

INSTRUCTIONS

- Applicant **MUST** be a representative from the organisation.
- This form is to be completed by applicant for e-Invoice digital certificate.
- This application shall only be valid if the identity verification of the organisation is successful and the digital certificate is accepted by the subscriber.
- A Letter of Authorisation (LOA) is required when a third party applies for a production certificate on behalf of the organization (e.g.: An IT Vendor applying the digital certificate for the Organisation)

PRODUCT SELECTION

Certificate Type

Soft Certificate

- ☐ Production Environment - 1 Year
- ☐ Production Environment - 2 Years
- ☐ Production Environment - 3 Years
- ☐ Sandbox Testing - 6 Months
- ☐ Sandbox Testing - 15 Months
- ☐ Sandbox Testing - 3 Months (Free)

Roaming Certificate

- ☐ Production Environment - 1 Year
- ☐ Production Environment - 2 Years
- ☐ Production Environment - 3 Years
- ☐ Sandbox Testing - 3 Months (Free)

BusinessRegistration
No. (BRN)

Organisation Name
& Address

Tax Identification
Number (TIN)

Postcode

City

State

Organisation Email
Address

(to be included in the certificate)

ADMINISTRATIVE CONTACT (A representative of the Organisation applying certificate for the organisation)

Applicants's Name
(as per NRIC / Passport)

NRIC / Passport No.

Designation

Tel (Office)

Tel (H/P)

Applicant's Email Address
(for expiry notification, certificate
& PIN delivery)

INVOICING INFORMATION (Please complete this section for invoicing processing purposes)

Note: If you are applying for the Sandbox Testing Certificate - 3 Months (Free), you can skip this section.

Person in Charge

Tel (Office)

Email Address

(for invoice delivery purpose)

8% SST Tax Exemption

Please provide the following documents to qualify for SST tax exemption waiver (applicable only for IT providers purchasing on behalf of their clients):

- SST Registration Letter from Customs
- Declaration Letter for Tax Exemption

Mode of Payment
(in MYR only)

- Cheque No. (issued to POS DIGICERT SDN. BHD.) : _____ Name of Bank: _____
- Purchase Order No. : _____
- Cash (RM) : _____
- Bank In: Payable to POS DIGICERT SDN. BHD. [HSBC Account No. 001460443021 (Please attached a copy of the bank in slip)] ☐
- Others:

DECLARATION

I declare the following to hold for the subscriber that the subscriber certifies that all the above information is true and valid to the best of its knowledge and hereby grants issuing CA or its appointed Registration Authorities (RA) permission to verify the information from whatever sources issuing CA or its appointed RA considers appropriate with the understanding that the issuing CA or its appointed RA is bound by the relevant laws and regulations and not to release such information unless required to do so by law or by an authority of higher order. Further, I represent the following to all that reasonably rely on the information contained in the certificate that I hold all authority legally required to apply for the issuance of a certificate naming on behalf of the subscriber; and have authority to sign digitally on behalf of the subscriber, and, if that authority is limited in any way, adequate safeguards exist to prevent a digital signature exceeding the bounds of the authority. I agree to be bound by the Terms & Conditions printed overleaf or any amendments made thereto & I declare that I have notice of all that is contained in the Notice of Acceptance printed overleaf.

Note: If you are applying for the Sandbox Testing Certificate, the Director Signature & Company Stamp is not required.

Administrative Contact Signature :	Company Stamp:
Name _____ Date _____	
Organisation's Director Signature :	
Name _____ Date _____	

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 Pos 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 if 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 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/pdps>.