

Application for Issuance of a Regulated Company Seal Certificate

Term 3 years

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.

Variants / Intended Use

(Please select the desired variant)

QuoVadis Regulated Company Seal Certificate

Signing of PDF documents (e.g. electronic invoicing) with automatic detection in Adobe (AATL)
Price according to current [price list](#)

Data carrier (secure signature and signature creation device)

USB-Token

HSM* (Existing customer HSM)

Signing Application

QuoVadis sealsign

QuoVadis sealsign cloud

Other

* The HSM used for certificate issuance must be FIPS 140-2 Level 3 compatible and FIPS mode must be enabled. QuoVadis is also required to remotely monitor and document the key generation ceremony on the HSM.

Certificate Details

Organization (Company/name according to company index)

UID number

Organizational unit (Optional)

Company location (postal code, place, country - according to commercial register/UID)

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, required documents to be submitted are listed on the following page)

Place, Date**Signature of company representative 1****First and last name in block letters****Place, Date****Signature of company representative 2 (multiple signature)****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:

- Identity check and authenticated copy of the applicant's identity document (colour copy) (according to 2 - Identity Check)
- Copy of the identity document of the company representative (colour copy, the identity card must be copied on both sides)
- 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

2 – Identity Check

Go in person to one of the identity verification checkpoints listed below to have your identity confirmed.

Identity Checkpoints:

- Selected municipal administrations / city councils (with the exception of the canton of Vaud)
- Selected SBB Change / Western Union counter (SBB customer identification)
- Swiss Post (yellow identification)
- Notary's offices
- QuoVadis Office St. Gallen
- Company internal verification centre
(only possible with a corresponding agreement between the organization and QuoVadis)

The identity check 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 made and signed at the identity verification office. The identity card must be copied on both sides. The identity verification office may charge a fee for the identity check.

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