



**DIGITAL CERTIFICATE RENEWAL AGREEMENT:** for either a natural person applying for the "renewal" of a *personal digital certificate*, or for a legal entity applying for the "renewal" of an *entity digital certificate*) [v30-11-2018]

## DIGITAL CERTIFICATE "RENEWAL" FORM



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

### 1. PRELIMINARY INFORMATION

1. THIS DIGITAL CERTIFICATE RENEWAL FORM IS ONLY TO BE USED IF YOU, THE APPLICANT, (i) PREVIOUSLY COMPLETED AND SIGNED (USING A HANDWRITTEN SIGNATURE) E4'S DIGITAL CERTIFICATE APPLICATION FORM AND SUBSCRIBER AGREEMENT, AND (ii) E4 HAS A COPY ON FILE (IF THESE PREVIOUSLY SIGNED DOCUMENTS ARE, FOR WHATEVER REASON, NO LONGER AVAILABLE, THIS Digital Certificate Renewal Form may not be used and the you are required to again complete and sign E4's latest Digital Certificate Application Form and Subscriber Agreement).
2. Please note the words "renew" or "renewal" are technically not correct, and used more for convenience in a layman's context. In fact, a new digital certificate is being issued to you (as opposed to your previous digital certificate being renewed) following a process of authentication that is substantially no different to the process previously followed when your previous digital certificate was originally applied for.
3. By completing this **Digital Certificate Renewal Form** and submitting it to e4, you are applying to "renew" your digital certificate by making a renewed digital certificate application because the digital certificate previously issued to you has either expired or is, for whatever reason, no longer available for you to be able to, on behalf of the entity you represent, access and make use of the online services provided by e4.
4. **YOU FURTHER ACCEPT THAT THE ISSUANCE AND SUBSEQUENT USE BY YOU OF THE DIGITAL CERTIFICATE APPLIED FOR HEREIN IS SUBJECT TO THE DIGITAL CERTIFICATE APPLICATION FORM AND SUBSCRIBER AGREEMENT PREVIOUSLY SIGNED BY YOU, THE PROVISIONS OF WHICH REMAIN OPERATIVE AND BINDING ON YOU, THE NECESSARY CHANGES DEEMED MADE.**
5. Before this "renewal" application can be processed, the *certificate administrator*, or the authorised representative of e4, must transmit a copy of this duly completed and signed application to e4, **by email to [support@e4.co.za](mailto:support@e4.co.za).**
6. **The digital certificate issued to you is valid for a period of 1 (one) year from date of issue;** whereupon you will need to again "renew" your digital certificate by making another renewed digital certificate application.
7. **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.**

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

|  |  |  |  |  |
|--|--|--|--|--|
| CA Certificate type<br><i>(see RA Charter for details)</i> |  | LAWtrust Public CA                               |  | LAWtrust AATL CA                                     |
| Applicant type <i>(mark with 'X')</i> :                    |  | Legal entity <i>(entity digital certificate)</i> |  | Natural person <i>(personal digital certificate)</i> |
| Applicant name:  |  |  |  |  |
| Authorised representative <i>(of legal entity)</i>         |  |  |  |  |
| ID no. <i>(of natural person)</i> :                        |  |  |  |  |
| Telephone number:  |  |  |  |  |
| Employer name <i>(of natural person)</i> :                 |  |  |  |  |
| LUN ID:  |  |  |  |  |
| E-mail address:  |  |  |  |  |

### 3. APPLICANT SIGNATURE

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

1. *I have read and I understand the preliminary information set out in section 1 of this application;* ..... [Applicant signature]
2. *the information provided by me in section 2 of this application is true and correct;* ..... [date]
3. *I am duly authorised to make this application.*

### 4. 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]       |