

Application for issue of electronic certificates

To the BANK OF ITALY

Branch/Directorate:

Subject: Application for issue of electronic certificates¹

I the undersigned..... hereby request that the following certificates be issued in my name:

[] signature [] authentication [] encryption

For this purpose I provide the required² information below and undertake promptly to communicate every change therein.

Company data

Individual code (for employees)

Unit (for employees)

Identification number of entity³

(for external persons)

Name of entity (for external persons)

¹ Via registered delivery service (PEC) or e-mail. In case the use of a qualified electronic signature is not possible, via PEC with a copy of a valid identification document of the holder in attachment. The PEC must be compliant to "Codice dell'Amministrazione Digitale" requirements. If previous procedures are not available, via mail or hand delivery.

² In accordance to national law (art. 495 bis L. n. 48 13/3/2008), anyone who declares or falsely attesting to the Certifier identity or status, or other qualities of their own or another's person, shall be punished with imprisonment up to one year.

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

Personal data

Family name _____

Given name _____

Sex _____

Date of birth _____

Municipality (or foreign country) of birth _____

Province of birth _____

Tax identification number⁴ _____

Identification document _____

Residence

Country _____

Municipality _____

Province _____

Address _____

Postal code _____

Contacts

Telephone (including country code) _____

Cell (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 Bank of Italy, and undertake not to use them for functions or purposes other than those established by the Bank of Italy;
- am aware that from the time I receive the smartcard I will be able to communicate with the Bank of Italy'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 Bank of Italy in this regard;

⁴ For residents abroad, indicate the tax identification number or similar identification number issued by the tax authority of the country of residence.

- have received the information note on protection of data given above as provided for applicable regulations.

Date

.....

Information note on protection of personal data

In conformity with the requirements of European and national rules in matter of privacy, you are informed that the Bank of Italy, via Nazionale 91, Rome (Italy), processes the personal data that you provide upon applying for the issue of digital certificates.

The data are processed with IT procedures and using security measures that ensure the confidentiality of personal data and prevent access to such data by unauthorized third parties or personnel.

The data processing is necessary for activities related to the exercise of the public interest, in particular the certification service carried out by the Bank of Italy.

Personal data will be retained for a period of 20 years from the certificate's issuing date.

The data are not communicated to third parties, nor are they disseminated. The data may become known to:

- 1) the Manager of the Branch/Head of the Directorate to which the application was submitted; the Head of the Organization 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;
- 2) the personnel of the units assigned authorized to the treatment.

You may apply to the Data controller - Bank of Italy (Organization Directorate), via Nazionale 91, 00184 ROME, e-mail org.privacy@bancaditalia.it - to exercise your rights as provided for in Articles 15 et seq. of the Regulation (EU) 2016/679 (GDPR).

The Data Protection Officer for the Bank of Italy can be contacted at Via Nazionale 91 – 00184 Rome, or at the following email address: responsabile.protezione.dati@bancaditalia.it.

Request for suspension of electronic certificates

To the BANK OF ITALY

Branch/ Directorate:

Subject: Request for suspension of electronic certificates¹

I, the undersigned as holder²/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

.....

¹ Via registered delivery service (PEC) or e-mail. The PEC must be compliant to “Codice dell’Amministrazione Digitale” requirements. If previous procedures are not available, via mail or hand delivery. The application is signed with a qualified signature. If a qualified signature is not available, it is necessary a copy of a valid identification document of the holder in attachment.

² The holder must indicate: date and place of birth, residence and tax identification number (for residents abroad, indicate the tax identification number or similar identification number issued by the tax authority of the country of residence).

Request for reactivation of suspended electronic certificates

To the BANK OF ITALY

Branch/ Directorate:

Subject: Request for reactivation of suspended electronic certificates¹

I, the undersigned as holder²/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

.....

.....

¹ Via registered delivery service (PEC) or e-mail. The PEC must be compliant to "Codice dell'Amministrazione Digitale" requirements. If previous procedures are not available, via mail or hand delivery. The application is signed with a qualified signature. If a qualified signature is not available, it is necessary a copy of a valid identification document of the holder in attachment.

² The holder must indicate: date and place of birth, residence and tax identification number (for residents abroad, indicate the tax identification number or similar identification number issued by the tax authority of the country of residence).

Request for revocation of electronic certificates

To the BANK OF ITALY

Branch/ Directorate:

Subject: Request for revocation of electronic certificates¹

I, the undersigned as holder²/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 position of the holder³

Date.....

.....

¹ Via registered delivery service (PEC) or e-mail. The PEC must be compliant to “Codice dell’Amministrazione Digitale” requirements. If previous procedures are not available, via mail or hand delivery. The application is signed with a qualified signature. If a qualified signature is not available, it is necessary a copy of a valid identification document of the holder in attachment.
² The holder must indicate: date and place of birth, residence and tax identification number (for residents abroad, indicate the tax identification number or similar identification number issued by the tax authority of the country of residence).
³ Only for requests submitted by the interested third party.

Request for renewal of electronic certificates

To the BANK OF ITALY

Branch/ Directorate:

Subject: Request for renewal of electronic certificates¹

I, the undersigned, born in, resident in, tax identification number², as holder of the following certificates issued by the Bank of Italy:

signature authentication encryption

stored on smartcard no., request the renewal of such certificates. For this purpose³ I:

- confirm all the personal identification data transmitted to the Bank of Italy on the occasion of the application for issue of above-mentioned certificates;
- report the following changes to the information transmitted to the Bank of Italy on the occasion of the application for issue of the above-mentioned certificates:

.....

I declare, moreover, that I am aware of the conditions of use of the certificates in question and undertake not to use them for functions or purposes other than those established by the Bank of Italy.

Date

.....

¹ Via registered delivery service (PEC) or e-mail. The PEC must be compliant to "Codice dell'Amministrazione Digitale" requirements. If previous procedures are not available, via mail or hand delivery. The application is signed with a qualified signature. If a qualified signature is not available, it is necessary a copy of a valid identification document of the holder in attachment.

² For residents abroad, indicate the tax identification number or similar identification number issued by the tax authority of the country of residence.

³ In accordance to national law (art. 495 bis L. n. 48 13/3/2008), anyone who declares or falsely attesting to the Certifier identity or status, or other qualities of their own or another's person, shall be punished with imprisonment up to one year.