

Guidance Notes

QuoVadis are authorised providers of digital certificates for the HMRC SET (Secure Electronic Transfer) service. You must purchase 2 Certificates for use in SET. One will be "To" (for data encryption) and the other "From" (for signing).

Please complete and submit the attached application form. As soon as the application form is received QuoVadis will undertake the required due diligence on the information you have supplied. Certificate issuance is typically made within 2 hours, and guaranteed within 24 hours if all due diligence checks are successful.

Note: It is important to generate your key pair exactly as instructed in the HMRC on-boarding pack.

Certificate Generation Process:

Step 1: Complete & Submit Application

Email or fax your completed application form to t.davis@quovadisglobal.com /0207 979 0076

Step 2: Generate Certificate Request

Generate TWO Certificate Signing Requests (CSR's) and submit these to <https://www.quovadisglobal.co.uk/Manage/GovGateway.aspx>

(The Common Name, (CN), for each certificate starts with the 12 digit SET Reference number provided to you by HMRC followed by either "to" or "from" and then your email domain. For example 12345678912.to.yourcompany.com & 12345678912.from.yourcompany.com)

Step 3: Receive your Digital Certificate

QuoVadis will verify the information and CSR's you supply. Once approved QuoVadis will create your HMRC SET Certificates and deliver them to your nominated Technical Contact via Email.

Certificate costs will be invoiced by mail upon issuance (to the specified billing address) and payment terms are strictly 30 days.

HMRC 1 Year SET Certificate for Encryption £100 + VAT
HMRC 1 Year SET Certificate for Signing £100 + VAT
Total purchase order value £200 + VAT (No additional set-up fee)

HMRC 2 Year SET Certificate for Encryption £175 + VAT
HMRC 2 Year SET Certificate for Signing £175 + VAT
Total purchase order value £350 + VAT (No additional set-up fee)

HMRC 3 Year SET Certificate for Encryption £250 + VAT
HMRC 3 Year SET Certificate for Signing £250 + VAT
Total purchase order value £500 + VAT (No additional set-up fee)

NB: To conform with HMRC policy all certificates must be valid for 1 year only. To take advantage of discounted pricing 2 and 3 year certificate terms are available, these certificates will be re- issued (free-of-charge) for the 2nd and 3rd year, as applicable. QuoVadis will contact you prior to the anniversary to action this.

FAX APPLICATION

To:

From:

Fax:

Phone:

Part 1 Applicant Information

Term

1 Year		2 Years		3 Years	
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Encryption Certificate Common Name

Signing Certificate Common Name

Legal Name of Organisation

Companies House or FSA Number

Registered Office Address

Billing Address

Purchase Order or Reference Number

Accounts Dpt. Email & Telephone

Switchboard Telephone

Part 2: Technical Contact

Full Name

Organisation *(if different to above)*

Title/Role

Email Address

Office & Mobile Telephone

Part 3: Organisation Contact – Must be an employee of the Applicant Organisation

Full Name:

Title/Role:

Email Address

Office or Mobile Telephone:

I hereby apply for a Government Gateway HMRC SET Certificate within the QuoVadis Public Key Infrastructure. I certify that the information supplied to QuoVadis in connection with this application is true, complete and accurate. I hereby agree to the terms & conditions of the Certificate Holder Agreement.

X _____ Date _____
Signature of Organisation Contact