

## Application for the Issuance of Advanced Personal Certificates

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

### Applicant/Certificate Holder Details

|                                   |  |
|-----------------------------------|--|
| First Name(s)                     |  |
| Last Name                         |  |
| Title (Dr./Prof.) <sup>1</sup>    |  |
| e-Mail Address                    |  |
| Company/Organisation <sup>2</sup> |  |
| Organizational Unit <sup>2</sup>  |  |

1) Optional Certificate Entries 2) Certificate with Company Entry (optional)

### Additional Details

|   |                         |           |                          |                    |
|---|-------------------------|-----------|--------------------------|--------------------|
| Private Address (Street, Zip Code, City)              |                         |           |                          |                    |
| Phone (Private)                                       |                         |           |                          |                    |
| Cell Phone (Private)                                  |                         |           |                          |                    |
| Company Address (Street, Zip Code, City) <sup>2</sup> |                         |           |                          |                    |
| Phone (Business) <sup>2</sup>                         |                         |           |                          |                    |
| Authorized Signatory <sup>2</sup>                     |                         |           |                          |                    |
| Passphrase (6 digits min.)                            |                         |           |                          |                    |
| Desired Validity                                      | 3 years<br>(standard)   | 2 years   | 1 year                   | Test<br>(3 months) |
| Desired Device  | USB Token<br>(standard) | Smartcard | Soft-Token<br>(p12 file) |                    |

### Verified Identification Documents

|   |  |
|---|--|
| Passport Number (Applicant)                         |  |
| Passport Number (Authorized Signatory) <sup>2</sup> |  |
| Date of Corporate Declaration <sup>2</sup>          |  |

By accepting this certificate I confirm that:

- all declarations made in relation to the information contained in the certificate are true and accurate
- no personal data is used for the creation of the PIN or password
- the private key will be securely stored separate from the corresponding PIN Code
- I will not grant access to the private key to any unauthorized person
- the certificate will be used strictly in compliance with the certificate policy (CP/CPS)
- 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 consent to the terms in this application form relating to confidentiality and data protection and certain certificate relevant data to be transmitted to our Trust Center
- I accept and will conform with the following conditions of use

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>Applicant</b>                     |                                   |
| Place, Date                          | Signature Applicant               |
| <b>Authorized Signatory</b>          |                                   |
| Place, Date                          | Signature(s) Authorized Signatory |
| <b>QuoVadis Trustlink Schweiz AG</b> |                                   |
| Place, Date                          | Signature Registration Agent      |

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### **Approved federal identification documents**

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

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

- copy of passport or ID of the applicant
- copy of passport or ID of the authorized signatory
- copy of company registration document

For Natural Persons (where no company details in the certificate)

- copy of passport or ID of the applicant
  - Notarization of the certificate application (page 4)
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### **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. Allowed characters are: a-z A-Z 0-9 / space. Umlauts are shown using 2 letters (i.e., Ä = Ae).

### **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. Mueller).

### **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).

### **Passphrase**

The passphrase is chosen by the certificate holder during the certificate application. This enables QuoVadis to better identify the certificate holder via telephone contact. The passphrase will be used exclusively for this purpose.

### **Identity Verification for New Applications**

The certificate applicant must be clearly identified by QuoVadis or its Partners by way of producing an official photo ID (i.e., government issued identity card or passport).

All certificate attributes require official proof and confirmation by way of an official document.

If an attribute refers to a company name or business unit (documented by an official source such as a Registrar of Companies), then additional approval for the use of that attribute must be provided by a registered director or owner.

### **Application for Additional Certificates/Renewals**

If the applicant holds a valid certificate, additional certificates for the same applicant can be requested via an encrypted and signed email provided that the identity details of the applicant have not changed. Additional conditions are: not more than 3 years may have passed since the initial application and the verified photo ID must still be valid.

### **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. Suspensions are not allowed. Once declared invalid, certificates cannot be renewed or extended.

### **Certificate Renewal with a New Key**

The certificate holder confirms upon certificate renewal that the certificate information remains unchanged and that the photo ID produced upon initial application is still valid. The old certificate will not be revoked after issuance of the new certificate and remains valid until its expiration.

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**Obligations of the Certificate Holder**

The user agrees to:

- a) to secure and protect the private key from theft, manipulation, endangerment, loss, damage, defect, release, changes, or unauthorized use (including password, token or smartcard, and activation data)
- b) to exercise sole and complete control over the use of the private key
- c) to inform QuoVadis without delay about situations where the holder believes or suspects a violation of the conditions in point a)
- d) to use the certificate only according to all applicable laws and regulations
- e) to immediately cease the use of the certificate upon revocation or expiry of the user contract
- f) to take all necessary measures to not compromise the security or integrity of the QuoVadis PKI
- g) to immediately request revocation upon loss or misuse of the private key
- h) to inform QuoVadis within one month of changes in certificate holder data, in particular home or email address in writing or via signed email
- i) to pay agreed fees in a timely fashion.

If the certificate holder is in violation of the above mentioned responsibilities, QuoVadis has the right to revoke the certificate at the client's cost.

**Liability of the Certificate Holder**

The holder of the signature key is liable for damages caused to third parties that have relied on a valid certificate issued by an accredited CSP. The certificate holder is not liable if there is credible proof that all acceptable precautions under the circumstances have been taken to avoid the misuse of the signature key.

**Contract Duration and Notice Period**

The minimum contract duration is the validity period indicated in the certificate. The contract can be terminated by either party with 3 months notice prior to the expiration of the minimum contract duration. Notices must be provided at least 3 months before the day of termination to QuoVadis in writing or via signed email. The contract duration can be extended for the validity period in the certificate if no notice is received no later than 3 months prior to the end of the contract duration.

**Rights and Obligations after Contract Termination**

Actions that are taken before the contract termination date survive the official contract duration and all rights and obligations remain in force.

**Registration for Natural Persons (without Company Entry)**

The following registration processes are required:

- a) The Applicant/ Certificate Holder making an in-person appearance before a Registration Authority (see list on <http://www.quovadis.ch>)
- b) Face-to-face verification procedure on the spot
- c) An additional form of identification approved by a legal body (e.g. Municipality, City Council, Solicitor)

**Additional Information**

The QuoVadis website ([www.quovadis.ch](http://www.quovadis.ch)) provides additional information and documents relating to users' rights and obligations:

- QuoVadis Certification Policy CP/CPS
- QuoVadis Relying Party Agreement
- QuoVadis Terms and Conditions of Use
- QuoVadis User Agreement

Changes to these documents are published to the websites.

**Further Assistance, revocation service (7x24x365), Support**

QuoVadis Trustlink Schweiz AG, Teufenerstrasse 11, 9000 St. Gallen

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Revocation service: [www.quovadis.ch](http://www.quovadis.ch)

Support (during office hours): Tel. +41 71 272 60 60, [support.ch@quovadisglobal.com](mailto:support.ch@quovadisglobal.com)

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**Notarization of the Certificate Application (for Natural Persons)**

The confirming/notarizing party confirms that:

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

Public Notary:

Date and Time: