to users' rights and obligations, including:

- QuoVadis Certification Policy CP/CPS
- QuoVadis Relying Party Agreement
- QuoVadis Certificate Holder Agreement

Further Assistance, revocation service (7x24x365), Support

QuoVadis Limited, Suite 1640, 48 Par-La-Ville Road, Hamilton, HM-11, Bermuda

Tel: 441 278 2800, Fax: 441 295 3137

info@quovadisglobal.com, www.quovadisglobal.com

Revocation Service: <https://www.quovadisglobal.com/Manage/Revocation/EndUserRevocation.aspx>

Support (during office hours): Tel. 1 441 278 2810, support@quovadisglobal.com

Notarisation of the Certificate Application

Important Note:

If the certificate request is for a personal certificate and the application is performed remotely (i.e. the applicant will not present themselves in person at a QuoVadis office) then this "Notarisation of the Certificate Application" form should be completed and signed by a Public Notary or other authority acceptable to QuoVadis.

The notarising/confirming party confirms that:

- the applicant personally appeared to verify his/her identity
- the personal details correspond with the presented ID (passport or Government ID card)
- the attached copy of the passport or Government ID card is identical to the original document.

Public Notary/Confirming Party:

Date and Time: