

## INSTRUCTIONS

- Applicant **MUST** be above 18 years old of age.
- MUST complete **ALL** sections.
- This application shall only be valid if the identity verification is successful and the digital certificate is accepted by the subscriber.
- Please enclose photocopies of the following:
  - (a) ONE (1) of the followings: \_\_\_\_\_ and \_\_\_\_\_
  - i) Photocopy of NRIC (both sides)
  - ii) Photocopy of Passport

**NOTE:**  
 (a) For online and postal application photocopy of NRIC / Passport **MUST** be certified true copy by the organisation's Head of Department / Director.  
 (b) Enclosed documents are non-returnable.  
 (c) Organisation shall include Companies, Government bodies, Financial Institutions, NGO, etc.

## CUSTOMER INFORMATION (Please complete your details in CAPITAL LETTERS)

This application is made for:

Nomination of an Authorised Personnel
  Information Update of an Authorised Personnel

AP's Name <small>(as per NRIC / Passport)</small>			
NRIC / Passport No.		Project's Name	
Nationality			
Organisation Name			
Organisation Address <small>(for device delivery purpose)</small>			
Postcode		City	
Tel (Office)		Tel (H/P)	
Email Address <small>(for certificate expiry notification)</small>			

## SECURITY QUESTIONS (This information shall be used for security verification purposes)

Mother's Maiden Name \_\_\_\_\_

Favourite Food \_\_\_\_\_

1st Primary School \_\_\_\_\_

## BILLING INFORMATION

Billing Address  Use same address in Customer Information Section

Postcode \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Person in Charge \_\_\_\_\_

Tel (Office) \_\_\_\_\_

Email Address \_\_\_\_\_

Mode of Payment (in MYR only)

1. Cheque Number (issued to POS DIGICERT SDN. BHD.) : \_\_\_\_\_ Name of Bank: \_\_\_\_\_
2. Bank Draft No. / Purchase Order No. / Postal Order No. (Select where applicable): \_\_\_\_\_
3. Cash Amount: \_\_\_\_\_
4. Bank In: Payable to POS DIGICERT SDN. BHD. HSBC Account No. 001460443021 (Please attach a copy of the bank-in slip)
5. Others: \_\_\_\_\_

**Note: An Authorised Personnel Digital Certificate shall be issued to AP (depending on project requirement).**

## DECLARATION

<p style="font-size: x-small;">I agree to be responsible on the verification through the physical examination of the documents / applicant. Pos Digicert Sdn Bhd shall not be held liable for any wrongful verification or validation of information by the Authorised Personnel during his / her course of duty. I hereby acknowledge that I shall deliver my duties with integrity, responsibility and high level of diligence at all times. I further undertake and agree to indemnify Pos Digicert Sdn Bhd in full against all consequences, liabilities of any kind whatsoever directly arising from the wrongful verification or validation done by me.</p> <p>AP's Signature : _____</p> <p style="text-align: right;">Date _____ / _____ / _____</p>	<p style="font-size: x-small;">I hereby confirm that all the information given for this application is true and accurate and I have not withheld any information that would affect the acceptance of this application. As an Authorised Personnel, he / she will be responsible on certificate registration, application and PIN unblocking for our company. By signing this application form, we are agreeable to be bound by the terms and conditions as stipulated in the Digital Signature Act 1997, Digital Signature Regulation 1998 and Pos Digicert Sdn Bhd's Certificate Practice Statement (CPS). The CPS can be found in our website at <a href="https://www.digicert.com.my/repository/cps">https://www.digicert.com.my/repository/cps</a></p> <p>Authorised Signature (from the organisation): _____  <small>(e.g.: Head of Dept / Manager / Director)</small></p> <p style="text-align: right;">Date _____ / _____ / _____</p>
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Application Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
Project Name	_____	
Checklist	<input type="checkbox"/> Completed Application Form	<input type="checkbox"/> Subscription Fee Payment
	<input type="checkbox"/> Photocopies of Identity Documents (with CTC)	<input type="checkbox"/> All Other Supporting Documents
Cert. Serial Number	_____ , _____	SC / USB Security Device # _____
Cert. Expiry Date	____ / ____ / ____	

**Appointment as Authorised Personnel (AP)**

With regards to the above matter, we have appointed the above applicant as an Authorised Personnel. He / she will be responsible on the certificate registration / application / PIN unblocking for your organisation. As an Authorised Personnel, he / she have agreed to indemnify Pos Digicert Sdn Bhd for any wrongful verification or validation of information committed during his / her course of duty. The AP has also agreed to deliver his / her duties with integrity, responsibility and high level of diligence at all times.

Signature (Registration Personnel):    Name : _____ Registration Date: ____ / ____ / ____	Signature (Registration Officer):    Name : _____ Appointment Date: ____ / ____ / ____
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**TERMS & CONDITIONS**

You must read the following Terms and Conditions carefully before applying for, accepting or using a Digital Certificate. If you do not agree to these Terms and Conditions, do not apply for, accept, or use the Digital Certificate. By agreeing to these Terms and Conditions, you are entering into an agreement with Pos Digicert Sdn Bhd (hereinafter referred to as "the Subscriber Agreement"). This Subscriber Agreement will become effective on the date you submit the certificate application to Pos Digicert Sdn Bhd. By entering into and submitting this Subscriber Agreement (and certificate application) you are requesting that Pos Digicert Sdn Bhd issue a Digital Certificate to you. You must understand fully the information provided by Digicert Sdn Bhd and must be familiar with the following terms:

**1) DIGITAL SIGNATURE & CERTIFICATE**

Technology related information regarding digital signature and certificate is available on Pos Digicert Sdn Bhd's website at <https://www.posdigicert.com.my>

**2) DIGITAL SIGNATURE ACT 1997 & DIGITAL SIGNATURE REGULATIONS 1998**

Information regarding digital signature legislation can be obtained from Pos Digicert Sdn Bhd's website at <https://www.posdigicert.com.my/repository/laws-regulations>

**3) CERTIFICATION PRACTICE STATEMENT (CPS)**

Pos Digicert Sdn Bhd's Public Certification Services are governed by the Pos Digicert Sdn Bhd's CPS. You agree to use the Digital Certificate and any related CA services only in accordance with the CPS. It is published on the Internet in the Pos Digicert Sdn Bhd's repository at <https://www.posdigicert.com.my/repository/cps>

**4) RIGHTS, DUTIES & LIABILITIES OF POS DIGICERT SDN BHD**

Pos Digicert Sdn Bhd provides limited warranties, disclaims all other warranties, including warranties of merchantability or fitness for a particular purpose, limits liability and excludes all liability for incidental, consequential, and punitive damages as stated in the CPS. All the information provided by the Subscriber in this application form will be kept confidential and will not be disclosed to any third party unless: It is permitted by written law to be used for other purposes; or The person affected has given that person's written consent for the data to be used for other purposes.

**5) RIGHTS, DUTIES & LIABILITIES OF THE SUBSCRIBER**

You demonstrate your knowledge and acceptance of the terms of this subscriber agreement by either submitting this application for a Digital Certificate, or using the Digital Certificate, whichever occurs first.

**NOTICE OF ACCEPTANCE**

The following information will be incorporated in your digital certificate:

- i) a statement stating that the type of certificate is in accordance with the regulation;
- ii) the serial number of the certificate;
- iii) the name of the subscriber\*;
- iv) the distinguished name of the subscriber\*;
- v) the public key corresponding to the private key;
- vi) an identifier of the algorithms with which the subscriber's public key is intended to be used;
- vii) validity period of the certificates\*;
- viii) the distinguished name of POS DIGICERT;
- ix) an identifier of the algorithm(s) used to sign the certificate;
- x) a statement indicating the location Pos Digicert Sdn Bhd's CPS, the method or procedure by which it may be retrieved, its form and structure, its authorship and its date

The items asterisked (\*) above will be stated as per the information you have submitted in your application form. Other information required by the Digital Signature Regulations 1998 (Regulation 38) but not listed above shall be incorporated by reference to Pos Digicert Sdn Bhd's CPS. By accepting this certificate, I hereby declare that:

- i) the subscriber rightfully holds the private key corresponding to the public key listed in the certificate;
- ii) all representations made to Pos Digicert Sdn Bhd or its Registration Authorities to information listed in the certificate are true;
- iii) all material representations made to Pos Digicert Sdn Bhd or its Registration Authorities or made in the certificate and not confirmed by Pos Digicert Sdn Bhd or its Registration Authorities (RA) in issuing the certificate are true;
- iv) acknowledge that the Class 2 certificate may only be used subject to the terms specified in Pos Digicert Sdn Bhd's CPS;
- v) the subscriber agrees to assume duty to exercise reasonable care on protection and maintenance of the private key ;
- vi) the subscriber undertakes to indemnify Pos Digicert Sdn Bhd for any loss or damage caused by issuance or publication of the certificate in reliance on:
  - a false and material misrepresentation of fact by the subscriber;
  - the failure by the subscriber to disclose a material fact, if the representation or failure to disclose was made either with intent to deceive the Licensed Certification Authority or a person relying on the certificate, or with negligence.

**PERSONAL DATA PROTECTION ACT (PDPA) 2010 – CONSENT CLAUSE**

By submitting this Form, you hereby agree that Pos Digicert Sdn Bhd may collect, obtain, store and process your personal data that you provide in this form for the purpose of providing Certification Authority services, receiving updates, news, promotional and marketing mails or materials from Pos Digicert Sdn Bhd . You hereby give your consent to Pos Digicert Sdn Bhd to: Store and process your Personal Data; Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

In addition, your personal data may be transferred to any company within the Pos Digicert Sdn Bhd's parent companies and subsidiaries. For the purpose of updating or correcting such data, you may at any time apply to the Pos Digicert Sdn Bhd to have access to your personal data which are stored by Pos Digicert Sdn Bhd . For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to Pos Digicert Sdn Bhd in this Form. To view our full Data Protection Privacy Statement Notice please visit our website at <https://www.posdigicert.com.my/repository/pdpa>.