

**APPLICATION TO BE REGISTERED USER
OF THE ELECTRONIC FILING SERVICE OR
AUTHORISED AGENT OF A REGISTERED
USER**

Registrar, Supreme Court.
(Attn: Supreme Court EFS Certification Authority)

**Application To Be Registered User Of The Electronic Filing Service Or Authorised
Agent Of A Registered User**

General notes to applicants:

1. This form may be used to apply for one of the following —
 - For the applicant to become a Registered User of the electronic filing service and for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
 - For the applicant's law firm or organisation to become a Registered User of the electronic filing service, for the applicant to become an Authorised Agent of the law firm or organisation, and, in that capacity, for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
 - For the applicant to become an Authorised Agent of the law firm or organisation who is already a Registered User of the electronic filing service, and, in that capacity, for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
2. Only one EFS digital certificate may be applied for with one form.
3. Only a law firm or an organisation may have an Authorised Agent. A natural person may not have any Authorised Agents.
4. An EFS digital certificate may be issued to a Registered User only if the Registered User is a natural person.
5. A Registered User and a Certificate Owner MUST have a Mailbox ID issued to him by the network service provider unless a commissioner for oaths EFS digital certificate is being applied for. The Mailbox ID for a Registered User and a Certificate Owner must be the same if the Registered User is the Certificate Owner or if he has only one Authorised Agent. If a Registered User has more than one Authorised Agent, the Mailbox ID of the Registered User must be the same as that of at least one of the Authorised Agents / Certificate Owners.
6. Order 63A of the Rules of Court and paragraph 43FF of the Supreme Court Practice Directions should be read and understood before an application for an EFS digital certificate is made.

(11)	Address of Authorised Agent / Certificate Owner:	
(12)	Telephone number of Authorised Agent / Certificate Owner:	
(13)	Facsimile number of Authorised Agent / Certificate Owner:	
Part E: Other information.		
(14)	If applying for a commissioners for oaths EFS digital certificate, date of expiry of certificate of appointment as commissioner for oaths:	
Part F: Declaration.		
<p>I declare that the information given in Parts A to E of this form is true and correct to the best of my knowledge.</p> <p>I declare that I have read and understood Order 63A of the Rules of Court and paragraph 43FF of the Supreme Court Practice Directions.</p> <p>I also declare that I am authorised by the Registered User to make this application on its behalf (delete if not applicable).</p> <p>Please issue to me the EFS digital certificate indicated above.</p>		
<p>_____</p> <p>Signature of applicant</p>		<p>_____</p> <p>Date of application</p>

**REQUEST FOR CANCELLATION OF
IDENTIFICATION NAME AND
AUTHENTICATION CODE**

Registrar, Supreme Court.
(Attn: Supreme Court EFS Certification Authority)

Request For Cancellation Of Identification Name And Authentication Code									
Part A: Registered User's particulars.									
(1)	Name of Registered User:								
(2)	NRIC/FIN of Registered User:								
(3)	Address of Registered User:								
(4)	Telephone number of Registered User:								
(5)	Facsimile number of Registered User								
Part B: Requestor's particulars.									
(6)	Name of Requestor:								
(7)	NRIC/FIN of Requestor:								
(8)	Address of Requestor:								
(9)	Telephone number of Requestor:								
(10)	Facsimile number of Requestor:								
Part C: Particulars of Authorised Agent whose identification name and authentication code are to be cancelled.									
(11)	Mailbox ID issued to Authorised Agent by network service provider:								
(12)	Certificate Control No. of Authorised Agent:								
(13)	Type of Certificate to be cancelled:								

(14)	Name of Authorised Agent:								
(15)	NRIC/FIN of Authorised Agent:								
(16)	Address of Authorised Agent:								
(17)	Telephone number of Authorised Agent:								
(18)	Facsimile number of Authorised Agent:								
(19)	Reason for cancellation (one, and ONLY one, of the 4 reasons MUST be selected):	<input type="checkbox"/> The Authorised Agent's / Certificate Owner's smart card has been or is suspected to have been tampered with. <input type="checkbox"/> The Authorised Agent is or will be no longer employed by the Registered User. <input type="checkbox"/> An application for a new EFS digital certificate has been submitted to replace this identification name and authentication code. <input type="checkbox"/> Any other reasons. Please specify: _____ _____							

Part D: Declaration.

Please cancel the identification name and authentication code of the Authorised Agent named in Part C.

I declare that I am authorised by the Registered User to make this request on its behalf.

Signature of requestor

Date of application