



AUTHORITY LETTER

The Confirming Person, Contract Signer & Certificate Approver can be the same person or 3 different people within your Organisation.

Guidance Notes: Extended Validation SSL certificates are validated according to a strict set of procedures defined by the CAB Forum (The CA Browser Forum). For this reason the certificate can only be purchased either directly by the Applicant or by an agent working on behalf of the Applicant. In either situation signatures must be received from both the certificate requestor and the contract signer. Please note that this could be the same person fulfilling both roles. In addition, QuoVadis verifies the certificate approver, i.e. the person with authority to approve the certificate requestor's right to request certificates on behalf of the applicant.

The definition of each role is as follows:-

(1) Certificate Requester – The Extended Validation SSL Certificate Request MUST be submitted by an authorised Certificate Requester. A Certificate Requester is a person employed by the Applicant, or an authorised agent who has express authority to represent the Applicant or a third party (such as an ISP or hosting company) that completes and submits an Extended SSL Certificate Request on behalf of Applicant.

(2) Certificate Approver – The Extended Validation SSL Certificate Request MUST be approved by an authorised Certificate Approver. A Certificate Approver is a person employed by the Applicant, or an authorised agent who has express authority to represent the Applicant to (i) act as a Certificate Requester and to authorize other employees or third parties to act as a Certificate Requester, and (ii) to approve Extended Validation SSL Certificate Requests submitted by other Certificate Requesters.

(3) Contract Signer – A Subscriber Agreement applicable to the requested Extended Validation SSL Certificate MUST be signed by an authorised Contract Signer. A Contract Signer is a person who legally represents the Applicant, is employed by the Applicant, or is an authorised agent who has express authority to represent the Applicant with authority to sign a QuoVadis Subscriber Agreement on behalf of the Applicant.

Dear QuoVadis,

The undersigned represents that he/she is the

of _____ (the "Applicant"). The Applicant desires to procure one or more Extended Validation SSL Certificates from QuoVadis.

The Applicant hereby appoints _____, an employee or authorised agent of the Applicant, as the authorised representative of the Applicant (the "Contract Signer") to represent the Applicant and bind the Applicant in the Applicant's certificate procurement process with respect to signing Subscriber Agreements on behalf of the Applicant and binding the Applicant to all such Subscriber Agreements and related documents. This authorisation applies to both written and electronic signatures.

The Applicant hereby appoints _____, an employee or authorised agent of the Applicant, as the authorised representative of the Applicant (the "Certificate Approver") to represent the Applicant and bind the Applicant in the Applicant's certificate procurement process with respect to approving Certificate Requests submitted by others that the Contract Signer has authorised. Such approvals may be written, verbal, or electronic.

The Applicant hereby appoints the following individuals, employees or authorised agents of the Applicant, as the authorised representatives of the Applicant (the "Certificate Requesters") to represent the Applicant in the Applicant's certificate procurement process with respect to completing and submitting Certificate Requests on behalf of the Applicant:

Name	Title	Email Address	Check One:
			<input type="checkbox"/> Employee <input type="checkbox"/> Authorised Agent
			<input type="checkbox"/> Employee <input type="checkbox"/> Authorised Agent
			<input type="checkbox"/> Employee <input type="checkbox"/> Authorised Agent
			<input type="checkbox"/> Employee <input type="checkbox"/> Authorised Agent



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The Applicant hereby agrees to be bound by all Certificate Requests, Subscriber Agreements, and related documents submitted to QuoVadis by the above listed Contract Signer and Certificate Approver for a period of 5 years. The Applicant must contact QuoVadis to revoke the rights of any representatives herein appointed.

Confirming Person

I hereby acknowledge that I have appointed the representatives listed above and confirm the validity of their signatures below.

Company Name		Date	
Email Address		Name & Title	
Phone		Signature	

Contract Signer

I hereby acknowledge that I have been appointed as Contract Signer for the Applicant.

Company Name		Date	
Email Address		Name & Title	
Phone		Signature	

Certificate Approver

I hereby acknowledge that I have been appointed as Certificate Approver for the Applicant.

Company Name		Date	
Email Address		Name & Title	
Phone		Signature	