

20122022
 Šifra/Code: 08-U-03.02
 Verzija/Version: 6

CA1 Q

GENERALNA NARUDŽBENICA
za izdavanje kvalifikovanih elektronskih sertifikata za ovlašćena lica PRAVNOG LICA
 (OVERALL REQUEST FORM FOR ISSUANCE OF QUALIFIED CERTIFICATE
 FOR COMPANIES)

Naziv preduzeća (Company name):	
Matični broj (Business identification number):	
Poreski broj (Tax No.):	
Adresa (Company address):	
Pošta i mesto (City and Postal code):	

Narudžbenicu za dobijanje kvalifikovanih elektronskih sertifikata za ovlašćena lica pravnih lica, registrovanih za obavljanje delatnosti, ispunjava zastupnik pravnog lica i svi budući vlasnici kvalifikovanih elektronskih sertifikata, za koje želi pravno lice dobiti kvalifikovani elektronski sertifikat. Ispunjeni zahtev, zakonski zastupnik pravnog lica, zajedno sa fotokopijom identifikacijskog dokumenta budućeg vlasnika sertifikata fotokopijom odluke o upisu u Agenciju za privredne registre ili drugi odgovarajući registar, predaje na adresu NLB Komercijalne banke AD Beograd.

(Request form for obtaining a personal qualified digital issued for Plenipotentiaries of the legal persons, registered for the pursuit of activities, is filled in by the legal representative of the legal person and by all of the future owners of the digital certificates, for which the legal person wants to obtain the digital certificate. The legal representative of the company will send the request form together with the copy of the ID of the future certificate owner (personal ID or passport) and with the document of registration in the Serbian business register agency or other appropriate register, to the address: NLB Komercijalne banke AD Beograd.)

Obrada i zaštita podataka posebno su regulisani Pravilima zaštite podataka i deo su Zahteva lica za koje se naručuje izdavanje kvalifikovanog elektronskog sertifikata CA2Q. Zbog zahteva važećih propisa, sigurnosti pravnog prometa i tehnoloških uslova, bez ove saglasnosti za obradu podataka nije moguće izdati kvalifikovani elektronski sertifikat.

(Data processing and protection are separately regulated by the Data Protection Rules and are part of the Request of the authorized person For issuance of personal qualified digital certificate on the smart card and/or identification of electronic banking user CA2Q. Due to the requirements of the applicable regulations, safety of the legal transaction and technological conditions, without this approval for data processing it is not possible to issue a qualified electronic certificate.)

Pravno lice je upoznato sa važećim pravilima pružaoca usluga od poverenja Halcom BG CA i izjavljuje da ih ona obavezuje i da će se ponašati po uputstvima pružaoca usluga od poverenja. Pravno lice garantuje, da će neosporno utvrditi identitet imalaca sertifikata u skladu sa važećim propisima (zvanični dokument sa slikom). Pravno lice se kao poslodavac vlasnika kvalifikovanih elektronskih sertifikata obavezuje, da će zaposleni ispunjavati sve odredbe važećih pravila Halcom BG CA i važeće propise, koji su dostupni na internet stranici (<http://www.halcom.rs>).

(Company agrees to comply with the valid service trust provider Halcom BG CA rules and Halcom BG General Conditions which are published on <http://www.halcom.rs> and declares them binding and agrees to act in accordance with service trust provider instructions. Company assures that it will identify beyond any doubt the identity of the certificate holder in accordance with the valid regulations (official identification document with holder's photograph). Company as the qualified digital certificate holders employer undertakes to that the employees will meet all the valid Halcom BG CA rules and valid regulations' requirements that are available on the webpage (<http://www.halcom.rs>)).

Mesto i datum

(Place and date)

**Potpis zakonskog zastupnika
i pečat (ukoliko koristi)**

Signature of the user legal and stamp (if you use)

20122022
Šifra/Code: 08-U-03.03
Verzija/Version: 5

CA2 Q

ZAHTEV LICA
za koje se naručuje izdavanje kvalifikovanog elektronskog sertifikata
(REQUEST OF THE AUTHORIZED PERSON)

for issuance of personal qualified digital certificate on the smart card and/or identification of electronic banking user)

1. Podaci o licu za koje se izdaje kvalifikovani elektronski sertifikat (Personal data of the qualified certificate user)

Ime i prezime (Name and Surname):	
Datum rođenja (Date of birth):	
Stalno prebivalište (Place of residence):	
Br. ličnog dokumenta (Identification document No.):	
Izdao (Issuer of the Identification document):	
Matični broj (Personal identification No.):	
Poslovni telefon (Business telephone No.):	
Poslovni email (Business email):	

Ne želim da moj sertifikat sadrži JMBG (I do not want my certificate to contain JMBG).

Napomena: Sertifikat mora sadržati JMBG ili broj ličnog dokumenta. Sertifikati koji ne sadrže JMBG u ovom momentu nisu pogodni za rad sa državnim portalima. (Note: Certificate must contain JMBG or the number of personal identification document. Certificates that do not contain JMBG at this moment are not eligible for work with the state portals.)

Želim da preuzmem sertifikat i PIN (I want to take over the certificate and the PIN code):

- Lično (personally) u Halcom BG CA, Beogradska 39/3, Beograd
- Putem kurirske službe na adresu u RS (order the delivery via courier service on clients address in RS):

Napomena: Ukoliko označite isporuku putem kurirske službe, sertifikat i PIN kod se isporučuju odvojeno. Kurirska služba može da isporuči pošiljku isključivo licu koje je navedeno na ovom zahtevu! (**NOTE:** If you mark a delivery via courier service, the certificate and the PIN code are delivered separately. Courier service can deliver the consignment exclusively to the person that is indicated on this request!)

U kvalifikovanom elektronskom sertifikatu su, pored podataka pružaoca usluga od poverenja Halcom CA, upisani i lični podaci vlasnika sertifikata sa ovog zahteva, u skladu sa važećom politikom Halcom BG CA dostupnoj na internet stranici (<http://www.halcom.rs>). U cilju zaštite podataka, javno je dostupan samo registar opozvanih sertifikata, dok je pristup centralnom registru izdatih sertifikata dostupan samo ovlašćenim licima. Obrada i zaštita podataka posebno su regulisani Pravilima zaštite podataka i podložni su posebnoj saglasnosti budućeg vlasnika sertifikata kao sastavni deo ovog obrasca. Zbog zahteva važećih propisa, sigurnosti pravnog prometa i tehnoloških uslova, **bez ove saglasnosti za obradu podataka nije moguće izdati kvalifikovani elektronski sertifikat**. Potpisom garantujem za istinitost datih podataka i obavezujem se da ću odmah saopštiti svaku promenu podataka, koja bi mogla uticati na ispravnost sertifikata. Potvrđujem da sam upoznat sa sadržajem važećih pravila Halcom BG CA i izjavljujem da ću se ponašati u skladu sa njima. (Apart from the data about the trust service provider Halcom CA, the qualified electronic certificate contains also the personal data about the certificate owner from this request, in accordance with the applicable policy of Halcom BG CA available on the webpage (<http://www.halcom.rs>). With the aim of data protection, only the registry of revoked certificates is publicly available, while access to the central registry of issued certificates is available to authorized persons only. Data processing and protection are separately regulated by the Data Protection Rules and are liable to a special consent from the

future owner of the certificate, as an integral part of this form. Due to the requirements of the applicable regulations, safety of legal transactions and technological conditions, **without this consent for data processing it is not possible to issue a qualified electronic certificate.** I guarantee with my signature for the accuracy of the data provided and I am obliged to immediately report any change in the data that might affect the validity of the certificate. I confirm that I am aware of the contents of the applicable rules of Halcom BG CA and I declare that I will act in accordance with them.)

2. Podaci o izdatoj digitalnoj potvrdi (ispunjava Halcom BG CA)

(Issued digital certificate data (filled in by HALCOM BG CA))

Broj izdate kartice: (Smart card No.)		Datum izdavanja potvrde: (Certificate issue date)	
Potpis ovlašćenog lica: (Plenipotentiary Signature):			

OBAVEŠTENJE I SAGLASNOST ZA OBRADU PODATAKA O LIČNOSTI (NOTIFICATION AND CONSENT FOR PROCESSING PERSONAL DATA)

Dole potpisani/-a, obavešten/-a sam da je Halcom a.d., Beogradska 39, 11000 Beograd dužan da obrađuje moje lične podatke za potrebe sigurnosti i provere identiteta u okviru elektronskih usluga kao kvalifikovani pružalac usluga od poverenja i rukovalac podataka o ličnosti na osnovu važećih propisa, posebno Zakona o elektronskom dokumentu, elektronskoj identifikaciji i uslugama od poverenja u elektronskom poslovanju i Zakona o zaštiti podataka o ličnosti, na osnovu ugovora sa naručiocem kvalifikovanih elektronskih sertifikata ili usluga poverenja i na osnovu Pravila zaštite podataka objavljenih na www.halcom.rs. Halcom je kvalifikovani pružalac usluga od poverenja i upisan je u Registar pružalaca kvalifikovanih usluga od poverenja Ministarstva trgovine, turizma i telekomunikacija. (I, the undersigned, have been informed that Halcom a.d., Beogradska 39, 11000 Beograd is obliged to process my personal data for the purposes of security and identity verification within electronic services as a qualified trusted service provider and personal data manager based on valid regulations, especially the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business and the Law on Personal Data Protection, based on the contract with the ordering party of the qualified electronic certificates or trust services and based on the Data Protection Rules published on www.halcom.rs. Halcom is a qualified trusted service provider and is registered in the Register of Trusted Qualified Service Providers of the Ministry of Trade, Tourism and Telecommunications.)

U svrhu sigurnosti elektronskog poslovanja i u skladu sa propisima o uslugama od poverenja, Halcom proverava tačnost podataka o ličnosti kod državnih organa koji upravljaju javnim evidencijama ili pribavlja podatke o ličnosti iz drugih službenih baza podataka za sve podatke koje nisam dostavio/-la i koji su potrebni za postizanje svrhe poslovanja saglasno narudžbenici za kvalifikovani sertifikat ili ostale Halcom-ove usluge od poverenja. Na zakonit i legitiman zahtev, Halcom je dužan da dostavi moje podatke o ličnosti državnim organima ili drugim ovlašćenim licima. U cilju sigurnog i efikasnog elektronskog potpisa u oblaku (cloud sertifikat), Halcom pored podataka o elektronskom sertifikatu takođe obrađuje i podatke i dokumente u vezi sa elektronskim potpisom u oblaku, ali samo ako koristim takvu uslugu. (For the purpose of electronic business security and in accordance with the regulations on trusted services, Halcom checks the accuracy of personal data with the state bodies that manage public records or obtains personal data from other official databases for all data that I have not submitted and that are required to achieve the purpose of the business in accordance with the purchase order for a qualified certificate or other trusted Halcom services. Upon a lawful and legitimate request, Halcom is obliged to submit my personal data to the state bodies or other authorized persons. For the purpose of secure and efficient electronic signature in the cloud (cloud certificate), Halcom, in addition to the data on the electronic certificate, also processes data and documents related to the electronic signature in the cloud, but only if I use such a service.)

Istovremeno, dajem izričitu pismenu saglasnost za obradu mojih ličnih podataka i ovlašćujem Halcom a.d. Beograd, Beogradska 39, 11000 Beograd, da obrađuje, koristi i ograničeni period čuva moje podatke o ličnosti i druge podatke sadržane u elektronskom sertifikatu, te da podatke o elektronskom sertifikatu objavljuje u imeniku elektronskih sertifikata izdatom saglasno propisima o uslugama od poverenja. Na osnovu ove saglasnosti, Halcom licima sa kojima elektronski poslujem (npr. banke, osiguravajuće kuće, državni organi i drugi), dostavlja podatke o elektronskom sertifikatu u imeniku i javno objavljene podatke u sertifikatu. Halcom takođe vrši proveru tačnosti podataka i pruža informacije o načinu lične identifikacije partnerima koji pružaju srodne usluge (npr. elektronska identifikacija, elektronski potpis, elektronsko bankarstvo, mobilno plaćanje) ako kod poručivanja njihovih elektronskih usluga to izričito odobrim i ako važeći propisi zahtevaju obaveznu identifikaciju. (At the same time, I give my explicit written consent for the processing of my personal data and authorize Halcom a.d. Beograd, Beogradska 39, 11000 Beograd, to process, use and keep for a limited time my personal data and other data contained in the electronic certificate, and to publish the data on the electronic certificate in the directory of electronic certificates issued in accordance with regulations on trusted services.

Based on this consent, Halcom submits the data on the electronic certificate in the directory and the publicly published data in the certificate to the persons with whom I do business electronically (e.g., banks, insurance companies, government authorities, etc.). Halcom also verifies the accuracy of the data and provides information on manner of personal identification to partners providing related services (e.g., electronic identification, electronic signature, electronic banking, mobile payment) if I explicitly approve this when ordering their electronic services and if applicable regulations require mandatory identification.)

Svestan/-na sam da mogu u bilo kom trenutku pismeno povući svoju saglasnost, ali to može imati posledice za važenje kvalifikovanog sertifikata ili pružanje usluge od poverenja. Isto tako, povlačenje saglasnosti ne utiče na obradu i čuvanje podataka, koju kao obavezu nalažu važeći zakoni. (I am aware that I may withdraw my consent in writing at any time, but this may have consequences for the validity of a qualified certificate or the provision of a trusted service. Also, the withdrawal of consent does not affect the processing and storage of data, which is required by applicable laws.)

Sve ostale informacije, koje nisu sadržane u elektronskom sertifikatu i nisu objavljene, strogo su zaštićene u skladu sa propisima o zaštiti podataka i koriste se isključivo u svrhu upravljanja sertifikatima i sigurnog elektronskog bankarstva i elektronskog poslovanja, te se ne koriste u druge svrhe. (All other information, which is not contained in the electronic certificate and is not published, is strictly protected in accordance with data protection regulations and is used exclusively for the purpose of certificate management and secure electronic banking and electronic business, and is not used for other purposes.)

Podatke o ličnosti u vezi sa elektronskim sertifikatima i uslugama poverenja, Halcom čuva u skladu sa važećim propisima i standardima sedam godina nakon prestanka važenje sertifikata. Ostale podatke čuva najviše 6 godina nakon prestanka ugovornog odnosa, osim ako nije drugačije propisano važećim zakonom. (Halcom keeps personal data related to electronic certificates and trust services in accordance with applicable regulations and standards for seven years after the certificate expires. He keeps other data for a maximum of 6 years after the termination of the contractual relationship, unless otherwise prescribed by the applicable law.)

Sve informacije u vezi sa zaštitom ličnih podataka dostupne su na <http://www.halcom.rs>. Za sva pitanja i za ostvarivanje prava (davanje ili povlačenje saglasnosti, pristup vašim ličnim podacima, praćenje pristupa ličnim podacima itd.) na raspolaganju vam je Ovlašćeno lice za zaštitu podataka (na engleskom: DPO); Halcom a.d., Beogradska 39, 11000 Beograd, mail: dpo@halcom.rs. (All information regarding personal data protection is available at <http://www.halcom.rs>. For all questions and for exercising rights (giving or withdrawing consent, access to your personal data, monitoring the access to personal data, etc.), the Data Protection Officer, and/or Person Authorized for Data Protection is at your disposal (in English: DPO); Halcom a.d., Beogradska 39, 11000 Beograd, mail: dpo@halcom.rs.)

Mesto i datum

(Place and date)

**Potpis ovlaštenog lica
kome se izdaje potvrda
(Plenipotentiary Signature)**

**Potpis zakonskog zastupnika
i pečat korisnika (ukoliko koristi)
(Signature of the user legal and
Representative (if you use))**