

=
TESTING



Procedures for authorisation for a Euro-PacketCable Service Provider certificate authority

--- Project Reference ---

Document Reference : Procedures_Euro-PacketCable_Service_Provider_Certificates_15_11_2006
Revision : 15 Nov 2006
Author(s) : testing@excentis.com
Date : November 15, 2006
Distribution : www.excentis.com

Procedures for authorisation for a Euro-PacketCable Service Provider certificate authority

1 Scope

This document describes the procedures to get an authorisation to become a Euro-PacketCable Service Provider certificate authority. The Euro-PacketCable Service Provider key signing ceremony is delivered by VeriSign Inc. Excentis has made a secured agreement with VeriSign on the delivery of the root CA services.

2 Steps to the procedure to obtain a Service Provider certificate signed by the Root key

The following steps must be fulfilled:

1. To approve the request to become an Authorised Organisation, Excentis must receive a completed “Euro-PacketCable Service Provider Certificates Information Form” and a signed “Euro-PacketCable Service Provider Digital Certificate Authorisation Agreement” via facsimile with follow-on of original documents by tracked delivery service. All faxed documents must contain the delivery tracking number.

The fax number of Excentis is: +32 9 329 31 74

The address of Excentis is: Excentis, Gildestraat 8, B-9000 Gent, Belgium

All documents must be sent to Luc Martens, CEO Excentis, who can be contacted at:

AuthRootCA@excentis.com

Phone: + 32 9 269 22 91

Fax: + 32 9 329 31 74

The word-version of the “Euro-PacketCable Service Provider Certificates Information Form” and the “Euro-PacketCable Service Provider Digital Certificate Authorisation Agreement” can be found on the website of Excentis (www.Excentis.com).

2. Once approved, the company must sign an agreement with VeriSign, the root CA provider. For the coordinates of the appropriate contact point at VeriSign Inc. :

E-mail: Excentis-support@verisign.com

Fax at +1-650-426-5252

Address: VeriSign, 487 East Middlefield Road, Mountain View, CA, 94043

3. The Euro-PacketCable Service Provider certificate submission document and a signed authorisation agreement must be received no later than **Key generation date (see appendix.) minus twenty calendar days**. If these required documents are received less



than twenty calendar days prior to the key generation date, the key generation will be scheduled for the following month's key ceremony.

4. VeriSign must receive the required information no later than the **key generation date (see appendix.) minus fifteen calendar days**
5. The two approved authorisation officers Luc Martens (CEO, Excentis) and Wim De Ketelaere (CTO, Excentis) will approve or disapprove the submission within **four calendar days** of receipt and notify the organisation that applies for authorisation.
6. Excentis will notify the VeriSign Key Generation facility of its approval to receive a Euro-PacketCable Service Provider signed certificate. The schedule of key signing ceremony for is written in the appendix.
7. The validity period of the Euro-PacketCable Service Provider certificate is 20 years.



Appendix: Schedule for Key signing ceremony at VeriSign Inc.

Signed Agreement to Excentis	Submission to VeriSign	Signing Ceremony at Verisign	Certificate Sent to Subscriber
X - 21 days	X - 15 days	X = 2 nd Friday of each month	X + 3 days

Note: This schedule can be subject to changes.

