# **Request Form** QuoVadis (EU) Qualified eSeal PSD2 certificate



By filling in this form, the Certificate Manager, with permission from the organisation's authorised representative, registers their details for the purpose of requesting and generating a QuoVadis (EU) Qualified eSeal certificate.

DETAILS CERTIFICATE CONTENT	DISPLAY THESE DETAILS IN THE CERTIFICATE
Name of Trade Register	
Trade Registry Number	
Business Email Address	
Organisation Name (0)	$\checkmark$
Organisational Unit (OU)	
Place (L)	
State/Province (S)	
Country (C)	✓
Common Name (CN)	$\checkmark$

The information above is used within the contents of your certificate and will be visible when you use it. All other details provided in this application form are used to process your request. All personal details are handled in accordance with data protection laws.

ADDITIONAL DETAILS					
Required Validity	3 years (standard)		2 ye	ears	1 year
Device Options	USB-Token (standard)	Ν	Ion-QSCD*	HSM**	QV HSM

\*For non-QSCD you will receive an advanced seal based on a qualified certificate. \*\* For use of your own HSM a key ceremony is mandatory.

DETAILS PSD2		
National Competent Authority Name		
ID NCA		
Number in register (PSP Identifier)		
Payment Service Provider role(s)	PSP-AS (Account Servicing)	PSP_PI (Payment Initiation)
Fayment Service Frovider fole(5)	PSP-AI (Account Information)	PSP-IC (Issuing of Card-Based Payment Instruments)

Initials	Initials
Certificate	Authorised
Manager	Representative

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DETAILS CERTIFICATE MANAGER (TECHNICAL CONTACT)			
First name(s)			
Surname			
Birth date, Place and Country			
Nationality			
Personal Business Email Address			
Personal Business Phone Number			
VERIFIED ID DOCUMENTS			
Type of ID document	Passport	ID Card	
Number ID document			
Expiry date ID document			
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ORGANISATION DETAILS	
Visiting address	
Postcode	
Place	
State/Province	
Country	
General enquiries telephone number	
General enquiries email address	

DETAILS AUTHORISED REPRESENTATIVE				
First Name(s)				
Surname				
VERIFIED ID DOCUMENTS				
Type of ID document	Passport	ID Card		
Number ID document				
Expiry date ID document				

The services related to this application are governed by the Master Services Agreement, which includes (as u dated from time to time):

- the QuoVadis CP/CPS Root CA1/CA3
- Certificate Terms of Use
- Privacy Notice

The documents referenced above are available at <u>https://www.quovadisglobal.com/uk/repository/</u> and <u>https://www.quovadisglobal.com/uk/privacy-policy/</u>.

Initials	Initials
Certificate	Authorised
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By signing this application form, you confirm that the information you provide is complete and correct, and that you agree to the Master Services Agreement, including its above-referenced attachments.

Place		
Date (dd-mm-yyyy)		Signature Certificate Manager
Place		
Date (dd-mm-yyyy)		Signature Authorised Representative
Place		
Date (dd-mm-yyyy)		Signature Registration Representative QuoVadis
New Manager	Existing Manager	Name QV Representative

## Use of QSCD Tokens

If you have chosen to use a USB token for your Qualified Certificate then please read this information attentively.

Use of Qualified Certificates in combination with a USB Token require that the token is an approved QSCD device as defined by the EU regulation eIDAS (Regulation 910/2014 EU). To ensure that your Qualified Certificate is compliant with this EU regulation, QuoVadis have implemented the following procedure.

### Step 1 – Complete Application

Your application for a new Qualified Certificate will be received and processed by the QuoVadis team. Once payment has been received you will proceed to Step 2.

### Step 2 – QuoVadis Prepares your QSCD Token

The QuoVadis team will prepare your QSCD token ready for use. These initialization steps will be completed before the QSCD token is sent to you. Once complete QuoVadis will ship the token to you.

NOTE: Do not use/activate the QSCD until instructed to do so. You will receive 2 email invitations in this process. Please do not action any steps until you have received your token.

NOTE 2: Your token will have a PIN provided. We strongly recommend that you change this PIN to protect your Certificate.

#### Step 3 – Email Invitation 1

You will receive an invitation from TrustLink to confirm the Certificate contents are accurate.

#### Step 4 - Approval

Your request will be reviewed and approved by QuoVadis.

### Step 5 – Install DigiCert Desktop Client

Before using your QSCD please follow the instructions provided in this manual. These are the steps to install the DigiCert Desktop Client: <u>https://tl.quovadisglobal.com/registrant/confirmation/installddc</u>. You will need the DigiCert Desktop Client to download your Certificate and install it on your QSCD token.

#### Step 6 – Email Invitation 2

Once your request is approved (Step 4) you will receive a confirmation email from TrustLink, with instructions on how to download your Certificate.

NOTE: Please make sure that you have completed step 5 before trying to download the Certificate.

Initials	Initials
Certificate	Authorised
Manager	Representative