

# Netrust Certificate Change Management Request Form (Organization)

Netrust Pte Ltd  
 19 Tai Seng Ave  
 #05-01  
 Singapore 534054  
 Tel: (65) 6212 1388  
[www.netrust.net](http://www.netrust.net)  
 Co. Reg. No. 199702368H



**Attention: Customer Service Department**

Requestor Name/Designation: \_\_\_\_\_

Requestor Company: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Authorized Signature (**Compulsory**):

Tel (**Compulsory**): \_\_\_\_\_

Email (**Compulsory**): \_\_\_\_\_

Existing Common Name of Certificate (E.g. cn=Netrust OFFICE)	Reason for Change Request (Subscription non-renewal or Termination)	Date for Change to be Effective (Where applicable)	Action Taken* (For Official Use)	Date (For Official Use)	Time (For Official Use)
<b>For Official Use Only</b> (Action Taken By)	<b>CS</b>	<b>Officer</b>		<b>Officer</b>	

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

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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 emailed to [customersupport@netrust.net](mailto:customersupport@netrust.net)
3. An administrative fee will be chargeable for **Recovery or Amendment of certificate** due to: (a) Password Reset; (b) Loss of Token; (c) Expired Certificate; (d) Update of Certificate Info (E.g. DN Change)
4. Payment can be made via NETS, CREDIT CARD (except AMEX), CASH (exact amount), PayNow, PayPal and Cheque.
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 copy of their NRIC or other identification documents may be required in the event Netrust need to verify revocation requests by individual.