

Netrust Certificate Change Management Request Form (Server Certificates)

Attention: Customer Service Department

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

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

Existing Server Common Name of Certificate (E.g. cn=Netrust OFFICE)	New Server Common Name of Certificate (Indicate 'N/A' if not applicable)	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.