

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:

- 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:

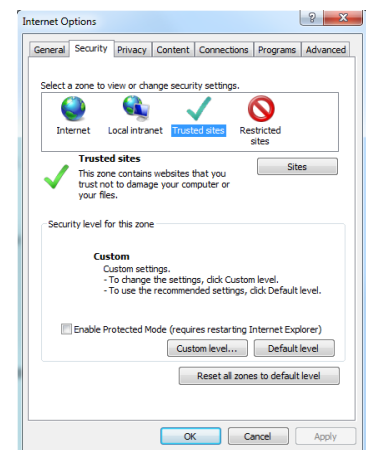
A. Middleware Installation

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

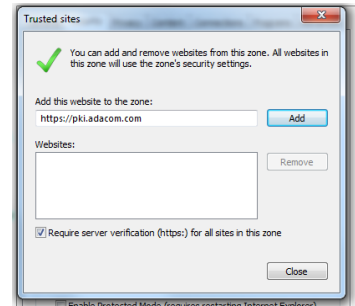
1. Select form the list entitled Middleware the version that corresponds to your Operating System (32 or 64 bit) and download the Middleware.
2. Double click the downloaded file in order to start the installation of the Middleware.
3. Answer Yes/ OK/ Next to all questions and install the software.
4.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

B. Enrollment

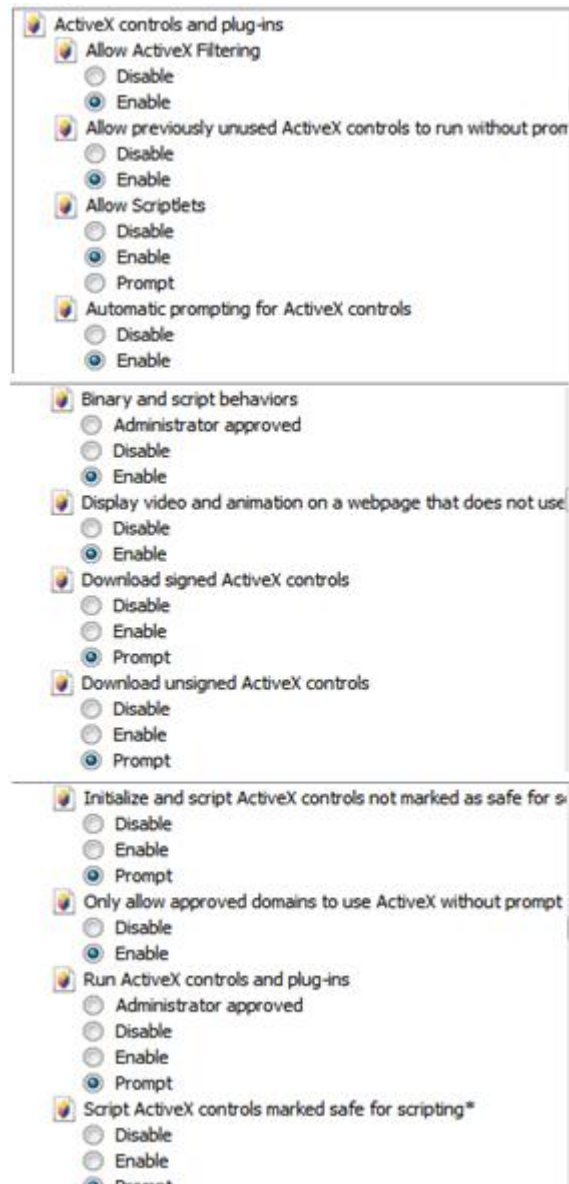
1. Conenct your SSCD (usb token) on your PC.
2. Using **Internet Explorer**, visit the url <https://pki.adacom.com/xak/gr> (greek) or <https://pki.adacom.com/xak/en> (english).
3. In order to successfully complete the registration procedure you will have to add the url <https://pki.adacom.com> to the 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.



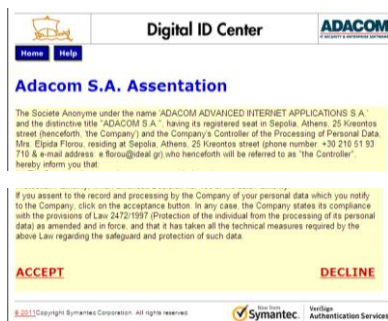
11. Press “OK” to save the changes.

12. Press “OK” to close the “Internet Options” window and return to the Digital ID Center website.

13. Select Enroll from the menu.



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".

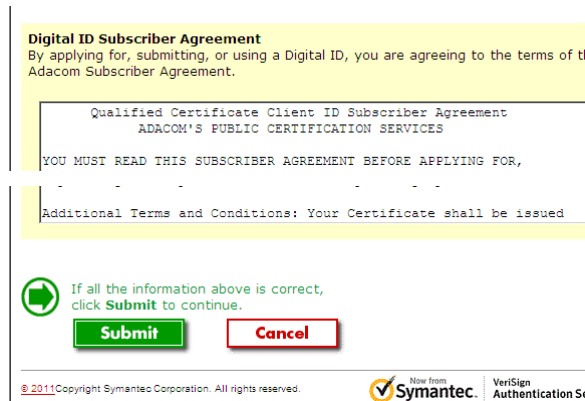
19. In the "Enter Challenge Phrase" field enter a password. The password will be used in case of revocation or renewal of your certificate.

The screenshot shows the 'Complete Enrollment Form' page. The main heading is 'Enrollment' and 'ADACOM'. Below this, there is a 'Help with this Page' button. The main heading is 'Complete Enrollment Form'. Below this, there is a section titled 'Enter your Digital ID information'. This section contains a table with the following fields:

First Name: * (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text"/>
Last Name: * (required) (example -- Doe)	<input type="text"/>
Your E-mail Address: * (required) (example -- jbdoe@verisign.com)	<input type="text"/>
Title: * (Example: Programmer)	<input type="text"/>
Company Name: (required)	<input type="text"/>
Country: * (required) (example -- US)	<input type="text"/>

Below the table, there is a section titled 'Challenge Phrase'. The text reads: 'The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. Do not lose it. You will need it when you want to revoke or renew your Digital ID.' Below this, there is a field for 'Enter Challenge Phrase: (required)' with a note: 'Must be at least 8 characters and must contain at least one lower case letter, one upper case letter and one digit.' and an input field.

20. Click “Submit” on the bottom of the page.

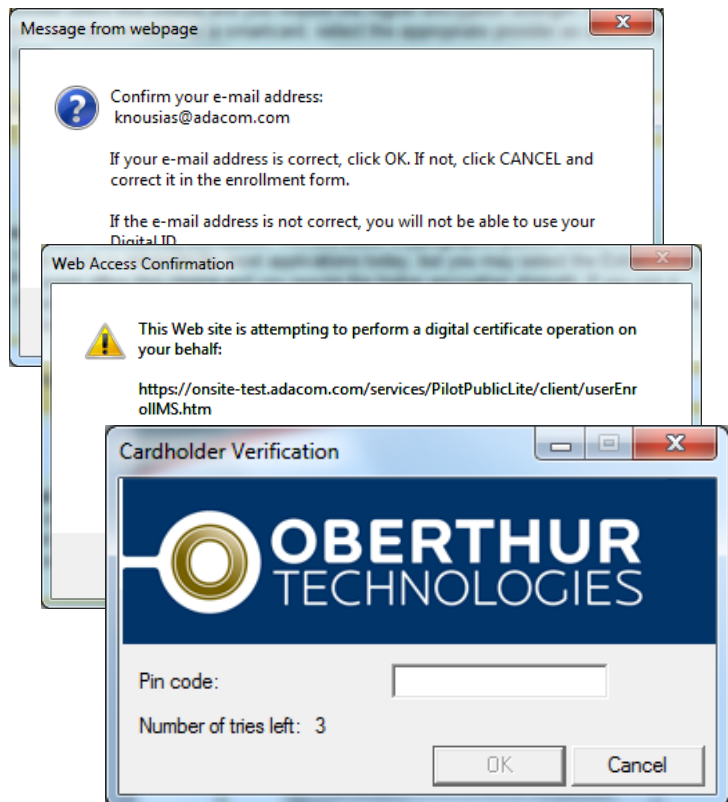


21. A message will be shown asking to confirm your email address. After checking your email address press “OK” to continue.

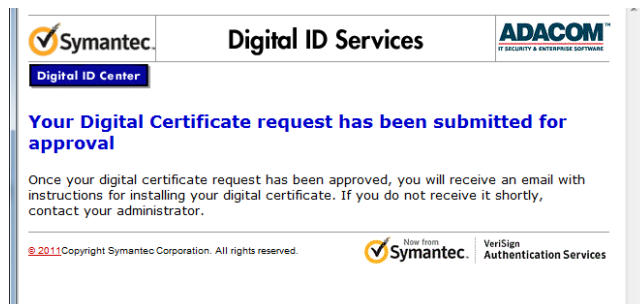
22. A dialog informing you about the digital certificate operation will be shown. Select “Yes” to continue.

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.



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



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

C. Pick up ID

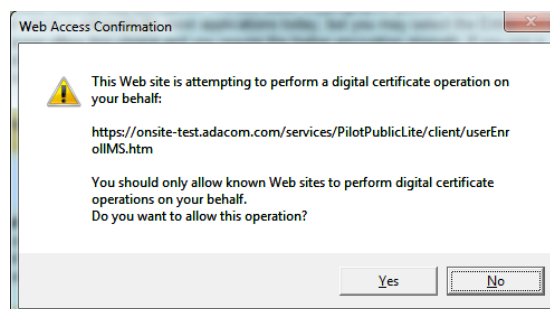
1. Connect your SSCD (USB Token) on your PC.
2. You will receive an email informing you that your digital id is ready.
3. The email will contain a PIN that you will use during the Pick Up Process..
4. Use **Internet Explorer** and visit <https://pki.adacom.com/xak/gr> (greek) or <https://pki.adacom.com/xak/en>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



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 page title is 'Digital ID Services'. Below the title, there is a section titled 'Pick Up Digital ID' with an 'Important' notice: 'To complete this step, you must use the same computer you used to submit the enrollment form.' It explains that the user needs a PIN from an email. Below this, there is a text box labeled 'Enter the Personal Identification Number (PIN):' and a green 'Submit' button.

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.