

## Application for the Issuance of EV SSL Certificates (Extended Validation)

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

### Certificate Holder Details

Company/Organization			
Organizational Unit			
Company Address (Street, Zip Code, City)			
Country			
Desired URL			
Desired Validity	<input type="checkbox"/> 2 years (standard)	<input type="checkbox"/>	<input type="checkbox"/> 1 year

### Additional Details

Authorized Contact Person	
- Position	
- e-Mail address	
- Office telephone	
- Cell Phone Business	
Authorized Signatory	
- Position	
- e-Mail address	
- Office telephone	
Confirming Person (Third Party)	
- Company	
- Position	
- e-Mail address	
- Office telephone	

### Verified Identification Documents

Pass/ID No. (Authorized Contact Person)	
Pass/ID No. (Authorized Signatory)	
Date of Corporate Declaration	

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

By accepting this certificate we confirm that:

- all declarations made in relation to the information contained in the certificate are true and accurate
- the private key will be securely stored
- we 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
- the above mentioned "authorized contact person" has been approved by the representative signatory of the applicant organization to order EV SSL certificates on behalf of the organization.
- the domain name (URL) is owned without encumbrances by the applicant organization.
- we accept and will conform with the following conditions of use.

<b>Authorized Signatory</b>	
Place, Date	Signature(s) Authorized Signatory
<b>Authorized Contact Person</b>	
Place, Date	Signature Authorized Contact Person
<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 additional documents are required:

- Third party confirmation of the EV SSL certificate application (Page 4)
- copy of passport or ID of authorized signatory
- copy of passport or ID of authorized contact person
- copy of company registration document

For the Issuance of EV SSL Certificates we require a Certificate Signing Request (CSR) for the Web server listed in the certificate application (send to [register.ch@quovadisglobal.com](mailto:register.ch@quovadisglobal.com))

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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).

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

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.

### **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.

### **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.

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**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.

**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 website.

**Further Assistance, Revocation Service (7x24x365), Support (office hours)**

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Tel. +41 71 272 60 60, Fax +41 71 272 60 61, [info.ch@quovadisglobal.com](mailto:info.ch@quovadisglobal.com), [www.quovadis.ch](http://www.quovadis.ch)

Revocation service: <https://www.quovadis.bm/policies/revocationpersonal.asp>

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

**Third party confirmation of the EV SSL certificate application**

The signatory of this confirmation confirms that

- ▶ the approved contact person is employed by the applicant organization
- ▶ the approved contact person has been officially authorized by the applicant organization to perform the following activities:
  - ▶ to provide information that is required for the issuance of EV SSL certificates
  - ▶ apply for EV SSL certificates on behalf of the applicant organization
  - ▶ co-signing of the application forms including conditions of use
- ▶ official personal identification details (Passport or ID) are identical to with the details in the application form
- ▶ the attached copies of the official personal identification details (Passport or ID ) are identical to the original documents.

This declaration can be signed by:

- ▶ Internal authorized legal counsel
- ▶ external auditor/revisor (as per certificate of Incorporation)
- ▶ a member of the board of directors (as per certificate of incorporation)

<b>Confirming Person</b>	
Name, first name	Company, Function
Place, date	Signature