

**INSTRUCTIONS**

- This form is to be completed when applying for DIGISIGN SERVER ID (legal entity/registered business) digital certificates. Please complete **ALL** sections.
- Generate server key pair and Certificate Signing Request (CSR), save the CSR in a 1.44Mb formatted floppy disk and this **MUST** be presented upon submitting application form (if applicable).
- Representative from the organisation **MUST** be physically present to Digicert or any of its Registration Authority and present Letter of Authorisation from the management.
- Enclose photocopies of the supporting documents (enclosed documents are non-returnable), which **MUST** be certified by the Company Secretary/Director or by Commissioner of Oaths. Please refer to the Required Documentation Table printed on the back of this application form.
- All payments are accepted without prejudice to any legal action.
- This application shall only be valid if the identity verification is successful and the digital certificate is accepted by the subscriber.

**ORGANISATION INFORMATION**

**Domain name\*:** \_\_\_\_\_  
(Please ensure the domain name in this application form same as domain name in CSR)

**MAC Address\*(optional):** \_\_\_\_\_

**Company/ Organisation Name\* & Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Registration No:** \_\_\_\_\_ **Organisation unit\* (optional):** \_\_\_\_\_

**Server type:**  Microsoft IIS  iPlanet  Apache SSL  Lotus Notes/ Domino  Others \_\_\_\_\_

**Platform type:**  Windows NT  Unix  Linux  Solaris  Others \_\_\_\_\_

**Contact person name:** Mr/ Ms/ Mrs/ Dr \_\_\_\_\_

**Email address\*:** \_\_\_\_\_

**Telephone (O)** \_\_\_\_\_ - \_\_\_\_\_ **Fax** \_\_\_\_\_ - \_\_\_\_\_

**Note:**  
• Each DIGISIGN SERVER ID will cost **RM500.00** per year. \* Items with asterisk will be shown in the DIGISIGN SERVER ID.

**MODE OF PAYMENT (Please select your preferred mode of payment)**

**Cheque** (for companies only) Cheque No \_\_\_\_\_ Name of Bank \_\_\_\_\_

**Cash**  Postal Order #: \_\_\_\_\_  Others Document: \_\_\_\_\_

**Subscription period:**  1 year  2 years

**DECLARATION**

I, acting on behalf of the subscriber, 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 DIGICERT or its appointed Registration Authority (RA) permission to verify the information from whatever sources DIGICERT or its appointed RA considers appropriate with the understanding that DIGICERT or its appointed RA is bound by the Digital Signature Act 1997 and Digital Signature Regulations 1998 not to release such information unless required to do so by law or by an authority of higher order.  
Further, I, as the agent of the subscriber, represent the following to all that reasonably rely on the information contained in the certificate that I :-  
(a) hold all authority legally required to apply for issuance of a certificate naming on behalf of the subscriber; and  
(b) has 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.  
Further, I, as the agent of the subscriber, agree to be bound by the Terms and Conditions as printed overleaf or any amendments made thereto and I, as the agent of the subscriber, declare that I have notice of all that is contained in the Notice of Acceptance as printed overleaf.

**Company Stamps:**

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR INTERNAL USE ONLY**

**Application Type:**  New  Renewal  Replacement  
**Checklist:**  Completed application form  Fully paid subscription fee  Photocopies of identity documents  
**Request ID** \_\_\_\_\_ **Certificate Serial #** \_\_\_\_\_ **Expiry Date** \_\_\_\_\_

Processed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Registration Personnel) Name: \_\_\_\_\_ (Registration Officer)  
Date of Request: \_\_\_\_\_ Date of Request Closed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Registration Authority (RA): \_\_\_\_\_

REQUIRED DOCUMENTATION TABLE			
Business Type	Group	Document Name	Points/each
Sendirian Berhad/ Berhad	A	Valid certificate of incorporation - Form 9 for Sdn. Bhd - Form 8 for Berhad	4
	B	- Memorandum of Association (MoA) Articles of Association (AoA) - Society Bylaws Booklet - Latest audited financial statements - Latest income tax return	4
Sole Proprietor	A	- I/C of Sole Proprietor	4
	B	- Business Registration Form (Form A) - Business License (Form D)	4
	C	- Company Bank Statement (Last 3 months) - Management Account for 2 years (P&L and Balance sheet) - Income Tax Form for last 2 years (Form J)	2
Partnership	A	- I/C of all partners	4
	B	- Business Registration Form (Form B) - Business License (form D)	4
	C	- Company Bank Statement (Last 3 months) - Management Account for 2 years (P&L and Balance sheet) - Income Tax form for last 2 years (Form J)	2
Professionals	A	I/C of all applicants	4
	B	Current Legal/ Medical/ Accounting and other Practising Certificate	4
	C	Bank Statements for the last 3 months of practice	2
Government	A	Letter from Head of Respective Department	8
Non-Government	A	- Certificate of Registration - Constitutions of the company	4
	B	- List of Office Bearer - Official Letter from the organisation	4

#### TERMS AND 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 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 DIGICERT. By entering into and submitting this Subscriber Agreement (and certificate application) you are requesting that DIGICERT issue a Digital Certificate to you. You must understand fully the information provided by DIGICERT and must be familiar with the following terms:

- **DIGITAL SIGNATURE & CERTIFICATE**  
Technology related information regarding digital signature and certificate is available on DIGICERT's website at <http://www.digicert.com.my>
- **DIGITAL SIGNATURE ACT 1997 & DIGITAL SIGNATURE REGULATIONS 1998**  
Information regarding digital signature legislation can be obtained from DIGICERT's website at <http://www.digicert.com.my>
- **CERTIFICATION PRACTICE STATEMENT (CPS)**  
DIGICERT Public Certification Services are governed by the DIGICERT 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 DIGICERT repository at <http://www.digicert.com.my/CPS> and is available via E-mail from: [CPS-request@digicert.com.my](mailto:CPS-request@digicert.com.my).
- **RIGHTS, DUTIES & LIABILITIES of DIGICERT**  
DIGICERT 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:
  - 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
- **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 DIGISIGN SERVER ID digital certificate:

- a statement stating that the type of certificate is in accordance with the regulation;
- the serial number of the certificate;
- the domain name/ MAC address; \*
- the organization name; \*
- the organization unit; \*
- the email address; \*
- the public key corresponding to the private key;
- an identifier of the algorithms with which the subscriber's public key is intended to be used;
- validity period of the certificates; \*
- the distinguished name of DIGICERT;
- an identifier of the algorithm(s) used to sign the certificate;
- a statement indicating the location DIGICERT'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. DIGICERT shall not be liable if the information in the application form does not match with your generated CSR.

Other information required by the Digital Signature Regulations 1998 (Regulation 38) but not listed above shall be incorporated by reference to DIGICERT's CPS.

By accepting this certificate, I (as the agent of the subscriber) hereby declare that:

- a) the subscriber rightfully holds the private key corresponding to the public key listed in the certificate;
- b) all representations made to DIGICERT or its Registration Authority to information listed in the certificate are true;
- c) all material representations made to DIGICERT or its Registration Authority (RA) or made in the certificate and not confirmed by DIGICERT or its Registration Authority issuing the certificate are true;
- d) acknowledge that the digital certificate may only be used subject to the terms specified in DIGICERT's CPS;
- e) the subscriber agrees to assume duty to exercise reasonable care on protection and maintenance of the private key ;
- f) the subscriber undertakes to indemnify DIGICERT 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.