

ADVANCED ELECTRONIC SIGNATURE SUBSCRIBER AGREEMENT / SIGNINGHUB SUBSCRIBER AGREEMENT

for a natural person applying for, accepting and using a *digital certificate issued by LAW Trusted Third Party Services (Pty) Ltd (LAWtrust)* for the purposes of digital signatures or advanced *electronic signatures* in terms of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) v.09-2020

1. IMPORTANT NOTICE (BEFORE YOU, THE APPLICANT, SUBMIT THIS APPLICATION, PLEASE READ THE FOLLOWING CAREFULLY)

- 1.1 By completing and submitting this Subscriber Agreement to LAWtrust, you are applying to be issued with a digital or advanced electronic signature (your digital signature) under the following terms and conditions.
- 1.2 YOU, THE APPLICANT WARRANT, ACCEPT AND AGREE THAT:
- 1.2.1 All the information you submit to LAWtrust is true and correct, and you agree that LAWtrust may confirm your identity by way of an in person verification or a similar process.
 - 1.2.2 Your digital signature is legally binding just like using a hand-written signature.
 - 1.2.3 You will handle your private key with care, including retaining control of any pass-phrase, and prevent disclosure to a person not authorized to create your digital signature for the entire duration of its validity.
 - 1.2.4 If you become aware that any information in your digital signature is incorrect or you suspect that your password or other information has been compromised, you must immediately notify LAWtrust so that we can revoke your digital signature. You also accept the legal consequences that may follow if your digital signature is in any way compromised.
 - 1.2.5 If you break any of the conditions of this agreement, it will be a material breach and may lead to the revocation of your digital signature and further legal consequences.
- 1.3 LAWtrust will take appropriate, reasonable technical and organisational measures, as required by the WebTrust requirements, to prevent external or internal compromise of all systems and key material, but you accept and bear the risk of a compromise of your digital certificate and/or its associated private key, which may or may not be detected;
- 1.4 Under no circumstances shall LAWtrust, its licensors, suppliers and staff be liable, whether in contract, warranty, delict, vicarious liability or any other form of liability whatsoever, for any general, direct, indirect, incidental, special or consequential damages (including without limitation any loss of profits, loss of data, interruption, computer failure or pecuniary loss) arising out of your use or inability to use any of LAWtrust's authentication products and/or services.
- 1.5 In order to register your digital signature, LAWtrust needs to collect the following personal information:
- 1.5.1 Your name and surname, your telephone number, your company name, your email address, a copy of your photo id, and biometric information such as your selfie or other photograph.
 - 1.6 LAWtrust has a legitimate interest in processing your personal information in order to positively verify your identity and to create your electronic signature profile. In jurisdictions where specific consent is required by signing this agreement you consent to the processing of your personal information for the purposes stated above.
 - 1.7 You acknowledge that your personal data may leave your country's geographic borders for processing and that this is part of the legitimate interest of LAWtrust. Alternatively you hereby consent to your personal data being processed outside of your country of residence.
 - 1.8 We will keep your personal information confidential and only use it for internal purposes, to contact you, to reset a password if needed and for technical purposes.

2. APPLICANT DETAILS

Applicant full name(s) and surname (as it appears in his/her ID document or passport)	
Identity/passport number of applicant	
Cell phone number (this number could be used to SMS/text a One-Time-Pin (OTP) number that the Applicant will require to download and install the digital certificate being applied for):	
E-mail address (this email address will be used in the certificates information as well as additional contact information)	

3. APPLICANT SIGNATURE

<p>I, THE APPLICANT, WHO'S DETAILS ARE RECORDED HEREIN, ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE TERMS AND CONDITIONS:</p>	<div style="border: 1px dashed blue; width: 80%; margin: 0 auto; height: 60px;"></div> <p style="text-align: right; margin-right: 20px;">(full signature within box)</p> <p>_____ (date)</p>
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4. ENROLMENT OFFICER SIGNATURE (FOR OFFICE USE ONLY)

<p>I, THE ENROLMENT OFFICER, HEREBY CONFIRM THAT I HAVE VERIFIED THE IDENTITY OF THE ABOVE APPLICANT</p>	<p>_____ (full signature)</p> <p>_____ (print name)</p> <p>_____ (date)</p>
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SUBSCRIBER AGREEMENT**

for a natural person applying for, accepting and using a *digital certificate issued by LAW Trusted Third Party Services (Pty) Ltd (LAWtrust)* for the purposes of advanced *electronic signatures* in terms of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) [v24-08-2012]

5. ENROLMENT PROCEDURE CHECKLIST

1. I, the Enrolment Officer, confirm that I explained the Subscriber Agreement to the applicant, who in turn confirmed to understand.	(comment)	(Enrolment Officer Initials)
2. I, the Enrolment Officer, acknowledge that the applicant's identity has been verified, using face-to-face verification and reviewing proof of identity.	(comment)	(Enrolment Officer Initials)
3. I, the Enrolment Officer, confirm that the Subscriber Agreement has been signed by the applicant and by myself.	(comment)	(Enrolment Officer Initials)
4. I, the Enrolment Officer, confirm that the Applicant has changed their designated Tokens password and confirm that I am not in possession of that password.	(comment)	(Enrolment Officer Initials)
5. I, the Enrolment Officer, confirm that the Applicant certificate has been downloaded onto the Applicant's token using their token password.	(comment)	(Enrolment Officer Initials)
6. I, the Enrolment Officer, confirm that the required application has been installed on the Applicant's machine.	(comment)	(Enrolment Officer Initials)
7. I, the Enrolment Officer, confirm the enrolment has been completed to standard and complies with all the prescribed formalities and requirements.	(comment)	(Enrolment Officer Initials)

6. APPLICANT SECURITY QUESTIONS (IN THE EVENT OF A PASSWORD RESET)

1. Applicant's favourite colour:	(Applicants Answer)	(Applicants Initials)
2. Applicant's first car:	(Applicants Answer)	(Applicants Initials)
3. Applicant's place of birth:	(Applicants Answer)	(Applicants Initials)
4. Applicants name of the first company he/she was employed at:	(Applicants Answer)	Applicants Initials)
5. Name of Applicant's first pet:	(Applicants Answer)	Applicants Initials)

7. ENROLMENT OFFICER SIGNATURE (FOR OFFICE USE ONLY)

ENROLMENT OFFICER SIGNATURE	_____ (full signature)
	_____ (print name)
	_____ (date)

8. APPLICANT SIGNATURE

I, THE APPLICANT, ACKNOWLEDGE THAT THE CONTENT OF THE SUBSCRIBER AGREEMENT WAS EXPLAINED TO ME AND THAT I HAVE PROVIDED MY INFORMATION VOLUNTARILY FOR PROCESSING PURPOSES RELATED TO THE ISSUE OF A DIGITAL CERTIFICATE. I FURTHER CONFIRM THAT MY PASSWORD SELECTED IS PRIVATE AND UNKNOWN TO ANYONE ELSE INCLUDING THE ENROLMENT OFFICER.	_____ (full signature)
	_____ (print name)
	_____ (date)