

Netrust Certificate Change Management Request Form (Server Certificates & Org ID's)

Attention: Customer Service Dept.

Requestor Name/Designation: _____
 Requestor Company: _____
 Date of Request: _____
 Project Name (**compulsory**): _____

Authorised Signature & Stamp: _____
 Tel (**compulsory**) and Fax No.: _____
 Email: _____
 Application Name (if any): _____
 Date Faxed on: _____

Existing Server Common Name / Company Reg No.	New Server Common Name (Indicate 'N/A' if not applicable)	Reason for Change Request (E.g. forgot password, subscription termination, etc)	Date for Change to be Effective (Where applicable)	<u>For Official Use Only</u>			
				Verified By _____			
				Checked By _____			
				Action Taken* (E.g. re-issue /R /K)	Date	Time	Action Taken By

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

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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



NETRUST
YOU CAN BE SURE

Terms & Conditions

1. This Certificate Change Management Request Form is to be used for Certificate **recovery**, **amendment**, **suspension** 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. **Originals** must be mailed to **Netrust Pte Ltd, 70 Bendemeer Rd, #05-03, Luzerne, Singapore 339940, within 14 days.**
3. For each certificates, an administrative fee of S\$26.75 (inclusive of 7% GST) will be chargeable for any Recovery or Re-issuance of certificate or Change of certificate information.
4. For each V5 unmanaged (Web) certificate, full subscription fee will be chargeable for each certificate in the event of the following:
 - a. loss of password (a.k.a Recovery); or
 - b. loss of certificate (a.k.a Re-issuance); or
 - c. change of certificate information(a.k.a DN Change)
 - d. Prices for overseas subscribers will be quoted separately upon request.
5. All subscription fees of the existing subscriber must have been fully paid.
6. Payment can be made via NETS, CREDIT CARD (except AMEX), CASH or CHEQUE (payable to "Netrust Pte Ltd").
7. Please ensure that the Certificate Change Management Request Form is completely & properly filled. Netrust Pte Ltd reserves the right to reject forms that are not filled-in properly in accordance to the CPS and CPs.