

## EXTENDED VALIDATION TLS CERTIFICATE REQUEST

See instructions in Appendix 1.

\* Denotes a mandatory field (all details in the section must be completed)

PART 1: APPLICANT INFORMATION (THIS INFORMATION WILL BE INCLUDED IN THE CERTIFICATE)	
<b>1. ORGANISATION NAME (LEGAL NAME) (*):</b>	
<b>2. DOMAIN NAME (URL TO BE SECURED) (*):</b>	
<b>3. APPLICANT ADDRESS DETAILS (*):</b>	
STREET ADDRESS (OPTIONAL):	
CITY (REQUIRED):	
STATE/PROVINCE (REQUIRED):	
POSTAL CODE (OPTIONAL):	
COUNTRY (REQUIRED):	
<b>4. INCORPORATION JURISDICTION (*):</b>	
CITY (IF ANY):	
STATE/PROVINCE (IF ANY):	
COUNTRY:	
<b>5. REGISTRATION NUMBER (*):</b>	
PART 2: ADDITIONAL DETAILS REQUIRED (THIS INFORMATION WILL NOT BE INCLUDED IN THE CERTIFICATE)	
<b>6. DESIRED CERTIFICATE VALIDITY (*):</b> 1 Yr OR No. of Days (<398)	<input type="checkbox"/> 1 Days
<b>7. NEW CERTIFICATE OR CERTIFICATE RENEWAL (*):</b>	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
<b>8. ORGANISATION'S MAIN OFFICE TELEPHONE NUMBER: (*):</b>	
<b>9. INCORPORATION OR REGISTRATION AGENCY:</b>	
<b>10. CONFIRMING PERSON (*):</b>	
FULL NAME:	
TITLE:	
E-MAIL ADDRESS:	
OFFICE TELEPHONE:	

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PART 3: APPROVAL CONTACTS (THIS INFORMATION WILL NOT BE INCLUDED IN THE CERTIFICATE)	
<b>11. CERTIFICATE REQUESTOR (*)</b>	
FULL NAME:	
ORGANISATION:	
TITLE/ROLE:	
E-MAIL ADDRESS:	
OFFICE TELEPHONE:	
<b>12. CERTIFICATE APPROVER (*)</b>	<input type="checkbox"/> SAME AS CERTIFICATE REQUESTOR
FULL NAME:	
TITLE/ROLE:	
E-MAIL ADDRESS:	
OFFICE TELEPHONE:	
<b>13. CONTRACT SIGNER (*)</b>	<input type="checkbox"/> SAME AS CERTIFICATE APPROVER
FULL NAME:	
TITLE/ROLE:	
E-MAIL ADDRESS:	
OFFICE TELEPHONE:	

By signing this certificate request we confirm that:

- all declarations made in relation to the information contained in the certificate are true and accurate;
- reasonable measures will be taken to maintain sole control of, keep confidential, and properly protect at all times the Private Key that corresponds to the Public Key to be included in the requested SSL Certificate(s);
- the certificate will be used strictly in compliance with the certificate policy (CP/CPS) and relevant subscriber agreement;
- the certificate will immediately be declared invalid if the certificate details are no longer correct or the private key is lost, stolen, or potentially compromised;
- we authorise DigitalTrust to conduct validation of this information in accordance with "Guidelines for the Issuance and Management of Extended Validation Certificates" (EV Guidelines) published at <http://www.cabforum.org>;
- we authorise DigitalTrust to store gathered information for audit purpose and for future verification; and
- we accept the DigitalTrust Certificate Holder Agreement.

<b>CERTIFICATE REQUESTER - FOR AND ON BEHALF OF APPLICANT</b>	
<b>DATE</b>	

(\* In the UAE, please provide Trade Registration, Power of Attorney for Authorized Signatory, and Company Stamp on Signature Page)

## EXTENDED VALIDATION SSL CERTIFICATE REQUEST

### Appendix 1, Instructions and explanations

Information provided in the Certificate Request (on page 1) is validated and appears in the EV SSL certificate. The numbering below corresponds to the numbering on the Certificate Request form.

#### Part 1: Applicant Information (this information will be included in the Certificate)

- 1. Organisation Name (Legal Name):** Provide the Applicant's formal legal name as recorded with the Incorporating Agency (for private organisations) or as specified in the law (for government entities) of Applicant's Jurisdiction of Incorporation.  
NOTE: this name must exactly match the Subject Name in the CSR provided to DigitalTrust.
- 2. Domain Name (URL to be secured):** Provide the fully qualified domain name to be included in the EV Certificate (for example, www.digitaltrust.ae or secure.digitaltrust.ae). The EV vetting process must determine that the Applicant is either the Registered Holder of the domain, or has been granted exclusive use of the domain by the Registered Holder of the domain name.
- 3. Applicant Address Details:** Provide the street address of the Applicant's Place of Business. This must be a physical address (not a P.O. Box, mail drop, or agent's office) where the Applicant conducts business and that can be verified in public records and/or third party databases.
- 4. Jurisdiction of Incorporation:** Provide the Applicant's Jurisdiction of Incorporation to be included in EV Certificate, and consisting of City or town (if any), State or Province (if any), and Country.
- 5. Registration Number (for private organisations only):** Provide the unique registration number assigned to Applicant by the Incorporating Agency in Applicant's Jurisdiction of Incorporation and to be included in EV Certificate. This information will be validated by DigitalTrust.

#### Part 2: Additional Information Required (this information will not be included in the Certificate)

- 6. Incorporating Agency (for private organisations only):** Provide the name of the Applicant's Incorporating Agency.
- 7. Confirming Person:** Must be a corporate executive or legal counsel of the Applicant whose position can be verified using official records. Verification cannot be performed by reference to the Applicant's websites or promotional materials. The Confirming Person must sign a completed Authority Letter to establish the identity and authority of the Contacts acting for the Applicant.

#### Part 3: Approval Contacts

There are three roles involved in the EV application, which must be filled by named individuals. An Applicant may authorise one person to fill all three roles, or more than one person to fill each role.

- 8. Certificate Requester:** Submits the Certificate Request and is the primary contact for certificate installation. The EV Certificate Request must be completed by an authorised Certificate Requestor. May be an employee of the Applicant or a third party (such as a consultant or ISP) acting for the Applicant.
- 9. Certificate Approver:** Approves all Certificate Requests and is contacted if further information is required to process the Certificate Request. Must be an employee of the Applicant.
- 10. Contract Signer:** Approves the Subscriber Agreement and other contractual obligations on behalf of the Applicant. Must be a duly authorised employee of the Applicant.

## EXTENDED VALIDATION TLS CERTIFICATE REQUEST

### Appendix 2, Authorisation letter

Dear DigitalTrust:

On behalf of the Applicant, the undersigned represents that he/she is [CEO, President, Corporate Secretary, Treasurer, Vice-President, COO, CIO, CFO, CSO, Director, Department Head, or Senior Manager]. The Applicant desires to procure one or more Extended Validation SSL Certificates from DigitalTrust, and hereby acknowledges receipt of the DigitalTrust Certificate Holder Agreement (available at <https://ca.digitaltrust.ae/CPS/>).

The Applicant hereby grants authority to the individuals indicated below to act on behalf of the Applicant solely for purposes of obtaining certificate services from DigitalTrust in the following roles:

**CONTRACT SIGNER:** The "Contract Signer(s)" represent and bind Applicant in its certificate procurement process with respect to signing Subscriber Agreements on behalf of Applicant, confirming that Applicant has the exclusive right to use the domain name, and binding Applicant to all such Subscriber Agreements and related documents. This authorisation applies to both written and electronic signatures.

**CERTIFICATE APPROVER:** The "Certificate Approver(s)" represent and bind Applicant in its certificate procurement process by confirming that Applicant has the exclusive right to use the domain name and approving Certificate Requests submitted by others that the Contract Signer has authorised. Such approvals may be written, verbal, or electronic.

**CERTIFICATE REQUESTER:** The "Certificate Requester(s)" represent and bind Applicant in its certificate procurement process with respect to completing and submitting Certificate Requests on behalf of Applicant.

ROLE	NAME AND TITLE	EMAIL ADDRESS
<b>CONTRACT SIGNER:</b>		
<b>CERTIFICATE APPROVER:</b>		
<b>CERTIFICATE REQUESTOR:</b>		

The Applicant hereby agrees to be bound by all Certificate Requests, Subscriber Agreements, and related documents submitted to DigitalTrust by the above listed Contract Signer and Certificate Approver for a period of 5 years or until revoked. The Applicant must contact DigitalTrust to revoke the rights of any representatives herein appointed.

#### Confirming Person – Details and Confirmation

I hereby acknowledge that I have appointed the representatives listed above and confirm that I have the appropriate authority to confirm the details included in this Authority Letter:

<b>LEGAL ENTITY NAME OF APPLICANT:</b>	
<b>FULL NAME OF CONFIRMING PERSON:</b>	
<b>TITLE OF CONFIRMING PERSON:</b>	
<b>E-MAIL ADDRESS OF CONFIRMING PERSON:</b>	
<b>OFFICE TELEPHONE OF CONFIRMING PERSON:</b>	
<b>DATE:</b>	
<b>SIGNATURE OF CONFIRMING PERSON:</b>	

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