



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*) [v30-11-2018]

DIGITAL CERTIFICATE APPLICATION FORM



IMPORTANT: PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS APPLICATION:

1. PRELIMINARY INFORMATION

- 1.1 If you not familiar with digital certificates and/or the practices and procedures required to be adhered to when using digital certificates to transact online with e4 Strategic (Pty) Ltd and/or any of the other companies in the group of which e4 forms part (e4), please make sure you first read the [Introduction to digital certificates at e4](#), the [e4 Registration Authority Charter and Subscriber Agreement](#), available for download from e4's website at www.e4.co.za.
- 1.2 By completing this application form and submitting it to e4, together with the supporting documentation required, you, the *applicant*, are applying to be issued with a digital certificate (once issued, you will then be referred to as a *subscriber*) to enable you, on behalf of the entity you represent, to access and make use of the online services provided by e4. PLEASE ENSURE YOU CAREFULLY INDICATE IN SECTION 3 BELOW THE SUITES AND ROLES YOU REQUIRE TO BE ALLOCATED TO YOU.
- 1.3 The issuance and subsequent use by you of the *digital certificate* is subject to the provisions of the [LAWtrust Subscriber Agreement](#) attached hereto, the [e4 Registration Authority Charter](#) (RA Charter) and the [LAWtrust Certification Practice Statement](#) (CPS), also available for download from e4's website at www.e4.co.za.
- 1.4 In respect of a legal entity, the application is for the issuance of an *entity digital certificate*. In respect of a natural person, the application is for the issuance of a *personal digital certificate*. Reference to *digital certificate* depends on the context and means either reference to an *entity digital certificate* or to a *personal digital certificate*.
- 1.5 You, the *applicant*, are required to complete this application form in full and, in the presence of the *certificate administrator* or authorised representative of e4, and sign the attached [LAWtrust subscriber agreement](#).
- 1.6 In order to verify your claimed identity prior to issuing you with a *digital certificate*, you are required to submit the supporting documentation listed in the [e4 RA Charter](#) together with this application form.
- 1.7 Before this application can be processed, the *certificate administrator*, or the authorised representative of e4, must transmit a copy of this duly completed and signed application (together with all supporting documentation) to e4, by fax to 086-679-1220 or by email to support@e4.co.za.
- 1.8 Once this application has been successfully processed, an email or sms will be sent (to your email address and cell number provided) with details how to install the issued *digital certificate*.
- 1.9 The *digital certificate* issued to you is valid for a period of 1 (one) year from date of issue; whereupon you will need to "renew" your digital certificate by making a renewed digital certificate application.
- 1.10 THE DIGITAL CERTIFICATE ISSUED AND ITS SUBSEQUENT USE IS PERSONAL TO YOU, THE SUBSCRIBER (I.E. THE PERSON NAMED IN THE DIGITAL CERTIFICATE) FOR THE SOLE PURPOSE OF ACCESSING e4'S INFORMATION SYSTEMS AND/OR TRANSACTING WITH e4. **UNDER NO CIRCUMSTANCES MAY YOU ALLOW OR OTHERWISE PERMIT ANY OTHER PERSON TO USE YOUR DIGITAL CERTIFICATE, OR USE IT FOR ANY PURPOSE THAT DOES NOT HAVE TO DO WITH ACCESSING e4'S INFORMATION SYSTEMS AND/OR TRANSACTING WITH e4; DOING SO TO THE CONTRARY CONSTITUTES A BREACH OF THE TERMS OF THE SUBSCRIBER AGREEMENT AND IS UNLAWFUL.**
- 1.11 Should assistance be required in the installation of the digital certificate, the Support Centre (0860 34 00 00) can be contacted and a consultant will assist with the installation.

2. APPLICANT DETAILS (insert natural person or legal entity details, where applicable)

| | | | | |
|---|--------------------------|---|--------------------------|---|
| CA Certificate type (see RA Charter for details) | <input type="checkbox"/> | LAWtrust Public CA | <input type="checkbox"/> | LAWtrust AATL CA |
| Applicant type (mark with 'X'): | <input type="checkbox"/> | Legal entity (entity digital certificate) | <input type="checkbox"/> | Natural person (personal digital certificate) |
| Applicant name: | | | | |
| Authorised representative (of legal entity) | | | | |
| Reg. no. (of legal entity): | | | | |
| ID no. (of natural person): | | | | |
| Physical address: | | | | |
| Telephone number: | | | | |
| Cell phone number: | | | | |
| Occupation (of natural person): | | | | |
| Employer name (of natural person): | | | | |
| Department/division (of natural person): | | | | |
| External reference number (bank users) | | | | |
| LUN ID: | | | | |
| E-mail address: | | | | |

_____ [initial]



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

3. SUITES & ROLES REQUIRED BY APPLICANT (when using the digital certificate to access and make use of the online services provided by e4)

| e4 SOUTH AFRICA | | e4 Strategic (Pty) Ltd | | www.e4.co.za |
|-----------------|--|------------------------|---|--------------|
| Suite ID | Suite Name | ✓ | Role | |
| 119 | ABSA Bond Registrations Attorneys | | n/a | |
| 117 | ABSA Bond Registrations Bank | | n/a | |
| 121 | ABSA Cancellations Panel Attorneys | | <input type="checkbox"/> Manager <input type="checkbox"/> Secretary | |
| 442 | ABSA Cancellations Requestor (Non-Panel Attorneys) | | <input type="checkbox"/> Secretary <input type="checkbox"/> Manager | |
| 342 | ABSA CPF Registrations Attorneys | | <input type="checkbox"/> Manager <input type="checkbox"/> Secretary | |
| 384 | ABSA CPF Valuations Service Provider | | <input type="checkbox"/> SP Admin <input type="checkbox"/> SP Valuer <input type="checkbox"/> SO Valuer Candidate | |
| 12 | Standard Bank Bond Registrations (Attorneys/Bank) | | n/a | |
| 95 | SBSA Cancellations for Stordoc | | n/a | |
| 515 | SBSA Cancelling Attorneys | | <input type="checkbox"/> Office Manager <input type="checkbox"/> Secretary <input type="checkbox"/> Administrator | |
| 515 | SBSA Cancellations Requestor | | <input type="checkbox"/> Secretary <input type="checkbox"/> Office Manager | |
| 563 | SBSA CPF | | <input type="checkbox"/> Administrator <input type="checkbox"/> Consultant <input type="checkbox"/> Attorney User <input type="checkbox"/> Super Administrator <input type="checkbox"/> Stordoc Uploader <input type="checkbox"/> SBSA CPF - TMU | |
| 573 | SBSA Collateral Bonds | | <input type="checkbox"/> Administrator <input type="checkbox"/> Consultant <input type="checkbox"/> Attorney User | |
| 574 | SBSA Collateral Cancellations | | <input type="checkbox"/> Administrator <input type="checkbox"/> Consultant <input type="checkbox"/> Attorney User | |
| 568 | Compliance Hub | | <input type="checkbox"/> Attorney Liaison <input type="checkbox"/> Attorney User | |
| 31 | Rates Clearance | | <input type="checkbox"/> Office Manager | |
| 126 | Rates Clearance Attorneys | | <input type="checkbox"/> Office Manager <input type="checkbox"/> Issue RCC | |
| 402 | Transfers | | n/a | |
| 485 | Bonds (e4 as vendor) | | <input type="checkbox"/> SBSA <input type="checkbox"/> Absa <input type="checkbox"/> Nedbank <input type="checkbox"/> FNB | |
| 507 | Investec Bank | | n/a | |
| 1007 | Investec Attorney | | n/a | |
| 1010 | Investec Cancellation Attorney | | n/a | |
| 561 | Investec Cancellation Bank | | n/a | |
| 426 | Deed | | n/a | |

| e4 NAMIBIA | | Lawyers Access Web (Namibia) (Pty) Ltd | | www.e4.co.za |
|------------|-------------------------------------|--|---|--------------|
| Suite ID | Suite Name | ✓ | Role | |
| 388 | Standard Bank Namibia Cancellations | | <input type="checkbox"/> Manager <input type="checkbox"/> Consultant <input type="checkbox"/> Team Leader | |
| 390 | FNB Namibia Cancellations | | <input type="checkbox"/> Manager <input type="checkbox"/> Consultant <input type="checkbox"/> Team Leader | |

[initial]



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

| | | |
|-----|--|---|
| 394 | Nedbank Namibia Cancellations | <input type="checkbox"/> Manager <input type="checkbox"/> Consultant <input type="checkbox"/> Team Leader |
| 395 | Namibia Transfer Attorneys | <input type="checkbox"/> Requestor |
| 396 | Standard Bank Namibia Cancelling Attorneys | <input type="checkbox"/> Secretary <input type="checkbox"/> Manager |
| 397 | FNB Namibia Cancelling Attorneys | <input type="checkbox"/> Secretary <input type="checkbox"/> Manager |
| 399 | Nedbank Namibia Cancelling Attorneys | <input type="checkbox"/> Secretary <input type="checkbox"/> Manager |

| e4 COMPLIANCE | | e4 Strategic (Pty) Ltd | www.e4.co.za |
|---------------|--------------------------------------|------------------------|--|
| Suite ID | Suite Name | ✓ | Role |
| 297 | ABSA Stordoc Attorneys | | <input type="checkbox"/> Administrator <input type="checkbox"/> Manager <input type="checkbox"/> Read Only |
| 456 | ABSA Stordoc Bank | | <input type="checkbox"/> NSC 2 nd Tier <input type="checkbox"/> NSC 3 rd Tier <input type="checkbox"/> Administrator <input type="checkbox"/> Administrator View <input type="checkbox"/> Administrator Securities <input type="checkbox"/> Securities View <input type="checkbox"/> Securities User <input type="checkbox"/> Securities Audit User <input type="checkbox"/> Payments User <input type="checkbox"/> Payments Read Only <input type="checkbox"/> Payments Administrator |
| 457 | ABSA Stordoc Attorneys | | <input type="checkbox"/> Attorney User |
| 457 | ABSA Stordoc Bank | | <input type="checkbox"/> Validations Officer <input type="checkbox"/> Validations Audit Officer <input type="checkbox"/> Validations Administrator <input type="checkbox"/> Validations Super Administrator <input type="checkbox"/> Validations Read Only <input type="checkbox"/> Validations Manager <input type="checkbox"/> Service Desk |
| 509 | ABSA Cancellations Stordoc Bank | | <input type="checkbox"/> Validations Officer <input type="checkbox"/> Validations Audit Officer <input type="checkbox"/> Validations Administrator <input type="checkbox"/> Validations Super Administrator <input type="checkbox"/> Validations Read Only <input type="checkbox"/> Validations Manager <input type="checkbox"/> Service Desk |
| 509 | ABSA Cancellations Stordoc Attorneys | | <input type="checkbox"/> Attorney User |
| 495 | Standard Bank Stordoc Attorneys | | <input type="checkbox"/> Administrator <input type="checkbox"/> Manager <input type="checkbox"/> Read Only |
| 471 | Standard Bank Stordoc Bank | | <input type="checkbox"/> Compliance Consultant <input type="checkbox"/> Compliance Administrator <input type="checkbox"/> Assessments Consultant <input type="checkbox"/> Assessments Administrator <input type="checkbox"/> Assessments Read Only <input type="checkbox"/> Conclude Consultant <input type="checkbox"/> Conclude Administrator <input type="checkbox"/> IPC Read Only <input type="checkbox"/> IPC Administrator <input type="checkbox"/> National Read Only <input type="checkbox"/> National Administrator <input type="checkbox"/> Sectional Title Consultant <input type="checkbox"/> Sectional Title Administrator |
| 471 | Standard Bank Stordoc Attorneys | | <input type="checkbox"/> Attorney User |
| 546 | Nedbank Stordoc Bank | | <input type="checkbox"/> FICA Verifier <input type="checkbox"/> FICA Checker <input type="checkbox"/> FICA Administrator <input type="checkbox"/> FICA RSS Administrator <input type="checkbox"/> Building Loan Verifier |



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

| | | |
|------|---------------------------|---|
| | | <input type="checkbox"/> Building Loan Checker <input type="checkbox"/> Building Loan Administrator <input type="checkbox"/> Building Loan RSS Administrator <input type="checkbox"/> Prep Verifier <input type="checkbox"/> Prep Checker <input type="checkbox"/> Prep Administrator <input type="checkbox"/> Prep RSS Administrator <input type="checkbox"/> Assurance Verifier <input type="checkbox"/> Assurance Checker <input type="checkbox"/> Assurance Administrator <input type="checkbox"/> Assurance RSS Administrator <input type="checkbox"/> Prep Post Registration Verifier <input type="checkbox"/> Prep Post Registration Checker <input type="checkbox"/> Prep Post Registration Administrator <input type="checkbox"/> Prep Post Registration RSS Administrator <input type="checkbox"/> Bank User View Only |
| 546 | Nedbank Stordoc Attorneys | <input type="checkbox"/> Attorney User - Tracking <input type="checkbox"/> Stordoc Uploader |
| 507 | Investec Bank | <input type="checkbox"/> Stordoc Uploader |
| 1007 | Investec Attorney | <input type="checkbox"/> Stordoc Uploader |

| e4 SOLUTIONS | | e4 Strategic (Pty) Ltd | | www.e4.co.za |
|--------------|----------------------------------|------------------------|------|--------------|
| Suite ID | Suite Name | ✓ | Role | |
| 42 | AB Tracers | | n/a | |
| 59 | CDM Dashboard | | n/a | |
| 88 | SBSA Collections | | n/a | |
| 193 | CDM Journal | | n/a | |
| 403 | AB Collections | | n/a | |
| 404 | AB Collections - EDC | | n/a | |
| 434 | SBSA - Debt Review | | n/a | |
| 479 | Legal Cancellations | | n/a | |
| 489 | DRX | | n/a | |
| 494 | SBSA Deceased and Insolvency | | n/a | |
| 500 | Deceased and Insolvency | | n/a | |
| | Nedbank Limited | | | |
| 419 | Nedbank Digitisation | | n/a | |
| 459 | Nedbank Pre-Legal | | n/a | |
| 466 | Nedbank Dashboard | | n/a | |
| 472 | Nedbank Collections Legal (Live) | | n/a | |

4. APPLICANT SIGNATURE

(Please also be sure to sign the subscriber agreement that appears after this digital certificate application form)

By my signature alongside, I, the Applicant (or the authorised representative of the Applicant) confirm that:

- I have read and I understand the preliminary information set out in Section 1 of this application;
- the information provided by me in Section 2 of this application is true and correct;
- I am duly authorised to make this application.

..... [Applicant signature]

..... [date]



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

5. CONFIRMATION BY CERTIFICATE ADMINISTRATOR / AUTHORISED REPRESENTATIVE OF E4

By my signature alongside, I, the certificate administrator or the authorised representative of e4, confirm that I have established and verified the identity of the above applicant (subscriber).

| | | |
|--|----------------------------------|--------------------|
| <input type="checkbox"/> mark with 'X' | new certificate | [signature] |
| <input type="checkbox"/> mark with 'X' | certificate renewal | [print name] |
| <input type="checkbox"/> mark with 'X' | COO certificate (Stordoc) | [phone] |
| <input type="checkbox"/> mark with 'X' | Consultant certificate (Stordoc) | [date] |



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

SUBSCRIBER AGREEMENT



IMPORTANT: PLEASE READ THE FOLLOWING CAREFULLY: BY APPLYING FOR, ACCEPTING AFTER ISSUE, OR USING A LAWTRUST DIGITAL CERTIFICATE YOU, THE SUBSCRIBER, AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS.

1. **INTRODUCTION:**
 - 1.1. **Law Trusted Third Party Services (Pty) Ltd ("LAWtrust")** is a provider of electronic accreditation products and services, which includes providing digital certificates, digitally signed (known as an "electronic signature" in terms of *Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)* by the two certificate authorities ("CA"s) it operates, namely the *LAWtrust2048 CA* and the *LAWtrust AATL CA*.
 - 1.2. In this Subscriber Agreement, "**LAWtrust CA**" means the *LAWtrust2048 CA* and/or the *LAWtrust AATL CA*, as indicated by the context;
 - 1.3. The digital certificate contains information provided by you, the subscriber, which is authenticated by a LAWtrust registration authority, in this instance **e4 Strategic (Pty) Ltd ("e4 RA")**, in accordance with the requirements set out in the **e4 Registration Authority Charter ("e4 RA Charter")**, available for viewing/download at <http://www.e4.co.za>.
 - 1.4. **This Subscriber Agreement governs your application for, acceptance and use of a digital certificate issued to you by the LAWtrust CA, to enable you, on behalf of the entity you represent, to access and make use of the online services provided by e4 and/or its various subsidiary companies.**
2. **e4 RA CHARTER:** The provisions of the e4 RA Charter are, together with this Subscriber Agreement, binding on you in your application for, acceptance and use of the digital certificate issued to you by the LAWtrust CA.
3. **CERTIFICATE APPLICATION:** You warrant that all information you provided in the Digital Certificate Application Form is true and correct.
4. **SUBSCRIBER OBLIGATIONS:**
 - 4.1. **YOU FURTHER WARRANT, ACCEPT AND UNDERTAKE THAT:**
 - 4.1.1. You will at all times abide by the e4 RA Charter, the provisions of which you confirm you are familiar;
 - 4.1.2. Your use of your digital certificate is personal only to you, as the subscriber named therein, to enable you, on behalf of the entity you represent, to access and make use of the online services provided by e4 and/or its various subsidiary companies;
 - 4.1.3. **You will not, under any circumstances, allow any other person to use your digital certificate; and any such use by any other person constitutes a compromise of your digital certificate's associated private key, requiring revocation of your digital certificate;**
 - 4.1.4. you shall protect the confidentiality of the private key associated to your digital certificate as well as any pin number or other means used to activate the private key; and remain solely responsible for the maintaining the confidentiality thereof;
 - 4.1.5. you will generate a key-pair using a trustworthy system provided by the subscriber operating system or the token cryptographic service provider – **in the instance of an AATL digital certificate the key-pair must be generated and stored by a FIPS 140-2 certified hardware or software cryptographic service provider;**
 - 4.1.6. **you will not use your digital certificate for any unlawful purpose, or for any purpose that does not have to do with accessing e4's information systems and/or transacting with e4;**
 - 4.1.7. you shall promptly request the e4 RA to revoke your digital certificate immediately on you becoming aware, or when you ought reasonably to have become aware, of any inaccurate information contained therein, or suspected loss, disclosure or compromise of your digital certificate's associated private key;
 - 4.1.8. you shall not use or otherwise permit the use of your digital certificate as a certification authority issuing further certificates, certificate revocation or otherwise;
 - 4.1.9. you shall not monitor, interfere with, or reverse-engineer any technical implementation required for the creation of your digital certificate, or its use, or otherwise in any manner seek to compromise the security provided by LAWtrust.
 - 4.2. **Any failure by you to comply with your obligations in terms of clause 4.1 above constitutes a material breach by you of this Subscriber Agreement.**
 - 4.3. **YOU ACCEPT THE RISK OF A COMPROMISE OF YOUR DIGITAL CERTIFICATE AND/OR ITS ASSOCIATED PRIVATE KEY, WHICH MAY OR MAY NOT BE DETECTED; AND YOU ACCEPT THE RISK OF YOUR COMPROMISED DIGITAL CERTIFICATE AND/OR ITS ASSOCIATED PRIVATE KEY BEING USED TO IMPERSONATE YOU.**

[initial]



DIGITAL CERTIFICATE APPLICATION FORM & SUBSCRIBER AGREEMENT:

for either a natural person applying for the issuance of a *personal digital certificate*, or for a legal entity applying for the issuance of an *entity digital certificate*)

- 5. **DURATION:** Your digital certificate is valid a period of 1 (one) year. Afterwards, you need to make a renewed application to the e4 RA to be issued with another digital certificate.
- 6. **FEES:** LAWtrust and/or the e4 RA may unilaterally suspend or revoke your digital certificate if the fees required to be paid for your digital certificate are, for whatever reason, not paid on time.
- 7. **CERTIFICATE REVOCATION:** You may request revocation of your digital certificate at any time by sending an email request, which includes your relevant digital certificate details, to support@e4.co.za. You remain liable for any amounts owed by you up to the date of revocation. In addition, the e4 RA may impose a reasonable cancellation penalty with respect to any digital certificate revocation (e.g. fees due by it to LAWtrust or Entrust in respect thereof).
- 8. **LIMITATION OF LIABILITY:** NEITHER LAWTRUST, NOR ANY LAWTRUST RA, NOR THE EMPLOYEES, OR DIRECTORS OF ANY OF THE FOREGOING ENTITIES SHALL BE LIABLE FOR ANY (A) INDIRECT OR SPECIAL DAMAGES AND/OR (B) LOSS OF INCOME OR PROFIT AND/OR (C) ANY OTHER FORM OF CONSEQUENTIAL DAMAGES HOWSOEVER ARISING, AND REGARDLESS OF FORM OR CAUSE OF ACTION.

SUBSCRIBER SIGNATURE:

SUBSCRIBER DECLARATION: By my signature alongside, I, the Subscriber (or the authorised representative of the Subscriber) accept the terms of this Subscriber Agreement.

mark with "X"

The Subscriber in this agreement is the following legal entity applying for the issuance of an entity digital certificate:

mark with "X"

The Subscriber in this agreement is the following natural person applying for the issuance of a personal digital certificate:

SIGNATURE (signature of natural person subscriber or legal entity subscriber's authorised representative);

_____ (who warrants that s/he is duly authorised)

SUBSCRIBER NAME (insert name of natural person subscriber or legal entity subscriber);

LEGAL ENTITY AUTHORISED REPRESENTATIVE NAME (not applicable if subscriber is a natural person);

ID NUMBER (insert ID number of natural person subscriber or legal entity subscriber's authorised representative);

EMPLOYER/FIRM NAME (not applicable if subscriber is a legal entity);

DATE OF SIGNATURE:

PLACE OF SIGNATURE: