USER GUIDE FOR

CERTIFICATE FORMS

Version 1.1 / October 2011

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Version number	Version date	Modification
1.00	June 2010	First version published
1.1	October 2011	Descriptions of Forms No C-100 and C-135 were updated

1.1. Common Structure of the SSP forms for collection of Static Data

The application for the issue of electronic certificate is based on the common structure of the SSP forms to allow maximum user friendliness.

All SSP forms are composed of the Header, one or several Frames and possibly Sub frames.

1.1.1. Header of the SSP forms

The Header of each SSP form contains general information on the request. It should help to

- identify the sender of the form (BIC)
- identify the Central Bank which is responsible for entering the static data in the system
- display the date when the SSP form was filled in
- ensure a version control for the user by completing the reference (mandatory) and the related reference field (optional)

The requestor should provide all the required information in the header on the first page.

Place to insert Central Bank's logo

	Application for the issue of electronic certificate	
		page: 1 of 3
A	**BIC:**	
H		**Date:**
I,J	**Ref:**	**rel. Ref:**
L		**Responsible CB:** - Select one Entry -

Header of the first page:

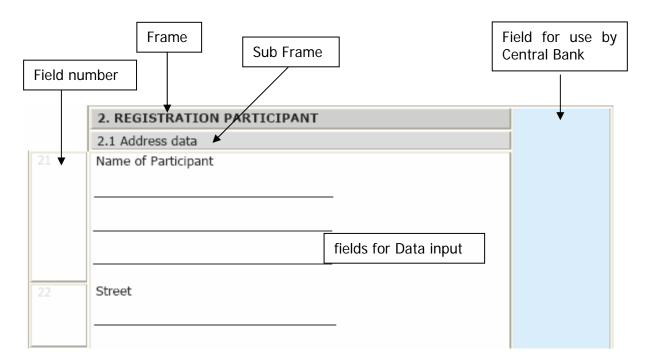| Field number	Field	Presence[1]	Description	Validation / Remarks
A	BIC	M	Entry text field for the BIC-11 of the participant A participant is identified in the Single Shared Platform by only one published SWIFT BIC. For the direct participants this cannot be a non live BIC. [Comment: if the direct participant accesses TARGET2 via internet, it can be a non-SWIFT BIC]	The data entered here will appear automatically in the header of the following page(s).
H	Date	M	Entry text field for the date of application.	The application date must be entered with the format **yyyy-mm-dd**.
I	Reference (Ref.)	M	Entry text field for entering a customized reference to enable version control for the user and the CB operator. For each SSP form a new reference could be entered.	Up to 25 characters are possible.
J	Related Reference (rel. Ref)	O	To be used if the user wishes to either modify or delete details previously given in another form. The user should enter the customized reference from the SSP forms the user has previously forwarded to its CB, containing the data the user wishes to be changed/deleted.	Up to 25 characters are possible.
L	Responsible Central Bank	M	Combo box containing the Country Codes of the TARGET2 Central Banks. The user should enter their contact NCB.	List of all Country Codes of the connected Central Banks.

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[1] M=Mandatory, O=Optional, C=Conditional

1.1.2. Frame(s) / Sub frame(s) for data input

The following picture provides an overview of how each SSP form is structured.

1.1.3. Declaration and Signature

Each form needs to be filled in electronically, printed and then signed by the responsible staff member (meaning the person signing has the full capacity and authority to sign the SSP form) before forwarding the paper-based set of SSP forms to the responsible Central Bank. Hand-filled forms will not be accepted.

Declaration and Signature:

1.2. Form (no. C100) Application for the issue of electronic certificate

1.2.1. Frame General Data for Requestor

The administration of electronic certificates always requires the information about the entity to which a certificate is issued. This information should be seen as a compulsory prerequisite for future correspondence between credit institution, Central Bank and Certifying Authority.

Filling this frame is always **mandatory.**

	Field	Presence[2]	Description
10	Company Name of Requestor (1st line)	M	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (2nd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (3rd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (1st line)	M	Entry text field for the company address of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (2nd line)	O	Entry text field for the company address of the requestor Only 35 characters are possible (35x)

1.2.2. Frame Certifying Entity

This frame provides general information about the final addressee of the form, therefore it is **mandatory** to select an option.

	Field	Presence	Description
21	Certifying Entity	M	Combo box for selecting the relevant certifying entity. At the moment only one option - Banca d'Italia - is available.

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[2] M=Mandatory, O=Optional, C=Conditional

1.2.3. Frame Request Content

This frame specifies the type of request and indicates the requestor (staff member of the credit institution) on which behalf the electronic certificate will be issued.

Filling this frame is **mandatory.**

	Field	Presence	Description
31	Name of Requestor	M	Entry text field for the name of the requestor

1.2.4. Frame Personal Data

This frame provides the necessary information to identify the requestor (staff member of the credit institution). All fields are **mandatory.**

	Field	Presence	Description
41	Family name(s)	M	Entry text field for the name of the participant Up to 38 characters are possible (38x)
41b	Given name(s)	M	Entry text field for the name of the participant Up to 38 characters are possible (38x)
42	Sex	M	Combo box for entry of the sex of requestor with the values - Female - Male
42b	Date of birth	M	Entry text field for the date of birth of requestor. The activation date must be entered with the format **yyyy-mm-dd**
43	Country of birth	M	Entry text field for the country of birth of the requestor Up to 38 characters are possible (38x)
43b	Province of birth	O	Entry text field for the province of birth of the requestor Up to 38 characters are possible (38x)
43c	Municipality of birth	M	Entry text field for the municipality of birth of the requestor Up to 38 characters are possible (38x)
44	Unique user ID (tax identification or equivalent)	M	Entry text field for the unique user ID (tax identification or equivalent, e.g. passport number) of the requestor Up to 38 characters are possible (38x)
45	Identification document (1st line)	M	Entry text field for the name of identification document of the requestor Only 38 characters are possible (38x)
45	Identification document (2nd line)	O	Entry text field for the name of identification document of the requestor Only 38 characters are possible (38x)
45	Identification document (3rd line)	O	Entry text field for the name of identification document of the requestor Only 38 characters are possible (38x)

1.2.5. Frame Declaration Part

This frame provides confirmation of the requestor (staff member of the credit institution) that a photocopy of the identification document is provided and that the user is aware about the conditions for using the certificate and received the information note.

	Field	Presence	Description
51	Photocopy of the identification document	M	Control field to indicate if requestor attached photocopy of the identification document.
52	Conditions for using the certificates	M	Control field to indicate if requestor was informed about the conditions for using the certificate.
53	Information note	M	Control field to indicate if requestor received information note.

1.3. Form (no. C120) Request for suspension of electronic certificate

1.3.1. Frame General Data for Requestor

The administration of electronic certificates always requires the information about the entity to which certificate is issued. This information should be seen as a compulsory prerequisite for future correspondence between credit institution, Central Bank and Certifying Authority.

Filling this frame is always **mandatory.**

	Field	Presence[3]	Description
10	Company Name of Requestor (1st line)	M	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (2nd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (3rd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (1st line)	M	Entry text field for the company address of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (2nd line)	O	Entry text field for the company address of the requestor Only 35 characters are possible (35x)

1.3.2. Frame Certifying Entity

This frame provides general information about the final addressee of the form, therefore it is **mandatory** to select an option.

	Field	Presence	Description
21	Certifying Entity	M	Combo box for selecting the relevant certifying entity. At the moment only one option - Banca d'Italia - is available.

1.3.3. Frame Request Content

This frame specifies the type of request and indicates the requestor (staff member of the credit institution).

Filling this frame is **mandatory.**

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[3] M=Mandatory, O=Optional, C=Conditional

	Field	Presence	Description
31	Name of Requestor	M	Entry text field for the name of the requestor
32	Loss	O	Control field to indicate if requestor lost the electronic certificate.
33	Other (specify)	O	Control field to indicate if requestor wants to suspend certificate due to other reason(s). In case the control field is selected the entry fields should be used.
33	Other (specify) (1st line)	O	Entry text field to specify other reason to suspend electronic certificate.
33	Other (specify) (2nd line)	O	Entry text field to specify other reason to suspend electronic certificate.
33	Other (specify) (3rd line)	O	Entry text field to specify other reason to suspend electronic certificate.

1.3.4. Frame Declaration Part

This frame provides confirmation of the requestor (staff member of the credit institution) that photocopy of the identification document is provided.

	Field	Presence	Description
41	Photocopy of the identification document	M	Control field to indicate if requestor attached photocopy of the identification document.
41	Identification document (1st line)	M	Entry text field for the name of identification document of the requestor
41	Identification document (2nd line)	O	Entry text field for the name of identification document of the requestor
41	Identification document (3rd line)	O	Entry text field for the name of identification document of the requestor

1.4. Form (no. C125) Request for reactivation of suspended electronic certificate

1.4.1. Frame General Data for Requestor

The administration of electronic certificates always requires the information about the entity to which certificate is issued. This information should be seen as a compulsory prerequisite for future correspondence between credit institution, Central Bank and Certifying Authority.

Filling this frame is always **mandatory.**

	Field	Presence[4]	Description
10	Company Name of Requestor (1st line)	M	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (2nd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (3rd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (1st line)	M	Entry text field for the company address of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (2nd line)	O	Entry text field for the company address of the requestor Only 35 characters are possible (35x)

1.4.2. Frame Certifying Entity

This frame provides general information about the final addressee of the form, therefore it is **mandatory** to select an option.

	Field	Presence	Description
21	Certifying Entity	M	Combo box for selecting the relevant certifying entity. At the moment only one option - Banca d'Italia - is available.

1.4.3. Frame Request Content

This frame specifies the type of request and indicates the requestor (staff member of the credit institution).

Filling this frame is **mandatory.**

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[4] M=Mandatory, O=Optional, C=Conditional

	Field	Presence	Description
31	Name of Requestor	M	Entry text field for the name of the requestor
32	Recovery of smartcard	O	Control field to indicate if requestor lost the electronic certificate.
33	Other (specify)	O	Control field to indicate if requestor wants to reactivate suspended certificate due to other reason(s). In case the control field is selected the entry fields should be used.
33	Other (specify) (1st line)	O	Entry text field to specify other reason.
33	Other (specify) (2nd line)	O	Entry text field to specify other reason
33	Other (specify) (3rd line)	O	Entry text field to specify other reason

1.4.4. Frame Declaration Part

This frame provides confirmation of the requestor (staff member of the credit institution) that a photocopy of the identification document has been provided.

	Field	Presence	Description
41	Photocopy of the identification document	M	Control field to indicate if requestor attached photocopy of the identification document.
41	Identification document (1st line)	M	Entry text field for the name of the identification document of the requestor
41	Identification document (2nd line)	O	Entry text field for the name of the identification document of the requestor
41	Identification document (3rd line)	O	Entry text field for the name of the identification document of the requestor

1.5. Form (no. C130) Request for revocation of electronic certificate

1.5.1. Frame General Data for Requestor

The administration of electronic certificates always requires the information about the entity to which a certificate is issued. This information should be seen as a compulsory prerequisite for future correspondence between credit institution, Central Bank and Certifying Authority.

Filling this frame is always **mandatory.**

	Field	Presence[5]	Description
10	Company Name of Requestor (1st line)	M	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (2nd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (3rd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (1st line)	M	Entry text field for the company address of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (2nd line)	O	Entry text field for the company address of the requestor Only 35 characters are possible (35x)

1.5.2. Frame Certifying Entity

This frame provides general information about the final addressee of the form, therefore **mandatory** to select option.

	Field	Presence	Description
21	Certifying Entity	M	Combo box for selecting the relevant certifying entity. At the moment only one option - Banca d'Italia - is available.

1.5.3. Frame Request Content

This frame specifies the type of request and indicates the requestor (staff member of the credit institution).

Filling this frame is **mandatory.**

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[5] M=Mandatory, O=Optional, C=Conditional

	Field	Presence	Description
31	Name of Requestor	M	Entry text field for the name of the requestor
32	theft	O	Control field to indicate theft.
32b	loss	O	Control field to indicate loss.
32c	breach of security of the device	O	Control field to indicate breach of security of the device.
32d	deterioration of the device	O	Control field to indicate deterioration of the device.
32e	change of position of the holder	O	Control field to indicate change of position of the holder.
33f	Other (specify)	O	Control field to indicate other reason(s). In case the control field is selected the entry fields should be used.
33f	Other (specify) (1st line)	O	Entry text field to specify other reason to suspend electronic certificate.
33f	Other (specify) (2nd line)	O	Entry text field to specify other reason to suspend electronic certificate.
33f	Other (specify) (3rd line)	O	Entry text field to specify other reason to suspend electronic certificate.

1.6. Form (no. C135) Request for renewal of electronic certificate

1.6.1. Frame General Data for Requestor

The administration of electronic certificates always requires the information about the entity to which certificate is issued. This information should be seen as a compulsory prerequisite for future correspondence between credit institution, Central Bank and Certifying Authority.

Filling this frame is always **mandatory.**

	Field	Presence[6]	Description
10	Company Name of Requestor (1st line)	M	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (2nd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
10	Company Name of Requestor (3rd line)	O	Entry text field for the company name of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (1st line)	M	Entry text field for the company address of the requestor Only 35 characters are possible (35x)
11	Company Address of Requestor (2nd line)	O	Entry text field for the company address of the requestor Only 35 characters are possible (35x)

1.6.2. Frame Certifying Entity

This frame provides general information about the final addressee of the form, therefore it is **mandatory** to select an option.

	Field	Presence	Description
21	Certifying Entity	M	Combo box for selecting the relevant certifying entity. At the moment only one option - Banca d'Italia - is available.

1.6.3. Frame Request Content

This frame specifies the type of request and indicates the requestor (staff member of the credit institution) on which behalf the electronic certificate will be issued.

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[6] M=Mandatory, O=Optional, C=Conditional

Filling this frame is **mandatory.**

	Field	Presence	Description
31	Name of Requestor	M	Entry text field for the name of the requestor
32	Place birth	M	Entry text field to specify place of birth of the requestor
33	Unique user ID (tax identification or equivalent)	M	Entry text field for the unique user ID (tax identification or equivalent) of the requestor
34	Smart card number	M	Entry text field for smart card number
35	Correctness	M	Control field to indicate the correctness of information.
36	Change of information	O	Control field to report changes of the information. In case the control field is selected the entry field 37 should be used.
37	Change of information (1st line)	O	Entry text field to specify change of information.
37	Change of information (2nd line)	O	Entry text field to specify change of information.

1.6.4. Frame Declaration Part

This frame provides the confirmation of the requestor (staff member of the credit institution) that a photocopy of the identification document is provided and that the requestor is aware about the conditions for using the certificate and received the information note.

	Field	Presence	Description
41	Photocopy of the identification document	M	Control field to indicate if the requestor attached a photocopy of the identification document.
41	Identification document (1st line)	M	Entry text field for the name of the identification document of the requestor
41	Identification document (2nd line)	O	Entry text field for the name of the identification document of the requestor
42	Conditions for using the certificates	M	Control field to indicate if the requestor was informed about the conditions for using the certificate.
43	Information note	M	Control field to indicate if the requestor received the information note.