

Contract change order Managed PKI services

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For partners and end customers

These configuration changes replace previous configuration settings or configuration settings of the Managed PKI Setup Agreement and/or Declaration of Consent and Terms of Certificate Use and/or Declaration of Consent to the Delegation of Registration Authority Activity.

Please use the Adobe PDF reader to fill out the form.

Order date (last date of saved modification):

1 Contractual and customer data

Change to the existing contract for Managed PKI services based on the SwissSign Managed PKI Services GTC between

SwissSign AG, 8152 Glattbrugg, Switzerland and

Official company name

Postcode/City
(registered office)

Country

Principal / Employer

(Existing operator or authorized signatory of the organization)

Last name, first name

E-Mail address

Telephone number

Street no.

Postcode/City

Country

- A **signed and dated** copy of the identity card must be enclosed with this order.

2 Changes

In case you want to increase your order volume and add new products, please use additionally the order form for Managed PKI. In case of an increase by at least 250 CHF/EUR/USD, no alteration fee will be charged for new product types.

For any other changes, we will charge an alteration fee of 250 CHF/EUR/USD (depending on contractual agreement) per change order. A change order can consist of multiple changes in the configuration of the Managed PKI.

- 1) Addition of product types
- 2) Change to or addition of access managers/operators
- 3) Adding another Organization / Sub-delegation
- 4) Change of organisation name or registered office
- 5) Change of address
- 6) Notification of expiration of certificates
- 7) Change to certificate publication status (visible/non-visible)
- 8) Change of the acquisition type of e-mail certificates (web interface / automatic interface CMC)
- 9) Other change requests

In order to extend access certificates (operator certificates), please contact our support team: helpdesk@swissign.com.

1) ADDITION OF PRODUCT TYPES

You can activate further product types free of charge by ordering this product type additionally via the order form and thus increase your Managed PKI volume by at least 250 CHF/EUR/USD. If you only want to use your already existing order volume for further product types, you can apply as change for the above indicated change price here:

- SSL Gold EV**, organisation validated with EV
- SSL Gold EV multi-domain**, organisation validated with EV, up to 200 domain entries.

For EV level certificates, the following additional organisational information is required:

Company registration number:

Business category:

Jurisdiction

Country:

Canton / State:

Place:

- SSL Gold**, organisation validated, main domain plus subdomain “www”
- SSL Gold multi-domain**, organisation validated, up to 200 domain entries.
- SSL Gold wildcard**, organisation validated, all subdomains (without main domains).
- SSL Silver**, domain validated
- SSL Silver wildcard**, domain validated, all subdomains (without main domain)
- E-Mail ID Silver**, email address validated. (Web interface and partner application)
- E-Mail ID Silver**, email address validated, organisation, canton/state (optional), country. (Partner application only)
- E-Mail ID Gold**, first name/last name, email address, organisation, location/country validated for signature, authentication and encryption (“Class 3/2”)
- E-Mail** certificate based on the signature procedure **RSASSA-PSS** (Edi@Energy compliant)

2) CHANGE TO OR ADDITION OF ACCESS MANAGERS/OPERATORS

2.1) ADDITIONAL SWISSIGN ACCESS MANAGERS (OPERATORS)

Do you require additional access managers? If so, please complete a new copy of the [authorisation for access managers](#) or the [Declaration of Consent to the Delegation of Registration Authority Activity](#). Please have the authorization signed by both the new access managers and the authorised signatories of your organisation. All signatories must enclose a **signed and dated** copy of an identification document or their passport (front and back side).

2.2) ACCESS MANAGERS (OPERATORS) TO DELETE – FREE OF CHARGE

The following operators should be removed immediately:

Operator 1

Operator 2

Operator 3

The access certificate will be revoked and blocked by SwissSign.

3) ADDING ANOTHER ORGANIZATION / SUB-DELEGATION

If you wish to include further organisations in the certificate issuance (e.g. subsidiaries, companies for which you work as a service provider), we also need a [Declaration of Consent to the Delegation of Registration Authority Activity](#) completed by the respective organisation for this organisation. The organisation must authorise the same Managed PKI access managers who have already been appointed for the existing Managed PKI.

Official company name

Postcode / city

Country

4) CHANGE OF ORGANISATION NAME OR REGISTERED OFFICE

You have already entered the new name of your organization under 1.
Please enter the existing name of your organization below:

Official company name

Postcode / city

Country

We also require that you provide us with the newly completed [Declaration of Consent to the Delegation of Registration Authority Activity](#) signed by all your organization's authorised signatories according to the new register entry or organizational proof and including a list of all access managers. Attention: The existing personal access certificates are revoked and cannot be reused.

Please note: After the technical implementation of the name change, all certificates containing the organization name (or the attribute "Organization") must be reissued within five days and the old certificates must be revoked.

5) CHANGE OF ADDRESS

Please name your new domicile address below:

Domicile address
(street, street number)

Zip/Place (Headquarter)

Country

If the change of address is not visible in the trade register, we require a fully completed and legally signed [Declaration of Consent to the Delegation of Registration Authority Activity](#) in accordance with the register entry or proof of organisation, including the names and signatures of all those responsible for access.

Please note: After the technical implementation of the change, all certificates containing the changed address elements must be reissued within five days and the old certificates must be revoked. This applies in particular to SSL Gold EV Certificates, but may also apply to SSL Gold and Email ID Gold Certificates. In addition to the organization name mentioned above, this may affect the following certificate fields:

- **Country**
- **State**
- **Locality**
- **Organization**
- **EV-specific attributes (Street, PostalCode, & jurisdictionOfIncorporation fields)**

6) NOTIFICATION OF EXPIRATION OF CERTIFICATES

- No Notification**, because e.g. the system used for auto-enrollment or the mail gateway takes over the notifications or renewals.
- Notification to the access manager/operator**, but no notification to the certificate holder, 10 and 30 days before expiration of the certificate.
- Notification to the certificate holder and the access manager**, 10 and 30 days before expiration of the certificate.

7) CHANGE TO CERTIFICATE PUBLICATION STATUS

- I would like to publish my e-mail certificates in the general directory of www.swissign.net (LDAP), so that they are visible for anyone, and everybody is able to communicate encrypted with me.
- I no longer wish to publish my e-mail certificates.

8) CHANGE OF THE ACQUISITION TYPE OF E-MAIL CERTIFICATES

In the future, e-mail certificates will be acquired via the following ways:

- Web interface** (Access via access certificate to the certification platform), application and issuance manually via web interface.
- Automatic interface (CMC)**. The following partner solution is used here:

9) OTHER CHANGE REQUESTS

If your change request is not covered by the form, you can describe your request in the field below.

3 Documents and remarks

This contract change order does not need any signature and can be filed by e-mail.

Any necessary additional documents must be submitted by regular mail within 30 days to the address provided below.

Documents can only be submitted digitally if the PDF documents are signed with a qualified electronic signature pursuant to Swiss law or the legislation of the signatory's EU state. In such cases, please include all documents in a ZIP file.

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If you have any questions, please do not hesitate to call us on **+41 848 77 66 55** or contact us via **contracts@swissign.com**.

GENERAL REMARKS

