

VeriSign Subscriber Agreement

Context: This information Sheet provides the next step to obtaining a Digital Signing Certificate after completion of the initial online enrolment with VeriSign. The online enrolment process is covered in SPEAR User Information Sheet #15 – Enrolling your organisation for a VeriSign Account.

Step 1:

- After completing the online enrolment process VeriSign will send you a generic email with further instructions. There will be two types of Subscriber Agreements attached to the email. The correct one to be completed and returned to VeriSign, the ABN-DSC Subscriber Agreement, is shown below (ignore the other agreement). Alternatively, the subscriber agreement may be obtained from the VeriSign website <http://www.Verisign.com.au/gatekeeper/spear>.

Important Notes:

1. The person who signs the Subscriber Agreement should be a person with the appropriate delegation within your organisation; otherwise your application may be rejected by VeriSign. For a council or other authority, the person who signs the document must be identified by name, not just position held, in the organisations latest annual report.
2. You may wish to nominate more than one **Authorised Officer*** at this point. However, you may choose to activate only one authorised officer initially and activate the others at a later time. Nominating more than one authorised officer may save you time if the initial person leaves your organisation – it saves having to complete a new subscriber agreement.
3. The person nominated to be the authorised officer must enter their residential (**not** business) address on the agreement document. This address must **match exactly** as it appears on their personal Evidence of Identity the person proposes to offer as part of their 100 point identity check later in the process. Usually this would be a driver's licence. If it doesn't match exactly, Key Post and/or VeriSign may require the application to be re submitted.
4. Keep a photocopy of the completed Subscriber Agreement before sending the original into VeriSign as the copy will need to be submitted as part of the documentation for the authorised officers individual identity check/application later in the process.
5. To ensure that you have the correct entity name against your ABN go to www.abr.business.gov.au and enter your ABN

*Authorised Officer:

An Authorised Officer for VeriSign purposes is someone who will formally identify and authorise the issue of subsequent 'standard Digital Certificates' to other organisation's/company staff; thus eliminating the need for them to undertake the 100 point identity check.

Standard Digital Certificate holders are unable to undertake this authorisation.

Both standard and authorised Digital Certificates will be able to digitally sign documents in SPEAR.

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GATEKEEPER ABN-DSC SUBSCRIBER AGREEMENT

INSTRUCTIONS FOR USE

Before any Australian Business Number – Digital Signature Certificates (ABN-DSCs) will be issued to an Applicant within an organisation, the following steps need to be followed:

1. The person(s) that the Organisation wishes to nominate as Authorised Officer(s) must fill in the information below including the name of the Organisation.
2. The Organisation's authorised representative with delegated authority to bind the Organisation must sign this Agreement.
3. The original signed copy of this Agreement must be provided to the VeriSign RA.
4. The VeriSign RA will then contact the nominated Authorised Officers to arrange for completion of their certificate applications and for evidence of identity checks to be conducted.
5. If all the Organisation's nominees for the position of Authorised Officer are rejected the Organisation will need to complete this Agreement again and nominate new Authorised Officers.
6. If one of the Organisation's nominees is rejected, the Organisation may nominate a replacement Nominated Authorised Officer.
7. Please keep a copy of the subscriber agreement to present to Australia Post for the Authorised Officer Identification Check.

_____ (**'Organisation's Representative'**) of
Insert name of person signing this Agreement

_____ ABN: _____ (**'Organisation'**)
Insert Organisation's Name *Insert ABN for this Organisation*

hereby authorises those people named below (**'Nominated Authorised Officers'**) to be issued with an ABN-DSC Gatekeeper certificate on behalf of the Organisation on the terms and conditions of this Agreement.

Nominated Authorised Officers

1	_____ <i>Print full given name</i>
	_____ <i>Print residential address</i>
2	_____ <i>Print full given name</i>
	_____ <i>Print residential address</i>
3	_____ <i>Print full given name</i>
	_____ <i>Print residential address</i>

Write the name of the head (CEO, Director etc) of your organisation here.

You must nominate one or more 'Authorised Officers' who can apply for Authorised Officer Digital Certificates.

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Step 2:

VeriSign requires proof of your organisation's identity. To do this, a certified copy of an appropriate document is sent to VeriSign for verification/certification. A list of acceptable documentation is shown further below. This list is also available on the VeriSign website or you may like to contact VeriSign directly on 9674 5500 to confirm requirements.

Organisation Type	Evidence Document Required
Sole Trader	Business Registration Certificate
Australian Public and/or Private Company	Certificate of Incorporation
Partnership	Partnership Agreement or Business Registration Certificate
Trust	Appointment of trustee or Trust Deed
Association	Articles of Association or Extract from the Register of Incorporated Associations
Commonwealth/State/Local Government Department or Agency	Extract from an official publication of the legislation establishing the Government Department or Agency
All	Notice issued by the Registrar of the ABR bearing the organisation's name and ABN. A document issued by the Australian Taxation Office bearing the organisation name and tax file number. An agreement for the purchase of a business. A statement of transactions issued by a financial institution in the name of the organisation, and less than 1 year old. A lease agreement of a business property. Rates notice of a business property.

NOTE: If your organisation is a trust you must supply a certified copy of the trust deed. Some trust deeds do not contain all the information VeriSign requires, so they may contact you for additional documentation.

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Step 3:

Arrange for certification of the copy of your organisations identity document. A certified copy is a photocopy, which a suitable person has signed to say it is a true copy of the original.

Each copy/page of the document must be certified separately and must clearly show:

- The words 'certified true copy of the original'.
- The signature of the certifying officer, and the name and address or provider/registration number (where appropriate) of the certifying officer, legibly printed below the signature. It must be possible, from the details provided, to contact the certifying officer if necessary.

Persons Who Can Certify your Documents:

- A Justice of the Peace or Bail Justice
- A Notary Public
- A barrister and solicitor of the Supreme Court
- The Prothonotary or Deputy Prothonotary of the Supreme Court
- The Registrar or a Deputy Registrar of the County Court.
- The Principal Registrar of the Magistrates' Court
- The Registrar or a Deputy Registrar of the Magistrates' court
- The Registrar of Probates or an Assistant Registrar of Probates
- The associate to a Judge of the Supreme Court or of the County Court
- The Secretary of a Master of the Supreme Court or of the County Court
- A person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth
- A member of the Police Force
- The Sheriff or the Deputy Sheriff
- A member or former member of either House of Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A town clerk or shire secretary
- A legally qualified medical practitioner
- A dentist
- A pharmacist
- A veterinary surgeon
- The manager of a bank
- A principal in the teaching service
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion authorised to celebrate marriages
- A person who holds an office of the public service that is prescribed as an office to which this section applies.

Step 4:

Post the completed original agreement and certified copy of your organisation's identity to:

Gatekeeper Validation
VeriSign Australia Pty Ltd
PO Box 3092
SOUTH MELBOURNE VIC 3205

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NOTE: Remember to keep a copy of the subscriber agreement for the authorised officer process!

Once VeriSign receives your completed Subscriber agreement and organisation identity document your account will be activated. You will be notified by email and invited to commence your Authorised Officer enrolment.

Further information about applying for an Authorised Officer Digital Certificate can be found in SPEAR User Information sheet #16 – Applying for an Authorised Officer Digital Certificate.