

Application for Issuance of a Secure Email Certificate Term 3 years, issued as Soft-Token

By accepting this application form, the applicant agrees to the terms and conditions of the Master Services Agreement, available at https://www.quovadisglobal.com/master_services_agreement, of which this application form is part. German and French translations of the Master Services Agreement are also available at the repository located at <https://www.quovadisglobal.com/repository/>, or upon request.

Only electronically completed applications can be processed. Explanations on how to fill in this application can be found on the following page.

Variant / Intended Use

QuoVadis Secure Email Certificate

- Soft-Token (file) – Price according to current [price list](#)
Authentication, signing and encryption of Emails
without automatic detection in Adobe (AATL)

Certificate Details

First name

Last name

Email address * Optional

Organization (Company/name according to company index) - Optional

Commercial register/UID number - Mandatory field Organization entry

* When using an Email address in the certificate, a validation of the Email address is performed. To do this, an Email is sent to the Email address specified above. The recipient must confirm receipt of the Email by clicking on the confirmation link.

Administrative Details

Billing address (company name, street + no., postal code, city, country)

Delivery address (if different from billing address)

Correspondence Email address

Phone number

Applicant

(Required documents to be submitted are listed on the following page)

With his signature the applicant confirms the correctness of the entered data.

Signature of applicant

Function/Department

First and last name in block letters

Place, Date

Company Representative

(Authorised signatory, if with organization entry, required documents to be submitted are listed on the following page)

Place, Date

Place, Date

Signature of company representative 1

Signature of company representative 2 (multiple signature)

First and last name in block letters

First and last name in block letters

QuoVadis Trustlink Schweiz AG (for internal purposes)

Place, Date

Signature of employee registration authority

1 – Required Official Identification Documents

The following additional documents must be submitted with the signed application:

For certificates with organization entry or when using the organization's Email address

- Copy of the applicant's identity document (colour copy) (according to 2 - Identification)
- Confirmation of the certificate application by a company representative (persons authorized to sign, according to paragraph Company Representative)
- Current excerpt from the commercial register or similar official document that officially confirms the existence of the organisation

For private persons (without organization entry)

- Copy of the applicant's identity document (colour copy) (according to 2 - Identification)

2 – Identification

The identification of natural persons requires the following documents:

- Valid official identification document (passport or identity card) of the applicant

A clearly legible colour copy of the official identity document is required. The **identity card** must be copied on **both sides**.

3 – Send documents to QuoVadis

Please send the originals of all required documents (signed application form and documents according to section 1) to:

QuoVadis Trustlink Schweiz AG
Poststrasse 17
Postfach
9001 St. Gallen

4 – Support and Revocation Service**Revocation**

Web www.quovadisglobal.ch (at "Register/Manage"/Certificate Revocation)

Support

Phone +41 71 228 98 98

Email support.ch@quovadisglobal.com