RISA Rwanda Information Society Authority

GovCA Government Certificate Authority

File Number: ....

DIGITAL CERTIFICATE RE-ISSUANCE/ REACTIVATION FORM

※ **Fill only with CAPITAL LETTERS**   * **Compulsory (mandatory) items**

Section 1: SUBSCRIBER/APPLICANT INFORMATION	
Applicant name *	
Passport/ ID number *	Tel *
E-Mail *	

Section 2: ORGANIZATION INFORMATION (If applying under organization)	
Organization Name *	
Business Registration/ TIN Number *	The TIN is also needed for local consultant.

Section 3: DOCUMENT REQUIRED

☐ A copy of Applicant's ID or Passport (With validity time not less than 6 months)

Application for	☐ Re-Issuance ☐ Reactivation Other Reasons:..

Section 4: APPLICANT DECLARATION AND SIGNATURE

I hereby agree that I have read and understood the GovCA terms of use as in the subscriber agreement (found on page 2 of this document) and will abide by the same. I confirm that the information provided in this form is true and valid. I will take full responsibility of the digital certificate that will be provided to me.

Applicant name:…………………………………………………….

Date:..………..………..   Signature:……………………………………

Section 5: TO BE FILLED BY REGISTRATION OFICE

I declare that I have checked and verified that the form is well filled and contains the necessary information and supporting documents that allow the applicant to be registered. I hereby take full responsibility for any missing information or document related with this application.	RA Manager Name:…………………………… Date: ..………..………. RA Signature: …………………………………
Other comments: (Token Number for Gov.)	

Subscribers Agreement

1. <u>Subscription Agreement</u>: A subscriber who uses this note of certification of Digital Certificate shall be subjected to the Subscription Commitments provided by Government Certification Authority ("GovCA" hereinafter), Licensed and Accredited by RootCA ("RURA") hereinafter.

2. <u>Identification</u>: GovCA reserves the right to collect information as required to check the identification of a subscriber, either an individual or a corporate/systems, for the purpose of usage, issuance, re-issuance, renewal, suspension, and revocation of its certificate or changing information. A subscriber is deemed to approve GovCA 's right by signing or putting a seal to the application for certification services.

3. <u>Generation of Distinguished Name</u>: GovCA reserves the right to generate a unique name called DN (Distinguished Name) for identification based on its own relevant policy.

4. <u>Processing Period</u>: GovCA will do all the best to process all applications for certification as soon as possible. However, GovCA shall not be held responsible for any delay in the processing due to unpredicted circumstances.

5. <u>Management of Reference Number/Authorization Code</u>: The reference number and authorization code generated by the system during the certificate registration process uniquely belong to the subscriber. The loss of this reference number or authorization code prior to certificate issuance will make it impossible to ensure the issuance and the security of the digital certificate. In case of such loss, the subscriber should immediately inform GovCA or the RA (Registration Authority) of which he/she obtained the reference number and authorization code to prevent from any illegal usage or information leakage.

6. <u>Generation, storage and Protection of Private Key</u>: The generation, Storage and Protection of Private Key shall be the sole responsibility of the subscriber. In the case of disclosure or loss of the private key, the subscriber should report immediately to GovCA or RA. The subscriber shall be responsible for any result that may come due to his/her carelessness, poor management or improper use of the private key.

7. <u>Care of Information Related to Certificate Issued</u>: The subscriber shall be responsible for any consequences due to poor safeguard of information related to the issued certificate.

8. <u>Suspension or Revocation</u>: GovCA has the right to suspend or revoke the certificate at its sole discretion in the event of occurrence of a situation stated in the Law governing information and communication technologies. (LAW N°24/2016 OF 18/06/2016).

9. <u>Subscriber's Obligation for Prompt Report</u>: The subscriber shall be responsible for any result that may come due to his/her failure to report occurrence of any problem for which he/she has not reported in time.

10. <u>Immunity:</u> GovCA shall not be responsible for any result, including an inability to use the certification service or a functional problem that may come due to an error made by the subscriber in handling computer equipment or in processing his or her business or special characteristics of the hardware or software of his/her computer. GovCA shall not also be responsible for any delay or inability or related consequences that may come due to such a delay or inability in provision of public certification service resulting from force majeure, including malfunction of the computer or communication system or other external factors beyond its control.

Applicant Name: …………………………………….

Date: …................   Applicant Signature:……………………………………