**ILNAS/PSCQ/F001B**

**Statement for Qualified Trust Service Providers (*QTSPs*)**

Modifications: Minor modifications

1, avenue du Swing

L-4367 Belvaux

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Fax: (+352) 247 943 - 50

[confiance-numerique@ilnas.etat.lu](mailto:confiance-numerique@ilnas.etat.lu)

[www.portail-qualite.lu](http://www.portail-qualite.lu)

Form no. 003B, Version 03, 21.09.2010

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### Document to be completed, dated, and signed and returned to the ILNAS- Digital trust department for each notification to provide qualified trust services. The general supervision process is described in the document “ILNAS/QTSP/Pr001 – Supervision of Qualified Trust Service Providers (QTSPs)”.

I wish to have my certified organization, established in Luxembourg, supervised for the trust servicesindicated in the notification form ILNAS/PSCQ/F001A.

**In the frame of this supervision:**

* I declare to comply with current legislation, in particular on the subject of rights of establishment.
* I declare to know and to respect the supervision system and the functioning of the ILNAS – Digital trust department according to the documents available on the internet site www.portail-qualite.lu.
* I declare to agree to supervision and to cooperate verifying conformity to the eIDAS Regulation. This cooperation includes, among other items, the following:
  + I declare to provide a copy of the certificate of the conformity assessment and the final conformity assessment report;
  + I declare to provide the dates of the conformity assessment;
  + I declare to provide information, documents and records necessary to the assessment and to maintain the qualified status;
  + I declare to adhere to the supervision program;
  + I declare to facilitate cooperation with the Digital trust department regarding the supervision of trust services offered by the TSP;In case all of the trust service provider’s activities are performed in Luxembourg:
    - I declare to guarantee Digital trust department supervision teams access to our subcontractors' premises as part of checks conducted for the supervision program;I declare to authorize supervision visits outside of the Digital trust department program undertaken as a result of a complaint. Such visits may not occur within five working days after being notified of this type of visit by the Digital trust department;
  + In case part of the trust service provider’s activities are performed in another EU Member State:
    - I declare to guarantee supervision teams of the supervisory body in the EU Member State access to our subcontractors' premises located in that EU Member State as part of checks conducted in the context of the supervision program, in accordance with Article 18 of the eIDAS Regulation;
    - I declare to authorize supervision visits by the supervisory body of that EU Member State in accordance with Article 18 of the eIDAS Regulation;
* I declare to settle application fees and assessment fees, including travel and lodging fees, regardless of assessment results and settle fees for subsequent Digital trust department supervision visits.
* I agree to include the organization’s name in the national Trusted list published on the Digital trust department site following acceptance of notification.

**In the relation with third parties:**

* I agree not to use my supervision in a manner detrimental to the reputation of the supervision organization, nor to make statements relating to the supervision that could reasonably be considered misleading or that could mislead a third party.
* I agree to conform not only to the directives contained in this document but also to any ethical rules that apply in a particular area of activity.
* I agree to immediately desist from the use of my supervision status on the expiration date and to halt all type of advertising that refers to this supervision in any manner whatsoever.

**In case of changes, events, incidents or complaints:**

I agree to inform the ILNAS – Digital trust department immediately of all changes, events, incidents or complaints relating to my supervision; in particular, regarding:

* The legal, commercial, ownership or organizational status;
* Structure, management and staff in key positions;
* Changes in the TSP policies;
* Major changes in the TSP documentation;
* Security relevant changes;
* Resources and premises;
* The scope of supervision;
* Security breach or any incident with regards to the TSP;
* Complaints by third parties;
* Intention to cease one or more of its qualified trust services;
* Expected or unexpected termination of a qualified trust service;
* Any other area that may affect the ability of my organization to meet supervision requirements.

**Full name**[[1]](#footnote-1) :

**Function** :

**Date** :

Signature - read and approved before signing  :

### Thank you for returning the signed document to the following address:

ILNAS

Digital trust department

1, avenue du Swing

L-4367 Belvaux

Alternatively, the notification form and the requested documents can be sent electronically, in a secure way, to ILNAS (Digital trust department). Please contact ILNAS (confiance-numerique@ilnas.etat.lu) prior to sending the form and the documents to discuss the transmission modalities.

1. Signatory must be duly authorised to commit the organization. [↑](#footnote-ref-1)