Certipost E-Trust certification services[1]

Standard Certipost E-Trust certificate
Web Server Order Form

Version 4.1, Automated Local Registration Authority Operator (LRAO)

Reserved for the Local Registration Authority (LRA)

Organisation Name : ..... Requestor Name : .....

LRA operator (LRAO): ....….....….....

Contract number: .....….....….....
Date of receipt: .....….....…..
Place where the copy of the registration documents is held in safekeeping:
…….

Hereby certifies that this Order Form and the appendixes hereto are duly authenticated and validated.

	1 URL	2 URLs	3 URLs
Server certificate			
Wildcard server certificate			

- ❑ 1 year
- ❑ 2 year
- ❑ 3 year

Signature of the LRAO: .....…..

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Procedure

Please fill in this Order Form and read the General Terms and Conditions (Object Identification Number (OID): 0.3.2062.9.6.2.4.2.4.1) that form an integral part hereof and are available on the Internet site http://www.e-trust.be/CPS/QNcerts or on request from the authorized LRA[2].

For your file to be validated, you must go to an authorized LRA. You will therefore need to make an appointment with an LRA.

You must go to an LRA[3] in person, taking the following documents and a diskette:

- ☐ This duly completed and signed Order Form;
- ☐ A signed copy of both sides of your identity card, passport or similarly valid official document;
- ☐ The electronic certificate application on a diskette, since the key pair will have been generated by you;
- ☐ A copy of the current official memorandum and articles of association of the company/organization you officially represent, or, failing this, an excerpt from the register of companies or any other valid official documents, including the relevant excerpts from the Belgian Official Gazette or a similar document.
- ☐ If the person presenting himself to the LRA and signing the order form (requestor part) is acting on behalf of the legal representative of the Organisation, the Organisation shall submit proof of the fact that this person is duly authorized to sign for the legal representative. A signed copy of both sides of the identity card, passport or similarly valid official document of this legal representative shall be delivered also.
- ☐ Proof that the server domain name for the business (hereinafter referred to as "the Organization") has been registered and is therefore unique.

[1] **At the creation of Certipost, the entire Belgacom E-Trust activity has been transferred to Certipost. Certipost acts as Certificate Service Provider having entirely taken the Belgacom E-Trust activities over; Certipost has thus endorsed all Belgacom E-Trust duties and responsibilities in that matter.**

[2] The list of recognized LRAs is available from the following address: **www.e-trust.be/CPS/QNcerts.**

[3] In accordance with the Certificate Policy for Standard E-Trust Certificates for Web Servers (OID: 0.3.2062.9.6.1.4.4.1)

CERTIPOST SA,, Centre Monnaie, B-1000 Brussel, VAT No. BE 475.396.406, Brussels Register of Companies no. l 652.060

Data to be certified[4]

The data that follows shall form an integral part of your digital certificate. Some fields are optional, which means that you are not obliged to have this data certified. Where this is the case, you do not have to fill in the fields concerned. The certificate will have the same probative value regardless of whether these optional fields are filled in.
The fields in *italics* are optional; the others are mandatory.

URL Web server (1) [5]	
URL Web server (2) [4] *(optional)*	
URL Web server (3) [4] *(optional)*	
Nationality (country)	
Organization (official name as published in the memorandum and articles of association)	
Department or unit (optional)	
Requestor's e-mail address	
Validity	❑ 1 year ❑ 2 year ❑ 3 year

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The content of the following fields must be an accurate reflection of the probative documents submitted. Certification shall not otherwise be provided.
The length of the public key to be certified must be at least 1024 bits (RSA).

Information for checking the Requestors' identity[3]

This information will be used by Certipost to check your identity. This information shall not be placed in the public domain and Certipost undertakes to treat it as confidential[2].

Last name	
First names	
Private address Street	

[4] Personal data communicated by the applicant to Certipost will be incorporated into files held by Certipost S.A., Centre Monnaie, B-1000 Brussels, and, as appropriate, in files held by the LRA. This data shall only be used for the purposes of providing Certipost E-Trust services. This personal data may be inspected and rectified by the Customer.

[5] The amount charged varies depending on whether it is a wildcard certificate and/or a multiple URL certificate and is indicated in the "Charges and Payment" section. Please enter a "*" if you are applying for a wildcard certificate.

Number	
Post box	
Postal code	
City	
Country	
Sex (M/F)	

You will note that one field is for the **Suspension/revocation password**. This password will be used by Certipost (E-Trust) to authenticate your requests for suspension/revocation. A minimum of four characters is required, but it is recommended that all eight boxes be used. **Under no circumstances shall this password be the same as that protecting your private key.**

Suspension/revocation password	

Information for checking the Organisational identity[3]

The following information will not appear on the certificate. It will be used by Certipost (E-Trust) to check the organizational identity. The "optional" fields do not need to be filled in.

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Official name of the Organization (as indicated in the memorandum and articles of association)	
Address of the Organization: Street	
Number	
Postbox	
Postal code	
City	
Country	
Telephone number for the Organisation's office	
Fax number for the Customer's office (optional)	
E-mail address	
Name of the duly appointed representative	
Position held by the duly appointed representative (optional)	
Telephone number of the duly appointed	

representative										

Information about charges and payment[3]

If you have received a promocode, please indicate this code in the case below :

PROMOCODE :

The charge for the Normalised E-Trust SSL Web Server Certificate is given in the table below.

1 year validity	**1 URL**	**2 URLs**	**3 URLs**
Server certificate	EUR 149 (EUR 180.29 incl. VAT)	EUR 169 (EUR 204.49 incl. VAT)	EUR 189 (EUR 228.69 incl. VAT)
***Wildcard* server certificate**	EUR 349 (EUR 422.29 incl. VAT)	EUR 369 (EUR 446.49 incl. VAT)	EUR 389 (EUR 470.69 incl. VAT)

2 years validity	**1 URL**	**2 URLs**	**3 URLs**
Server certificate	EUR 268 (EUR 324,28 incl.VAT)	EUR 304 (EUR 367,84 incl.VAT)	EUR 340 (EUR 41,40 incl.VAT)
***Wildcard* server certificate**	EUR 628 (EUR 759,88 incl.VAT)	EUR 664 (EUR 803,44 incl.VAT)	EUR 700 (EUR 847,00 incl.VAT)

3 years validity	**1 URL**	**2 URLs**	**3 URLs**
Server certificate	EUR 357 (EUR 431,97 incl. VAT)	EUR 405 (EUR 490,05 incl. VAT)	EUR 453 (EUR 548,13 incl. VAT)
***Wildcard* server certificate**	EUR 837 (EUR 1012,77 incl. VAT)	EUR 885 (EUR 1070,85 incl. VAT)	EUR 933 (EUR 1128,93 incl. VAT)

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A wildcard certificate can be installed on one server and used to protect up to ten URLs.

Any additional 2nd or 3rd URLs that you want to certify must be aliases of the first URL to be certified and therefore all indicate the same webpage.

If you want to receive a personal proposal for receiving Normalised E-Trust Certificate for SSL Web Servers allowing you to include more than 10 URLs on your Wildcard Server Certificate, to install your certificate on additional servers and/or to use your second and/or third URL to link to a second or third website rather than acting as aliases, please send an e-mail to feedback.nl@contact.certipost.be or feedback.fr@contact.certipost.be (in English, French or Dutch) for a customized offer.

The charge must be paid on receipt of the bill. Please provide the following information for billing purposes.

Last name and first name of the person responsible for payment																										
Telephone number																										
Fax number (optional)																										
VAT number																										
Address: Street																										
Number																										
Post box																										
Postal code																										
City																										

Purchase Order : Requestor Part

Agreement and signature

I hereby confirm having cognizance of the General Terms and Conditions (OID: 0.3.2062.9.6.2.4.2.4.1) for Certipost Normalised E-Trust Certificates for SSL Webservers, and in particular of my obligations thereunder, and confirm my acceptance thereof by signing this Order Form.

I likewise acknowledge that the authorized LRAs are required, by law, to ask for suspension or revocation of certificates they have issued should there be any indication that: they were issued on the basis of information that is inaccurate or falsified; the information no longer reflects the reality; or the reliability of the data relating to the signature created can no longer be guaranteed.

I hereby confirm that the information given on this Order Form or appended hereto and provided to the LRA, is true, accurate and complete.

Date: ..... City: .....

Last name and first name(s): .....

Signature: .....

OUTDATED

Purchase Order : Organisation Part

The undersigned, ……
(name of the due representative of the Organisation or his proxy), representing ……
(name of the Organisation), with registered offices at ……, with Company number ……, and VAT number BE....., formally states the following :

a) I have given proxy to the Requestor for requesting a Normalised SSL Webserver Certificate on behalf of the Organisation by filling in and signing the present Order Form;

b) I acknowledge having taken notice of the General Terms and Conditions (OID: 0.3.2062.9.6.2.4.2.4.1) for Certipost Normalised E-Trust Certificates for SSL Webservers from Certipost (E-Trust), and more specifically of the obligations of my Organisation therein, and explicitly accept them integrally by signing this Order Form.

c) I acknowledge that the authorised Local Registration Authorities (LRA's) have the legal obligation to request the suspension or revocation of the certificates they have issued whenever it is assumed that these certificates have been delivered bases on false or falsified information or whenever the information does not correspond anymore with the reality or whenever the confidentiality of the data relating to the creation of the signature is not guaranteed anymore.

d) I confirm that the information in the Order Form and in its annexes, sent to the Local Registration Authority's Officer, is correct, detailed and complete.

Date : ..... Location : .....

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Signature : .....

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