

## APPLICATION FORMS FOR THE ELECTRONIC CERTIFICATES

To the Banca d'Italia

Branch/Directorate.....

### Subject: Application for the issue of the electronic certificates<sup>1</sup>

I, the undersigned, ..... hereby request the issue in my name of the following certificates:

[ ] signature                      [ ] authentication                      [ ] encryption

For this purpose, I provide below the required<sup>2</sup> information and undertake to communicate promptly every change therein.

#### Company data

Individual code (for employees)

Unit (for employees)

Identification number of entity<sup>3</sup> (for external persons)

Name of entity (for external persons)

Branch or Directorate/Unit/Contact person at the Banca d'Italia (for external persons)

#### Personal data

Family name

Given name

Gender

Date of birth

Town/City (or foreign country) of birth

<sup>1</sup> For external persons, this request must be attached to a designation note. The designation note can be sent via certified delivery service (PEC) or conventional e-mail. In case of PEC the access credentials must be compliant to the "Codice dell'Amministrazione Digitale", as attested by the service provider within the PEC message.

The request may be signed with a qualified electronic signature or a handwritten signature. The request must be completed with a copy of a valid Identification Document of the applicant as well as a copy of the card containing. If previous procedures are not available, the request must be delivered by regular mail or by hand.

<sup>2</sup> In accordance to national law (art. 495 bis L. n. 48 13/3/2008), anyone who declares or attests falsely shall be punished with imprisonment up to one year.

<sup>3</sup> Indicate the ABI identification code number for credit and financial intermediaries. No identification number needs to be given for other entities.

Province of birth .....  
Tax code<sup>4</sup> .....  
Identification document .....

**Residence**

Country .....  
Town/City .....  
Province .....  
Address .....  
Postal code .....

**Contacts**

Telephone (including country code) .....  
Mobile phone (including country code) .....  
e-mail address at company .....

I declare, moreover, that:

- I am informed of the conditions for using the certificates in question, specified in the pertinent Certification Practice Statement/Certificate Policies, available on the website <http://www.bancaditalia.it/firmadigitale>, and supplementary provisions issued by the Banca d'Italia, and undertake not to use them for functions or purposes other than those established by the Banca d'Italia;
- I am aware that from the time I receive the smartcard I will be able to communicate with the Banca d'Italia's Help Desk only during the hours and on the days specified in the pertinent Certification Practice Statement/Certificate Policies, excluding whatsoever liability of the Banca d'Italia in this regard;
- I have received the personal data protection note as provided for the applicable regulations.

Date .....

.....

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<sup>4</sup> For residents abroad, indicate the tax code or similar identification number issued by the tax authority of the country of residence.

## Personal Data Protection Notice

In accordance with the provisions of European and national legislation on privacy, please note that the Banca d'Italia, located at Via Nazionale 91, Rome (Italy), acts as Data Controller of the information provided for the issue or renewal of electronic certificates.

The data provided is kept in paper-based or electronic format, protected by appropriate security measures to guarantee the confidentiality of the personal data and to prevent access by unauthorized third parties or personnel.

Personal data processing, carried out as part of the duties performed by the Banca d'Italia in the public interest, is necessary to carry out the certification service.

The personal data collected will be preserved for a period of 20 years from the certificate's issue or renewal date. The personal data concerning the installation and the use of the App for the generation of OTP are processed by the Aruba S.p.A. in a form that allows the identification of the applicant for as long as the App is installed on the applicant's mobile device.

The data are not communicated to third parties nor disseminated except in cases where this is done on an appropriate legal basis or for audit requirements, in accordance with EU Regulation 910/2014 (so-called eIDAS).

The data can be communicated to the following persons, by virtue of their respective roles:

- the Manager of the Branch/Head of the Directorate to which the application was submitted; the Head of the IT Development Directorate responsible for the certification service; and the Head of the Information Technology operations Directorate, which produces the certificates and performs the Help Desk activity;
- the Aruba S.p.A., as Data processor for the activities connected with the remote signature, the installation and use of the App and the system operated signature on behalf of a natural person;
- the personnel of the units authorized to the treatment
- employees of the Banca d'Italia's units who are responsible for handling requests relating the electronic certificates.

The parties concerned can exercise, relative to the information provided, the rights referred to in Article 15 et seq. of Regulation (EU) 679/2016 (the General Data Protection Regulation), by contacting the Data Controller – Banca d'Italia - Organization Directorate, Via Nazionale 91 – 00184 Rome (Italy), e-mail [org.privacy@bancaditalia.it](mailto:org.privacy@bancaditalia.it)

The Data Protection Officer for the Banca d'Italia can be contacted at via Nazionale 91, 00184 ROME, at the e-mail [responsabile.protezione.dati@bancaditalia.it](mailto:responsabile.protezione.dati@bancaditalia.it) .

Should they deem that the processing of their data is in breach of the law, the parties concerned can lodge a complaint with the European Data Protection Supervisor.

To the Banca d'Italia  
Branch/ Directorate: .....

**Subject: Request for the renewal of the electronic certificates<sup>1</sup>**

I, the undersigned, ....., as holder of the following certificates issued by the Banca d'Italia:

[ ] signature                      [ ] authentication                      [ ] encryption

stored on smartcard no. ...., request the renewal of such certificates. For this purpose I provide the required information below<sup>2</sup>.

**Company data**

Individual code (for employees)

.....

Unit (for employees)

.....

Identification number of entity<sup>3</sup> (for external persons)

.....

Name of entity (for external persons)

.....

Branch or Directorate/Unit/Contact person at the Banca d'Italia (for external persons)

.....

**Personal data**

Family name

.....

Given name

.....

Gender

.....

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<sup>1</sup> For external persons, this request must be attached to a designation note. The designation note can be sent via certified delivery service (PEC) or conventional e-mail. In case of PEC the access credentials must be compliant to the "Codice dell'Amministrazione Digitale", as attested by the service provider within the PEC message.

The request may be signed with a qualified electronic signature or a handwritten signature. The request must be completed with a copy of a valid Identification Document of the applicant as well as a copy of the card containing.

If previous procedures are not available, the request must be delivered by regular mail or by hand.

<sup>2</sup> In accordance to national law (art. 495 bis L. n. 48 13/3/2008), anyone who declares or attests falsely shall be punished with imprisonment up to one year.

<sup>3</sup> Indicate the ABI identification code number for credit and financial intermediaries. No identification number needs to be given for other entities.



Date of birth

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Town/City (or foreign country) of birth

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Province of birth

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Tax code<sup>4</sup>

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Identification document

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**Residence**

Country

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Town/City

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Province

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Address

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Postal code

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**Contacts**

Telephone (including country code)

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Mobile phone (including country code)

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e-mail address at company

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I declare, moreover, that:

- I am informed of the conditions for using the certificates in question, specified in the pertinent Certification Practice Statement/Certificate Policies, available on the website <http://www.bancaditalia.it/firmadigitale>, and supplementary provisions issued by the Banca d'Italia, and undertake not to use them for functions or purposes other than those established by the Banca d'Italia;
- I am aware that from the time I receive the smartcard I will be able to communicate with the Banca d'Italia's Help Desk only during the hours and on the days specified in the pertinent Certification Practice

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<sup>4</sup> For residents abroad, indicate the tax code or similar identification number issued by the tax authority of the country of residence.

Statement/Certificate Policies, excluding whatsoever liability of the Banca d'Italia in this regard;

- I have received the personal data protection note as provided for the applicable regulations.

Date .....

.....

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The data are not communicated to third parties nor disseminated except in cases where this is done on an appropriate legal basis or for audit requirements, in accordance with EU Regulation 910/2014 (so-called eIDAS).

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- the Aruba S.p.A., as Data processor for the activities connected with the remote signature, the installation and use of the App and the system operated signature on behalf of a natural person;
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To the Banca d'Italia  
Branch/ Directorate: .....

**Subject: Request for the revocation of the electronic certificates<sup>5</sup>**

I, the undersigned, ..... as holder<sup>6</sup>/interested third party, request the revocation of the following certificates issued in my name/issued in the name of (indicate the given name and family name of the holder)

.....:

signature                       authentication                       encryption

for the following reason:

- theft
- loss
- breach of security of the device
- deterioration of the device
- change of the status of the holder

Date.....

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<sup>5</sup> The request may be signed with a qualified electronic signature. Where a qualified electronic signature is not available the request may be signed by hand and completed with a copy of a valid Identification Document of the applicant.

The request can be sent via certified delivery service (PEC) or conventional e-mail. In case of PEC the access credentials must be compliant to the "Codice dell'Amministrazione Digitale", as attested by the service provider within the PEC message.

If previous procedures are not available, the request must be delivered by regular mail or by hand.

<sup>6</sup> The holder must indicate: date and place of birth, residence and tax icode (for residents abroad, indicate the tax code or similar identification number issued by the tax authority of the country of residence).



**Record of delivery**

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To the Banca d'Italia  
Branch/ Directorate: .....

Today ....., at the office of Banca d'Italia Branch/  
Directorate ....., the following envelopes were handed to  
Mr/Mrs..... (identified by identity  
document..... number..... issued  
by..... on .....):

- an envelope containing the smartcard n..... with the  
signature/authentication/encryption certificates;
- an envelope containing the security codes.

The same person was informed that the full documentation regulating the Banca  
d'Italia certification service can be seen at [www.bancaditalia.it/firmadigitale](http://www.bancaditalia.it/firmadigitale).

In addition, the smartcard n..... was collected from the aforementioned  
Mr/Mrs..... and made unusable by cutting the chip.

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(The consigner)

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(The consignee)

To the Banca d'Italia  
Branch/ Directorate: .....

**Subject: Request for the suspension of the electronic certificates <sup>7</sup>**

I, the undersigned, .....  
as holder<sup>8</sup>/interested third party, request the suspension of the following certificates  
issued in my name/issued in the name of (indicate the given name and family name  
of the holder) .....

signature                       authentication                       encryption

for the following reason:

- loss
- theft
- breach of security of the device
- [.....] other (specify).....

Date.....

.....

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<sup>7</sup> The request may be signed with a qualified electronic signature. Where a qualified electronic signature is not available the request may be signed by hand and completed with a copy of a valid Identification Document of the applicant.

The request can be sent via certified delivery service (PEC) or conventional e-mail. in case of PEC the access credentials must be compliant to the "Codice dell'Amministrazione Digitale", as attested by the service provider within the PEC message.

If previous procedures are not available, the request must be delivered by regular mail or by hand.

<sup>8</sup> The holder must indicate: date and place of birth, residence and tax icode (for residents abroad, indicate the tax code or similar identification number issued by the tax authority of the country of residence).

To the Banca d'Italia  
Branch/ Directorate: .....

**Subject: Request for reactivation of suspended electronic certificates<sup>9</sup>**

I, the undersigned, .....  
as holder<sup>10</sup>/interested third party, request the reactivation of the following certificates issued in my name/issued in the name of (indicate the given name and family name of the holder)  
.....:

signature  authentication  encryption

for the following reason:

recovery of smartcard

other (to specify).....

Date .....

.....

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<sup>9</sup> The request may be signed with a qualified electronic signature. Where a qualified electronic signature is not available the request may be signed by hand and completed with a copy of a valid Identification Document of the applicant.

The request can be sent via certified delivery service (PEC) or conventional e-mail. in case of PEC the access credentials must be compliant to the "Codice dell'Amministrazione Digitale", as attested by the service provider within the PEC message.

If previous procedures are not available, the request must be delivered by regular mail or by hand.

<sup>10</sup> The holder must indicate: date and place of birth, residence and tax icode (for residents abroad, indicate the tax code or similar identification number issued by the tax authority of the country of residence).