



Certificate Application Form

(Administration)

* Please complete this form with the required information.

Administration Information	
Name of the Administration	_____
Budget Code	_____
Name of the President/ Minister/Chancellor/General Manager/Principal	_____
Administration's Address	_____

User's certificate information					
Name of the Employee	_____				
Date of birth	__/__/____	National ID Card Number	_____		
Telephone	+237 _ _ _ _ _ _ _ _ _	Fax	+237 _ _ _ _ _ _ _ _ _	Mobile Phone	+237 _ _ _ _ _ _ _ _ _
Department	_____				
e-mail	_____				
Type of request	Issuance <input type="checkbox"/> Re-issuance <input type="checkbox"/> Renewal <input type="checkbox"/> Suspension <input type="checkbox"/> Reactivation <input type="checkbox"/> Revocation <input type="checkbox"/> Critical Information updating <input type="checkbox"/>				
Reason for certificate suspension or revocation. (Please check appropriate fields)	Suspension : <input type="checkbox"/> Temporarily unavailable for 06 months or less <input type="checkbox"/> Not using the certificate for a period of 06 months or less <input type="checkbox"/> Presumption of compromise <input type="checkbox"/> Bewilderedness				
	Revocation : <input type="checkbox"/> Private key damaged or compromised <input type="checkbox"/> Storage device containing the private key damaged <input type="checkbox"/> Modification of information related to user's identity <input type="checkbox"/> Loss of certificate <input type="checkbox"/> Certificate stolen <input type="checkbox"/> Certificate is no longer useful				
	Other reasons (please indicate) :				

Power of Attorney				
Attorney Personal Information	Name	_____	National ID card No	_____
	Telephone	+237 _ _ _ _ _ _ _ _ _	Relationship with the certificate user	_____

Pursuant to Law No. 2010/012 of 21 December 2010 relating to cybersecurity and cybercriminality and ANTIC's electronic certification charter hereby, I apply for an electronic certificate and I authorize the use of the data contained in this form for tasks related to the issuance, reissuance, renewal, suspension, reactivation, revocation or change of information of the certificate.

Date __/__/____

(Name, stamp and signature of the President/Minister/Chancellor/General Manager/Principal)

- ※ Documents to be attached to the request :
- Certificate application form for Administration filled and signed
 - A legalized copy of the Administration's stamp
 - A copy of user's and attorney's valid CNI/Resident card (Only for foreigners)



Name	Central RA Operator
Signature	_____



Subscriber Agreement

1. **Subscription Agreement:** A subscriber who is entitled to use a certificate delivered by the National Agency for Information and Communication Technologies (hereinafter "ANTIC") which is an authorized certification authority. He/She has to visit a Registration Authority holding license granted by ANTIC and the certificate will be used for strong authentication, digital signature and encryption. Upon obtaining the certificate, the subscriber is requested to respect the following terms of agreement.
2. **Identification:** ANTIC reserves the right to collect information as required to verify the identity of an individual, a corporation, a public administrative agency for the purpose of certificate usage, issuance, re-issuance, renewal, suspension, reactivation, revocation or changing of related information. A subscriber is required to approve ANTIC's right by getting the certificate application form signed and stamped.
3. **Generation of Distinguished Name:** ANTIC reserves the right to generate a unique name called DN (Distinguished Name) for identification based on its own relevant policy.
4. **Certification Processing:** ANTIC will do its best to process all certificate applications as soon as possible. However, ANTIC shall not be held responsible for any delay due to unexpected circumstances.
5. **Management of Certificate Registration Number:** The certificate registration number generated by the system during the registration process uniquely belongs to each subscriber and constitutes confidential information that should be safely handled. The loss or exposure of this registration number prior to certificate issuance will make it impossible to ensure the security of the certificate. In this case, the subscriber should immediately inform ANTIC or the Local Registration Authority (hereinafter "LRA") which issued the registration number.
6. **Private Key Generation and Storage:** The subscriber shall be responsible for the safe and secure generation and storage of the private key. In case of disclosure or loss of the private key, the subscriber should report immediately to ANTIC or LRA where he/she was registered. The subscriber shall be responsible for issues relating to his/her carelessness, poor management or improper use of the private key.
7. **Handling of Information Related to Certificate Issued:** The subscriber shall be responsible for issues resulting from poor safeguard of information related to the certificate issued.
8. **Suspension or Revocation:** ANTIC has the right to suspend or revoke the certificate at its sole discretion in the event of the occurrence of a situation stated in the Law relating to Cybersecurity and cybercriminality and the regulations in force.
9. **Damages:** If a problem crops up between the subscriber and other parties within the framework of electronic governance in the usage of certificates issued by ANTIC, then ANTIC shall be responsible. It is ANTIC's responsibility to compensate losses resulting from poor quality of the certification process through an insurance policy.
10. **Subscriber's Obligation for Prompt Report:** The subscriber shall be responsible for untimely reporting of identified certificate management related issues.
11. **Immunity:** ANTIC shall not be responsible for any upshot, including inability of certificate usage or functional problems resulting from errors made by the subscriber in handling computer equipment, or inefficient functioning of the hardware or software of his/her computer. In the process of providing certification services, ANTIC shall not also be responsible for any delay, inability or related outcomes resulting from issues relating to malfunctioning of subscriber's computer, poor communication systems or other issues caused by external factors beyond its control.

The subscriber can get a copy of this Agreement upon request.