
TO : Administrative Services Providers (ASPs)

FROM : Cyprus Securities and Exchange Commission

DATE : 22 August 2014

CIRCULAR No. : CI196-2014-19

FILE No. : 02.03.001 & 01.11.001.002

SUBJECT : Receipt and activation of the Digital Signature for submission of files to Cyprus Securities and Exchange Commission

The Cyprus Securities and Exchange Commission ('the Commission') in its effort to improve its procedures with the purpose of secure transmission of the electronic data, which will result in improved time and resources, has implemented a certified digital signature according to the Law regulated legal framework of electronic signatures and related matters Law of 2004 [N.34(I)/2009] and [N.86(I)/2012].

As a result, the Administrative Service Providers should obtain immediately the digital signature according to the following instructions:

1. Receipt and activation of the usb token

The process of receipt and activation of the digital signature with the purpose of been used in the immediate future for submission of files to the Commission, includes the following steps:

- (a) the receipt of the usb token, during the period 25 August 2014 until 05 September 2014, from the Commission's offices which are located at Diagorou 27, 2nd Floor, Nicosia. The receipt can only be made after liaising with Mr. Panicos Christoforou or Ms Andri Petrou at telephone 22 506 600.
- (b) the activation of the usb token according to the instructions described in Appendix A.

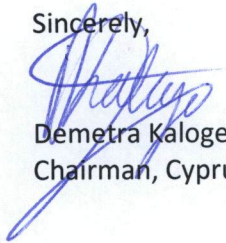
2. General Information

The Commission has prepared a dedicated page in its website (http://www.cysec.gov.cy/digitalsignature_en.aspx) which includes all the information/forms regarding the digital signature and therefore the ASPs are urged to visit it frequently so as to be informed of the latest changes/additions.

In addition, the ASPs can communicate for technical support with the Information Technology and Operations Department of the Commission at the email, information.technology@cysec.gov.cy.

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Sincerely,



Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission

Instructions for Acquiring a Digital Signature

Applying for a Digital Signature

Any person may obtain a qualified digital certificate and secure signature creation device (SSCD) with his presence at the Cyprus Securities and Exchange Commission offices where he will need:

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- A. to present his Identity card (ID), which will be photocopied.
- B. to complete and sign the "Application Form for qualified certificate in Secure Signature Creation Device (DL2)" (Appendix A.1).
- C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.

In the presence of authorized representatives on behalf of the physical person at the offices of the Cyprus Securities and Exchange Commission, the authorized representative should provide:

- A. the "Application Form for qualified certificate in Secure Signature Creation Device (DL2)" (Appendix A.1), signed by the applicant and certified by Certifying Officer.
- B. a certified copy of the identity card of the applicant.
- C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.
- D. a written authorization signed by the applicant and certified by a Certifying Officer, for the submission of the above documents and the receipt of SSCD by the authorized person (Appendix A.3).

Cost of acquisition / Payment

Buying a Secure Signature Creation Device (SSCD) costs €90. The issuance of a qualified digital certificate valid for one year, it costs €120.

Payments should be made to our offices or by deposit to Cyprus Securities & Exchange Commission bank account no IBAN CY57 0020 0118 0000 0005 0088 5900 at Bank of Cyprus. In cases of transfer or deposit to the bank account you are kindly requested to bring the relevant document with you.

Issuing a Digital Signature

The procedure for issuing a digital signature requires (a) the installation of the necessary software, (b) submitting an electronic application and (c) receipt of the certificate via the internet. When submitting the online application and picking up the id, users must **use only Internet Explorer**.

To issue your digital signature please follow the steps below:

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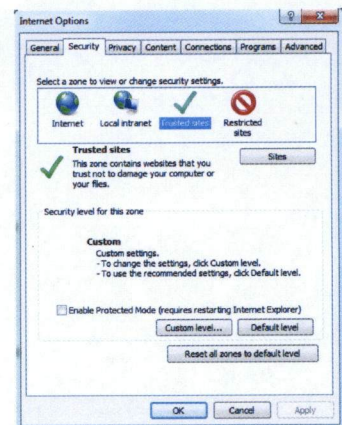
A. Middleware Installation

All necessary software for managing your SSCD (USB Token) and changing the to PIN is available on the CySEC web page(http://www.cysec.gov.cy/digitalsignature_en.aspx).

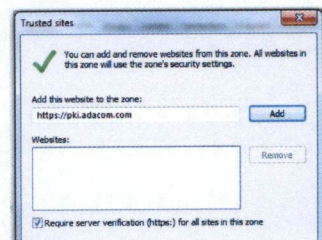
1. Select from the list entitled Middleware the version that corresponds to your Operating System (32 or 64 bit) and download the Middleware.
2. Double click the downloaded file in order to start the installation of the Middleware.
3. Answer Yes/ OK/ Next to all questions and install the software.
4. After installation you will have to reboot your PC.

B. Enrollment

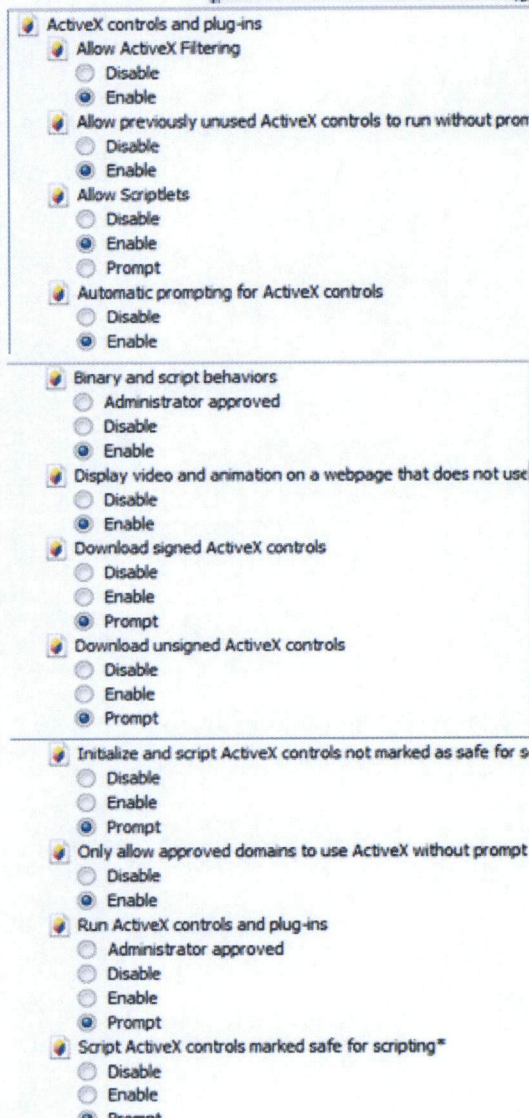
1. Connect your SSCD (usb token) on your PC.
2. Using **Internet Explorer**, visit the url <https://pki.adacom.com/xak/gr> (greek) or <https://pki.adacom.com/xak/en> (english).
3. In order to successfully complete the registration procedure you will have to add the url <https://pki.adacom.com> to the Trusted Sites list of Internet Explorer. Click on the "Tools" menu and select "Internet Options" (If the menu bar is not visible press Alt).
4. Click the "Security" tab.
5. From "Select a zone to view or change security settings" select "Trusted Sites".
6. Click on the "Sites" button.



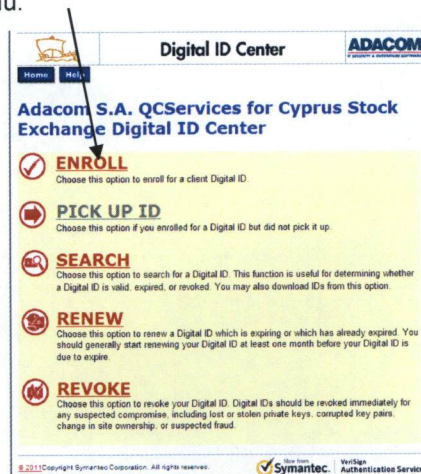
7. In the "Trusted Sites" dialog, type in the "Add this website to the zone" field the url <https://pki.adacom.com> and press the "Add" button.
8. Press "Close" to close the "Trusted Sites" dialog.
9. Make sure you are on the "Security" tab and "Trusted Sites" are selected. Click on the "Custom Level..." button.
10. In the window "Security Settings – Trusted Site Zone" change the settings under the ActiveX section to match the settings of the image on the right.
11. Press "OK" to save the changes.
12. Press "OK" to close the "Internet Options" window and return to the Digital ID Center website.



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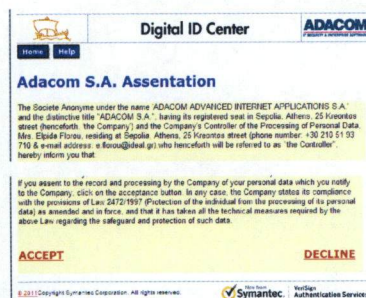


13. Select Enroll from the menu.



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14. On the next page click on ACCEPT at the bottom of the screen.



15. In case you get any ActiveX warnings please allow them to run.

16. On the page "Complete Enrollment Form" fill the fields "First Name" and "Last Name" as they appear on your national id or passport (whichever you used when you submitted your Application form).

17. Fill the field "Your e-mail address" using the e-mail address that you submitted with your application form.

18. Fill the fields "Title", "Company Name" and "Country".

19. In the "Enter Challenge Phrase" field enter a password. The password will be used in case of revocation or renewal of your certificate.

The screenshot shows the 'Complete Enrollment Form' page. At the top, there's a navigation bar with 'Home' and 'Help' links. Below it, the header reads 'Enrollment'. The main content area is titled 'Complete Enrollment Form'. It contains a section 'Enter your Digital ID information' with a table of input fields. The fields are: 'First Name: * (required)', 'Last Name: * (required)', 'Your E-mail Address: * (required)', 'Title: * (required)', 'Company Name: (required)', and 'Country: * (required)'. Below this is a section 'Challenge Phrase' with a text input field. At the bottom, there's a footer with copyright information and logos for Symantec and VeriSign.

20. Click "Submit" on the bottom of the page.

Digital ID Subscriber Agreement
By applying for, submitting, or using a Digital ID, you are agreeing to the terms of the Adacom Subscriber Agreement.

Qualified Certificate Client ID Subscriber Agreement
ADACOM'S PUBLIC CERTIFICATION SERVICES

YOU MUST READ THIS SUBSCRIBER AGREEMENT BEFORE APPLYING FOR,

Additional Terms and Conditions: Your Certificate shall be issued

If all the information above is correct, click **Submit** to continue.

Submit **Cancel**

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21. A message will be shown asking to confirm your email address. After checking your email address press "OK" to continue.
22. A dialog informing you about the digital certificate operation will be shown. Select "Yes" to continue.
23. In the dialog asking for your PIN type your PIN (the default PIN is 9999). Press "Ok" to continue.
24. Wait until the completion of the process.

Message from webpage

Confirm your e-mail address: knousias@adacom.com

If your e-mail address is correct, click OK. If not, click CANCEL and correct it in the enrollment form.

If the e-mail address is not correct, you will not be able to use your Digital ID.

Web Access Confirmation

This Web site is attempting to perform a digital certificate operation on your behalf:

https://onsite-test.adacom.com/services/PilotPublicLite/client/userEnrollment.htm

Cardholder Verification

OBERTHUR TECHNOLOGIES

Pin code: [input field]

Number of tries left: 3

OK Cancel

25. After the process is completed a message is shown informing you about the successful completion.

Symantec Digital ID Services ADACOM

Digital ID Center

Your Digital Certificate request has been submitted for approval

Once your digital certificate request has been approved, you will receive an email with instructions for installing your digital certificate. If you do not receive it shortly, contact your administrator.

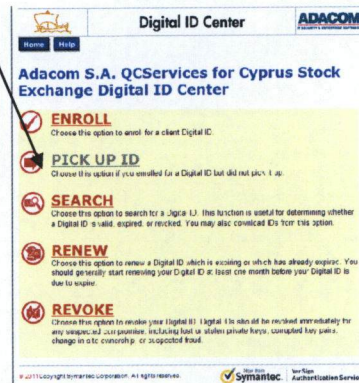
© 2011 Copyright Symantec Corporation. All rights reserved. Symantec VeriSign Authentication Services

26. You will receive an email informing you about your enrollment.

C. Pick up ID

1. Connect your SSCD (USB Token) on your PC.
2. You will receive an email informing you that your digital id is ready.
3. The email will contain a PIN that you will use during the Pick Up Process..
4. Use **Internet Explorer** and visit <https://pki.adacom.com/xak/gr> (Greek) or <https://pki.adacom.com/xak/en> (English).
5. Select "PICK UP ID"

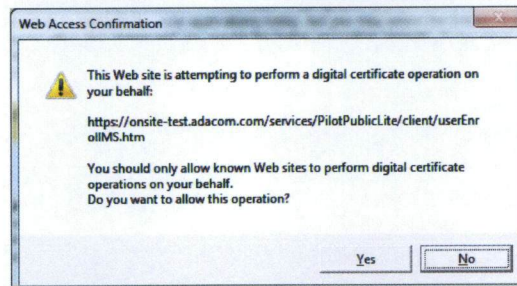
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6. On the next page type the PIN contained in the email you received and click on "Submit".

A screenshot of the 'Pick Up Digital ID' form. The form has a header with the 'ADACOM' logo and the title 'Digital ID Services'. Below the header, there is a section titled 'Pick Up Digital ID' with important instructions. The instructions state that the user must use the same computer as when they submitted the enrollment form and need their Personal Identification Number (PIN). A text box labeled 'Enter the Personal Identification Number (PIN):' is provided for the user to enter their PIN. A green 'Submit' button is at the bottom right of the form.

7. Make sure that your SSCD (USB Token) is connected to your PC. On the dialog asking you to allow the operation click "Yes" in order to store your Digital ID on your token.



8. Congratulations, your digital certificate is stored on your security device.

APPENDIX A.1 OF CIRCULAR CI144-2013-25

APPLICATION FORM FOR QUALIFIED CERTIFICATE



APPLICATION FORM FOR QUALIFIED CERTIFICATE IN SECURE SIGNATURE CREATION DEVICE (DL2)

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Fill in all the fields only with Latin characters
(1) Fields are filled in by ADACOM S.A.

Date:

(1) Application Number:

APPLICANTS DATA

First Name:

Last Name:

E-mail address:

Title:

Locality:

Country:

National ID or Passport Number:

DEVICE DELIVERY

From the central offices of Cyprus Securities & Exchange Commission (by presenting the National Identification Card)

☐

From the central offices of Cyprus Securities & Exchange Commission (by submitting an authorization with certified signature authenticity)

☐

Send by Courier at the following address:

(Delivery upon presenting the National ID Card)

☐

This application form for Qualified Certificates is submitted, along with the submission of the attested copy of the Identification Card or Passport (attested before a public notary - required for the authentication procedure). It is required by the applicant the following:

1. Submission of electronic application, within 10 days:
 - <https://pki.adacom.com/xak/gr> (for Greek)
 - <https://pki.adacom.com/xak/en> (for English)
2. Acceptance of the Subscriber's Agreement, located at the above electronic address, and the following terms of use:
 - You declare that you are legally eligible to submit this Application Form for Qualified Certificate.
 - Data included in this Application for Qualified Certificate are true and valid and may be asked during the submission of the electronic application for the Digital Certificate.
 - Digital Certificates are used only for approved and legal scopes, according to the ADACOM Certification Practice Statement (CPS) (located at <https://www.adacom.com/repository/CPS>).
 - According to the relative legislation, the USB Token (Oberthur ID One Token) that will be given to you by the Cyprus Stock Exchange (LRA) is a Secure Signature Creation Device (henceforth "SSCD"), it is strictly personal, as well as the Digital Certificates that will be issued and stored in this SSCD by you, and you are solely responsible for their usage. You have to treat the SSCD as any object containing private data (for example a credit card).
 - Under no circumstances are you supposed to leave the SSCD exposed, not even in your own office. Additionally, after its use you must place it in a secure location.
 - You are recommended not to lend your SSCD or disclose its Access ID PIN to anyone.
 - No unauthorized person should ever have access to your signature private keys. Upon facing a problem or upon having suspicions that your private key has been compromised or your SSCD has been misplaced, stolen or destroyed, contact the Cyprus Stock Exchange (LRA) Customer Support at once (+ 357 22 712300) or ADACOM Customer Support (+30 210 95 77 255).
 - You are bound to use exclusively the above mentioned SSCD which will be provided to you by ADACOM S.A. through the Cyprus Stock Exchange (LRA). Otherwise, ADACOM S.A. disclaims any responsibility and warranty regarding the appropriateness and compliance of the SSCD with the requirements of the applicable law.

Customer Signature

Name: _____

Surname: _____

Signature: _____

⁽¹⁾ Validation Representative

Name: _____

Surname: _____

Signature: _____

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⁽²⁾ Approval Representative

Name: _____

Surname: _____

Signature: _____

AUTHORIZATION FORM FOR USE OF THE ELECTRONIC SIGNATURE

To: Cyprus Securities and Exchange Commission

The ('Company') authorizes the following persons for the receipt of secure signature creation devices to be used for the creation of electronic signatures. These individuals will bind the Company with their electronic signature with regard to any information submitted to the Cyprus Securities and Exchange Commission by the Company.

Name/Surname	Identification Number	Email Address
1.		
2.		
3.		

The Company by a written notice to the Cyprus Securities and Exchange Commission, may authorize additional persons for use of electronic signatures or withdraw the authorization of the above mentioned persons.

.....

Signature/position of the signatory
Company's Stamp

Date.....

AUTHORIZATION FORM

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To: The Cyprus Securities and Exchange Commission

I the undersigned who has applied for the issuance of Qualified Certificate to Secure Signature Creation Device (SSCD), I authorize of ID..... to receive on my behalf the SSCD to which my electronic signature will be created and stored. I certify that I understand that the SSCD is strictly personal and I bear full responsibility deriving from the proper and lawful use of my electronic signature which will be produced and stored in specific SSCD, which according to the law is legally equivalent to a handwritten signature.

.....
Authorizer of Signature

Date.....