

\* Please fill the form carefully with requested data and using capital letters.

### 1. Legal person's information (Creator of seal)

Registered name  
 (short or full)\*

VAT number\*  National No.\*

**Business address**

Address and street number\*

ZIP code\*  City\*

Country\*

### 2. Authorised Representative information

(natural person authorized by the legal representative the author of the seal to use the certificate for remote electronic seal)

First Name\*

Last Name\*

OIB/ID number\*

Identification Document\*  ID Card or  Passport Valid to\* . .

Number of Identification Document \*

Date of Birth\* . .  Sex\*  Female  Male

**Contact information on Authorized Representative**

Mobile (SMS)\*

E-mail\*

Seal creation data is managed by the AKD on behalf of Creator of seal. Codes for certificate registration in AKD mPotpis service are delivered to E-Mail and/or Mobile (SMS) provided in point 2 of this Application.

### 3. Name of certificate for electronic seal

Enter the name of the certificate for electronic seal that will represent the Creator of the seal.  
 NOTE: This Application includes issuing sms.ID and mobile.ID credentials. Credentials are activated at [Portal](https://portal.certilia.com) at <https://portal.certilia.com> free of charge.

Common name\*

### 4. Statement of the subscriber and Authorised Representative

Herewith I confirm that all data in this Application are full and accurate. In the case of inconsistency of data indicated in this Application with data acquired from official registers I give permission to AKD to use data acquired from official registers.  
 I hereby guarantee that solely I can access and read electronic messages received at E-mail and SMS messages received on Mobile provided in the point 2 of this Application.  
 I confirm that I was informed about statutory requirements for the use of personal data for certification services.  
 By signing this Application I agree with publication of issued certificates pursuant AKD's Certification Practice Statement.  
 By signing this Application I agree with Policy disclosure statement (I), enclosed to this document and available at: <https://www.certilia.com/dokumenti/>.

### 5. Signature of the Authorised Representative and legal representative of the Creator of seal

Date of application	Signature of Authorised Representative	First and Last name of legal representative	Signature of legal representative
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### FILLED BY RA OFFICER

Date	Signature of RA officer	RA Office Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Mandatory data

\* This Application is solely used for issuing one (single) certificate for electronic seal. For issuing additional certificates for electronic seal additional Applications need to be used for each requested certificate.

## 1. Information about the certification services provider

AKD d.o.o., VAT: HR58843087891

Address: Savska cesta 31, 10000 Zagreb, Hrvatska

web: <http://www.akd.hr>, e-mail: [akd@akd.hr](mailto:akd@akd.hr)

Portal: <https://www.certilia.com>

EURL: <https://eidas.ec.europa.eu/efda/tl-browser/#/screen/tl/HR>

Customer service: [helpdesk@certilia.com](mailto:helpdesk@certilia.com)

Policy management authority: [pma@akd.hr](mailto:pma@akd.hr)

Personal data protection officer: [zastita.podataka@akd.hr](mailto:zastita.podataka@akd.hr)



## 2. Scope of certification services

Certification services provider provides the following services:

- |   |                                       |
|---|---------------------------------------|
| 1. certificate generation services      | 5. services of card production        |
| 2. certificate revocation services      | 6. remote signature and seal creation |
| 3. certificate status checking services | 7. registration services              |
| 4. information services                 |                                       |

## 3. Types and purpose of the certificate

Certificate generation services includes generation of following certificates:

- kID qualified certificate for electronic seal (OID: 1.3.6.1.4.1.43999.5.4.2.2.3.4),
- kID qualified certificate for remote electronic seal (OID: 1.3.6.1.4.1.43999.5.4.6.2.3.4) and corresponding private keys.

The validity of the certificates is up to 2 years. The certificate contains information about the date of expiry and the all data and information necessary to validate the certificate.

There is a legal person named in the certificate which uses certificates for business purposes.

The level of trust in the certificate and the identity of the legal person named in the certificate is high according to the criteria laid down in EU Regulation no. 910/2014.

kID qualified signing certificate for electronic seal is issued under the rules of the EU Qualified Certificates QCP-I-qscd (OID: 0.4.0.194112.1.3) to legal person – Creator of seal with private key on qualifying device for production of electronic signature.

kID qualified certificate for remote electronic seal is issued under the rules of the EU Qualified Certificates QCP-I-qscd (OID: 0.4.0.194112.1.3) to legal person – Creator of seal with signature creation data managed by the qualified trusted service provider on behalf of the signatory or Creator of seal.

## 4. Obligations of certification services providers

The certification service provider provides certification services pursuant to (EU) Regulation No. 910/2014 and related legislature and by laws, by applying:

1. provisions of the law governing electronic signature and bylaws adopted under the same law and

2. Internal by laws that regulate provision of certification services

2.1. AKD PKI Certificate policy

2.2. CERTILIA Certification Practice Statement

The certification service provider will:

- Ensure availability of certification services and AKD mPotpis service for remote signature and seal creation,
- Process applications for the issuance, revocation and suspension of certificates on time
- Gather and store all relevant information to the data issued and received, especially for the purpose of presenting evidence in court proceedings and for the purpose of ensuring continuity of service,
- Archive and keep for a period of 10 years after the expiry of the certificate, all the important information that is collected or recorded in the course of provision of certification services,
- Have qualified staff and financial resources sufficient to fulfil its commitments and to ensure continuous provision of services,
- Implement appropriate physical, organizational and enforcement measures for the protection of IS and data,
- Carry out processing and protection of personal data and all other confidential business information in a lawful manner
- publish via <https://www.certilia.com> web portal all information necessary for the proper use of certification services and cards including this Policy Disclosure Statement and AKD PKI certificate policy and CERTILIA Certification Practice Statement.

## 5. The rights and obligations of users

Legal person and Authorised Representative are obligated to use the certification services and certificates properly and according to rules set out in this Policy Disclosure Statement and AKD PKI certificate policy and CERTILIA Certification Practice Statement:

- To present trustworthy evidence, in the process of identification, to prove identity of legal person and identity of Authorised Representative,
- Provide accurate and true information in the registration process,
- Activate the certificate within 30 days, otherwise the application will be cancelled,
- Examine and verify that the identification information contained in the certificate is accurate,
- Make sure that the certificate at the time of its use has not expired and has not been revoked,
- Make sure that the certificate is used only for legal purposes and in accordance with its intended purpose,
- Use the card and PINs responsibly, keep it safe and take all appropriate measures to protect them against unauthorized access and use,
- request revocation or suspension of the certificate immediately if there is a change of identity in the certificate, or if there is a suspicion of loss, theft, misuse or unauthorized use of the card, PIN or the private key.
- Use the certificate in accordance with the provisions of the terms and conditions including but not limited to amendments.
- Report any change of information in their status, name and address, and present accompanying documents.

## 6. Limitation of liability

The liability of the certification services provider for the damage caused by any natural or legal person due to failure to comply with their obligations is limited to the amount of 265.445,62 EUR. The liability is limited to 53.089,12 EUR per transaction for the persons and relying party that use certificates appropriate.

The certification services provider is not liable for:

- Damages caused by improper use of the certificate,
- Damages caused by fraudulent or negligent use of the card, PINs, private keys, certificates and CRL,

- Damages incurred in a period of revocation of certificate until the issuing the new CRL,
- Damages caused by malfunctions and errors of the software and hardware of the natural person and/or their relying party
- All the damages caused intentionally or by negligence of a natural person or relying party that have not met its obligations or fails to act in accordance with their obligations.

The certification services provider is not responsible for damages that are the result of presentation of false information in the registration process or misrepresentation of natural or legal persons in the process of identification and authentication.

The certification services provider is not liable for breaches of liability person and relying parties, especially not for the use of certificates issued by other certification services providers.

The certification services provider is not responsible for the content of the document signed using a private key of a natural person who is the subject of certification, nor for any other form of indirect damage as a result of use of a certificate.

## 7. Compensation of damages

Any party that caused damages due to breach of law or the provisions of this document is liable to the party suffering damages.

A natural person is liable to party suffering damages if he/she obtains certificate issued by CERTILIA on the basis on false information provided in the application or if he/she operates or presents his or herself on behalf of other natural person.

Relying party is liable to the party suffering damages if they rely on the certificate without checking its validity or if they use certificate for the purposes for which it is not intended or in spite of legal constraints or regulations.

The certification services provider is liable pursuant the terms and regulations of the Agreement, AKD PKI Certificate policy, CERTILIA Certification Practice Statement, Disclosure Statement and all applicable laws and regulations of the Republic of Croatia.

## 8. Price

The fee for the issuing of certificate and use of certification services is charged according to the price set by the pricelist or by a contract.

## 9. Protection of Personal Data

Legal persons and Authorised Representative who have been issued a certificate, data subjects, are made aware that the personal data contained in the certificate are legally protected as personal data, and they are aware that certification services provider processes and uses them in their records for the sole purpose of fulfilling the statutory requirements necessary by AKD as controller for implementation of provision of certification services. Personal data are used when necessary to meet legal obligations and are kept for a period of 10 years after the expiry of the corresponding certificate. Data subject has the right to request from AKD access, rectification, erasure, portability and restriction of processing of collected data via contact data provided in point 1., provided that the required conditions are fulfilled.

Data subject has the right to object to the processing of personal data to the Croatian Personal Data Protection Agency, Selska cesta 136, Zagreb, 00385 (0)1 4609 999, [azop@azop.hr](mailto:azop@azop.hr). Detailed information can be found in personal data protection statement available on <https://www.certilia.com>.

## 10. Protection of confidential business information

The certification services provider protects and handles all information and data collected or incurred during the provision of certification services properly. This applies to the information and data whose disclosure to an unauthorized person could have harmful effects for the services themselves or for the persons, as well as for any data or information marked as confidential or as secret by law on the confidentiality of data or CERTILIA Certification Practice Statement.

## 11. Conclusion and termination of contract

A legal person accepts these conditions by signing an Application for issuing certificates for electronic seal. The agreement on the use of certification services is considered concluded at the moment of acceptance of the request filed by Authorised Representative. Disclosure Statement, together with the Application for issuing certificate for remote electronic seal, make the contract on the provision of certification services.

If a legal person or Authorised Representative does not accept Disclosure Statement, it is not possible to successfully process their request for the issuance of a certificate and issue a certificate.

Revocation of the certificate terminates the agreement and therefore, rights and obligations of all parties established by this Document are thus terminated.

## 12. Complaints, resolution of disputes and applicable law

The provision and use of certification services is performed in accordance with this Policy Disclosure Statement, AKD PKI Certificate Policy and CERTILIA Certification Practice Statement. All complaints, disputes and potential disagreements concerning interpretation, application or execution of certification services, will be resolved amicably.

The users of certification services may file a complaint to Customer Service at [helpdesk@certilia.com](mailto:helpdesk@certilia.com). If the user is not satisfied with such resolution, a complaint may be submitted to the Policy Management Authority [pma@akd.hr](mailto:pma@akd.hr).

AKD will provide a reply/solution within 15 days from the receipt of such a complaint.

If the dispute is not resolved amicably, then they will be settled before a competent court in Zagreb. The applicable law is the law of the Republic of Croatia.

## 13. Supervision

AKD is a qualified provider of certification services and its qualified status is indicated on the trusted list.

Supervision of the implementation of Regulation (EU) no. 910/2014 regarding the provisions governing electronic identification is carried out by the central government body in charge of e-Croatia.

Supervision of the implementation of Regulation (EU) no. 910/2014 regarding the provisions governing trust service is carried out by the central government body in charge of commerce and economy.

Performance of audit and verifying compliance with Regulation (EU) no. 910/2014 is carried out by an independent accredited conformity assessment body.

Supervision of processing, use and protection of personal data is carried out by government authorities defined by law and by other directives and regulations that regulate protection of personal data.

## 14 Final Provisions

In accordance with applicable regulations in Croatia, this Disclosure Statement as well as all other information required for the appropriate use of certification services and of a card are published on the web portal: <https://www.certilia.com>.

Detailed terms and conditions relating to the use of the certificate are set out in documents AKD PKI Certificate Policy and CERTILIA Certification Practice Statement.