

Netrust Certificate Change Management Request Form (Net-ID Subscribers)

Netrust Pte Ltd
70 Bendemeer Rd
#05-03, Luzerne
Singapore 339940
Tel: (65) 6212 1388 Fax: (65) 6212 1366
www.netrust.net
Co. Reg. No. 199702368H



Attention: Customer Service Department

Requestor Name/Designation: _____
Requestor Company: _____
Date of Request: _____

Authorized Signature: _____
Tel (**compulsory**) and Fax No.: _____
Email: _____

Name and NRIC/PASSPORT Number of Existing User (Underline Surname)	Reason for Change Request (E.g, forgot password, subscription termination, change DN, etc)	Date for Change to be Effective (Where applicable)	For Official Use Only			
			Action Taken* (E.g. re-issue /R /K)	Date	Time	Action Taken By

*Action Taken: "K" – Recover the encryption key; "R" – Revoke certificate

Terms & Conditions

1. This Certificate Change Management Request Form is to be used for Certificate **recovery**, **amendment**, and/or **revocation** as covered in the Netrust CPS and CPs.
2. Please ensure that all fields in this form are completed and fax to Netrust at (65) 6212-1366.
3. An administrative fee of S\$25 (non-inclusive of 7% GST) will be chargeable for **Recovery or amendment of certificate** due to: (a) loss of password; (b) loss of token; (c) certificate expired; (d) change of certificate info for own use only (a.k.a. DN Change);
4. Payment can be made via NETS, CREDIT CARD (except AMEX), CASH (exact amount)
5. Please ensure that the Certificate Change Management Request Form is complete & properly filled. Netrust Pte Ltd reserves the right to reject forms that are incomplete in accordance to the CPS and CPs.
6. All Certificate Change Management Request Form for **Revocation** under Corporate must be signed. A photocopy of their NRIC/PASSPORT/FIN or other identification documents must accompany revocation requests by individual.