



Subscriber Unblock request form

SN(by ITA):-----

Corporate (Governmental/Com)

Authorized Person External Entity (APEE) information

Name and first name (name 1, name 2, name 3 and name 6) ^{1*}	
Name of Legal Entity*	
Role of APEE in the Legal Entity (Job title) *	
Professional email address of APEE*	
Professional phone number of APEE*	
Civil Registration number*	
A professional physical address*	

Subscriber information

Name and first name (name 1, name 2, name 3 and name 6) *																
Name of Legal Entity*																
Entity Registration Number *																
Role of Subscriber in the Legal Entity*																
Professional phone number of Subscriber*																
Professional email address of Subscriber*																
Civil Registration number (You must attach copy of your ID) *																
A professional physical address*																
Reason for unblock request:																
Type of Token (Card Profile) (to be unblocked)	<table border="1"><thead><tr><th>Type</th><th></th><th>Comment</th></tr></thead><tbody><tr><td>Gemalto (Dot Net)</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Gemalto (MD)</td><td><input type="checkbox"/></td><td></td></tr><tr><td>SafeNet (eToken)</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Morpho (S3)</td><td><input type="checkbox"/></td><td></td></tr></tbody></table>	Type		Comment	Gemalto (Dot Net)	<input type="checkbox"/>		Gemalto (MD)	<input type="checkbox"/>		SafeNet (eToken)	<input type="checkbox"/>		Morpho (S3)	<input type="checkbox"/>	
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Subscriber*:-----

HR manager Name*:-----

Date*:-----

Date*:-----

Signature (Subscriber) *:-----

Signature(Electronic Or Manual) (HR) *:-----

Signatories confirm that the information set in this form is complete, correct and true. Signatories confirm that they have taken knowledge of the CP and obligations and responsibilities contained in it and they accept it.

===== For ITA Use =====

Action Confirmation:

RA Officer 1 (ITA):(Name /Signature/date)

RA officer 2 (ITA): (Name/Signature/date)

Please read the following:

General Information

- APEE (Authorized Person External Entity) is Line manager from the external entity who has the rights to give permission for subscriber to can ask for the unblock
- HR Manger has to sign and stamp the form.
- Subscriber: is the person who requested unblock. And the unblock will be done based on his current position as indicated by APEE and within the organization.
- A copy of National Identity Card for subscriber is complete valid and readable must be attached.
- Face to face identification is needed for subscribers by ITA representatives while unblocking process.
- Validation of the form information will be done by ITA
- The Original Signed/stamped Form has to be sent to ITA.
- Subscriber unblock request form is dated less than 3 months
- Subscriber unblock request form” is fully filled with correct information.
- Consistency between the name and first name and Civil Registration Numbers contained in the copy of National Identity Card of Subscriber and the names and first name and Civil Registration Numbers of Subscriber as written in the document Subscriber certificate request form is must.
- ITA has the right to ask for any further documentation or information as prove of the filled information.

Terms and Conditions:

- External entity is responsible for informing ITA in case of subscriber information changed
- The subscriber person has the responsibility to:
 - Accurately represent themselves in all communications with the ITA PKI.
 - Protect their Private Keys and PIN at all times and prevent them from unauthorized access in accordance with this policy, as stipulated in their Subscriber agreement.
 - Promptly notify ITA PKI upon suspicion of loss or compromise or suspicion of their Private Keys.
 - Abide by all the terms, conditions, and restrictions levied on the use of their Private Keys and Certificates.
 - Cease to use such issued Certificates if they become invalid and remove them from any applications they have been installed on.

- ITA Will revoke the certificate if subscriber or external entity asked for that. Hence ITA is not liable for any certificate use by subscriber left the organization as long as the organization didn't inform ITA to revoke this certificate.

How to Apply:

- Fill the above form, ensure every mandatory field is there. Any uncompleted form will be rejected
- Review the data in the form to be sure that is accurate. Stamp it, Sign it by yourself as well as HR, Line Manager (APEE).
- Scan copy of your ID
- Send Form as well as copy of the ID to PKISupport@ita.gov.om
- Once your form is validated. You will be notified by email or phone to arrange a date to visit ITA and unblock the PIN.
- **Physical identification is must**; ITA PKI representative will contact you to arrange appointment in ITA premises to unlock the token. So **bring your ID and blocked token with you.**
- For any information please don't hesitate to contact PKISupport@ita.gov.om
- Thanks for being interested in ITA PKI services.