

## INSTRUCTIONS

- This form is to be completed when a certificate (device included) needs to be revoked, repaired, or replaced.
- Please use a separate form for each different user.
- Please enclose photocopies of the following (Note: enclosed documents are non-returnable):
  - a) Photocopy of NRIC (both sides) / Passport
- For online and postal application photocopy of NRIC / Passport **MUST** be certified true copy by the organisation's Head of Department / Director.

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

Applicant's Name \_\_\_\_\_  
(as per NRIC / Passport) \_\_\_\_\_

NRIC / Passport No. \_\_\_\_\_ Tel (Office) \_\_\_\_\_

Organisation Name \_\_\_\_\_

Organisation Address (for device delivery purpose) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Organisation Reg No. \_\_\_\_\_

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

## ITEM SELECTION (Please Tick (✓) on the following where applicable)

Media of Certificate  Soft certificate  Smart Card  USB Security Device (USB)

Reason(s) of Return: **Device**

Smart Card / USB security device PIN blocked / forgotten  Unauthorised Use

Lost of Smart Card / USB Security Device  Faulty Smart Card Reader

Replace Smart Card with USB Security Device  Faulty Smart Card / USB Security Device

**Others Reasons** (Please specify): \_\_\_\_\_

Applicant's Signature: _____  Date: ____ / ____ / ____	Company Stamp (applicable for application via organisation): _____
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## FOR OFFICE USE

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Project Name: \_\_\_\_\_

Cert. Serial Number: \_\_\_\_\_, SC / USB Security Device No. \_\_\_\_\_

Certificate / Device Testing Status:  Pass  Fail

Additional Remarks: \_\_\_\_\_

Signature (Registration Personnel): _____  Name: _____ Date of Processing: ____ / ____ / ____	Signature (Registration Officer): _____  Name: _____ Date of Processing: ____ / ____ / ____
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## 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.digicert.com.my/repository/pdpa>.