

**APPLICATION FORM FOR
ACCREDITATION / RENEWAL OF ACCREDITATION OF
CERTIFICATION AUTHORITY**

This application form is for Certification Authorities who desire to be accredited, or who desire to renew their accreditation, under the Electronic Transactions (Certification Authority) Regulations (“Regulations”) made under the Electronic Transactions Act (“Act”).

SECTION 1 – COMPANY DATA

Company Name: _____

Address in Singapore: _____

Tel No: _____

Fax No: _____

RCB No: _____

Date of Registration: _____
(DD/MM/YYYY)

Registered as:

Public Limited (limited by shares)

Private Limited (non-exempt limited by shares)

Others (please specify): _____

Principal business activities: _____

URL of web site¹: _____

Please attach the following:

(a) A recent original Business Profile Report on the applicant company obtained from the Accounting and Corporate Regulatory Authority of Singapore.

(b) A certified true copy of the applicant company's resolution(s):

(i) to apply an accredited Certification Authority ("CA"), or (in the case of an accredited CA applying for renewal of its accreditation) for renewal of its accreditation; and

(ii) to authorise, for the purpose of making this application on the applicant company's behalf, the person(s) making the application.

¹ The URL provided should refer to the web site that contains information on the Certification Authority and its Certification Practice Statement(s).

SECTION 2 – OWNERSHIP

Shareholders:

Name of Company/Individual	Country of Incorporation	% Share	Nature of Business

Where the applicant company is a subsidiary of another company, information about the parent and ultimate holding companies (the entire group structure) must be provided. Please attach separate sheet if the space provided is inadequate.

SECTION 3 – FINANCIAL STATEMENTS FOR THE PAST 3 YEARS

	Year Ending _____ 20__	Year Ending _____ 20__	Last Financial Year Ending _____ 20__
Revenue			
Profits before Tax			
Profits after Tax			
Total Assets			
Total Liabilities			

Name of Auditors: _____

Address of Auditors: _____

Please provide the audited accounts of the applicant company for the past 3 years. Where the applicant company is a subsidiary of another company, the audited accounts of the parent and ultimate holding companies must be provided.

SECTION 4 – FUNDING & CREDIT INFORMATION

Source of Funding	Amount (SGD)	Details of any Collateral	Details of Contact Person for Verification Purpose

SECTION 5 – BUSINESS PLANS

Please provide a copy of the applicant company's business plans for the CA operations for the current and next 3 financial years. This should include the following:

- (a) Business statement;*
- (b) Target market;*
- (c) Business strategy;*
- (d) Projected monthly cash flow statements; and*
- (e) Budgets for the current and next 3 financial years.*

Please explain any discrepancies between the figures.

SECTION 6 – POLICIES AND OPERATIONS

Please provide a copy of the following²:

- (a) Certification Practice Statement(s) of the CA (“CPS”);
- (b) Technical specifications of the CA’s system;
- (c) CA’s public key certificate (to provide a certified hardcopy and a softcopy);
- (d) CA’s security policies and standards;
- (e) CA’s incident management plan;
- (f) CA’s business continuity plan;
- (g) Audit report prepared in accordance with the Regulations for compliance with the Compliance Audit Checklist published on the Controller’s Internet website; and
- (h) Credentials of the auditing team conducting audit and preparing the audit report (referred to in (g) above), demonstrating compliance with the auditors’ qualifications as specified in the Regulations.

SECTION 7 – PERSONNEL

Please provide:

- (a) The following information for each and every trusted person (as defined in the Regulations):
 - Name
 - NRIC Number/Passport Number/Foreign Identification Number
 - Residential Address
 - Designation and Function
 - Date of Employment
 - Details of qualifications and experience to carry out his/her duties as a trusted person
- (b) A copy of the applicant company’s organisation chart.

SECTION 8 – INFORMATION ON INSOLVENCY & LEGAL PROCEEDINGS

Has the applicant company ever been involved in any legal proceeding or dispute settlement here or anywhere else in the world in its capacity as a Certification Authority?

Yes No

If the answer to the above question is “yes”, please furnish complete details (please attach a separate sheet if the space provided is inadequate):

² Some of the information can be provided later if it is not available at time of application.

Is the applicant company or its substantial shareholder in the course of being wound up or liquidated?

Yes No

If the answer to the above question is "yes", please furnish complete details below (please attach a separate sheet if the space provided is inadequate):

Has a receiver, or a receiver and manager, been appointed to the applicant company or its substantial shareholder?

Yes No

If the answer to the above question is "yes", please furnish complete details (please attach a separate sheet if the space provided is inadequate):

Has the applicant company or its substantial shareholder, whether in Singapore or elsewhere, entered into any compromise or scheme of arrangement with its creditors?

Yes No

If the answer to the above question is "yes", please furnish complete details, including whether the compromise or scheme of arrangement is still in operation (please attach a separate sheet if the space provided is inadequate):

Has the applicant company or its substantial shareholder, any of their respective directors and key executives, or any of the trusted persons, ever been convicted of an offence for which the conviction involved a finding that it/he/she acted fraudulently or dishonestly?

Yes No

If the answer to the above question is "yes", please furnish complete details (please attach a separate sheet if the space provided is inadequate):

SECTION 9 – DETAILS OF CONTACT PERSON

Name: _____

Designation: _____

Tel No: _____

Fax No: _____

Email Address: _____

The contact person must be able to provide clarifications or/and further information pertaining to the application to the Controller.

SECTION 10 – DECLARATION

1. In applying to the Controller of Certification Authorities in Singapore to operate as an accredited Certification Authority under the Act and the Regulations, I declare that all the above information provided by the company is true and complete.
2. In the event that any of the information provided by the company is found to be false or misleading, the Controller reserves the right to take appropriate enforcement action against the company under the Act and/or the Regulations (including, without limitation, cancelling or suspending the accreditation of the company).
3. The Controller reserves the right to reject any application without providing any reason.

Signature³: _____

Name: _____

Designation: _____

Date: _____

Company Stamp:

³ Please note that the signatory has to be authorised by the company (i.e., an authorised agent supported by a Board resolution of the company).