

Application for Issuance of the QuoVadis Signing Service

Term 3 years, tokenless

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 Signing Service *Standard**

Price according to current [price list](#)

☐ **Legally binding** signing of PDF documents with qualified electronic signature (according to ZertES)

QuoVadis Signing Service *AC**

Price according to current [price list](#)

☐ **Authentication** and signing of PDF documents with automatic detection in Adobe (AATL) (without IDP entry)

QuoVadis Signing Service *Premium**

Price according to current [price list](#)

☐ QuoVadis Signing Service *Standard* & QuoVadis Signing Service *AC Premium*

* Please note that the QuoVadis Signing Service can only be used with Microsoft Windows.

Certificate Details

First name

Last name

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

Commercial register/UID number - Mandatory field Organization entry

Administrative Details

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

Delivery address (if different from billing address)

E-mail address certificate holder (e-mail address is **not** registered in the certificate)

Phone number

Strong Authentication

(One-time password procedure)

Mobile phone number (for one-time password procedure)

Smartphone

☐

eToken *

☐

* Instead of the free smartphone token, an eToken (hardware token) can be ordered for a fee of CHF 49.00 (excluding VAT). The eToken is sent to the delivery address.

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

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:

For certificates with organization entry

- Identity check and authenticated copy of the applicant's identity document (colour copy) (according to 2 - Identity Check)
- 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)

- Identity check and authenticated copy of the applicant's identity document (colour copy) (according to 2 - Identity Check)

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