

Dear QuoVadis

The undersigned Confirming Person represents that he/she is **CEO, President, Corporate Secretary, Treasurer, Vice-President, COO, CIO, CFO, CSO, Director, Department Head, or Senior Manager of**

("Applicant") which is a Sub-Local Registration Authority (sub-LRA) for the AusCERT Certificate Service, where AusCERT is the Local Registration Authority (LRA) and QuoVadis is the CA.

The Applicant desires to procure one or more Extended Validation SSL Certificates from QuoVadis, and hereby acknowledges receipt and acceptance of the Certificate Holder Agreement which applies to the Extended Validation SSL Certificates (available at <http://www.quovadisglobal.com/repository>). The Applicant hereby grants authority to the individuals indicated below to act on behalf of the Applicant, solely for purposes of obtaining Extended Validation SSL Certificate services from QuoVadis in the following roles:

**CONTRACT SIGNER:** The "Contract Signer(s)" represent and bind Applicant in its Extended Validation SSL Certificate procurement process with respect to agreeing to Certificate Holder Agreements on behalf of Applicant in respect of the applicable Extended Validation SSL Certificate, and confirming that Applicant has the exclusive right to use the domain name(s) related to the Extended Validation SSL Certificate, and binding Applicant to such Certificate Holder Agreements. This authorisation applies to both written signatures and electronic signatures using a digital certificate trusted by the Adobe approved trust list.

**CERTIFICATE APPROVER:** The "Certificate Approver(s)" represent and bind Applicant in its Extended Validation SSL Certificate procurement process by confirming that Applicant has the exclusive right to use the domain name and approving Certificate Requests submitted by the sub-LRA's Subscribers that the Contract Signer has authorised. Such approvals may be written, verbal, or electronic.

**CERTIFICATE REQUESTER:** The "Certificate Requester(s)" represent and bind Applicant in its Extended Validation SSL Certificate procurement process with respect to completing and submitting Certificate Requests on behalf of Applicant.

Name/Position	Email address	Status	Roles
		Employee Agent*	Contract Signer Certificate Approver Certificate Requester
		Employee Agent*	Contract Signer Certificate Approver Certificate Requester
		Employee Agent*	Contract Signer Certificate Approver Certificate Requester
		Employee Agent*	Contract Signer Certificate Approver Certificate Requester
		Employee Agent*	Contract Signer Certificate Approver Certificate Requester

\* the reference to "Agent" in the above table includes a reference to both agents and contractors of the Applicant.

The Applicant hereby agrees to be bound by all Certificate Requests and Certificate Holder Agreements submitted to QuoVadis by the above listed Certificate Approver and Contract Signer (respectively). The Applicant must contact QuoVadis to revoke the rights of any representatives herein appointed.

### Confirming Person – Details and Confirmation

I hereby acknowledge that I have appointed the representatives listed above and confirm that I have the appropriate authority to confirm the details included in this Authority Letter:

Legal Entity Name of Applicant (sub-LRA)	
Full Name of Confirming Person	
Title of Confirming Person	
E-mail address of Confirming Person	
Office telephone of Confirming Person	
Date	
Signature of Confirming Person	

### The University of Queensland Privacy Statement

Your Personal Information and Personal Information regarding the Applicant’s relevant employees, agents and contractors, is being collected for the purpose of administering and performing (including providing services in relation to) the contracts and arrangements related to this form (‘Purpose’).

For this Purpose, this Personal Information may be shared with and used by The University of Queensland (trading as AusCERT), QuoVadis and their related entities, contractors and affiliates and PKI infrastructure auditors. Some of these persons are likely to be outside of Australia and your information may be disclosed to and used and stored by them outside of Australia. Because The University of Queensland is a statutory body, your Personal Information may also be shared with Queensland Government departments or agencies, Queensland Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories in connection with the Purpose. Third parties may have access to this Personal Information where it is required to be used or disclosed in, or relation to the use of, digital certificates and/or the services associated with providing and/or using digital certificates. Personal Information will not be otherwise used or disclosed without consent, except where and as permitted or required by law.

For further information please consult the UQ Privacy Management Policy at:  
<http://www.uq.edu.au/hupp/index.html?page=24999>.