**ILNAS/PSCQ/F001A**

**Notification form to provide qualified trust services**

Modifications: L'audit EDP a été supprimé

1, avenue du Swing

L-4367 Belvaux

Tél.: (+352) 247 743 50

Fax: (+352) 247 943 50

confiance-numerique@ilnas.etat.lu

<https://portail-qualite.public.lu>

### Information about the form

This notification form is to be used when a trust service provider established in Luxembourg intends to start providing qualified trust services.

The general supervision process of qualified trust service providers by the ILNAS under Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (eIDAS Regulation) is described in procedure ILNAS/PSCQ/Pr001 *– Supervision of Qualified Trust Service Providers (QTSPs)*.

**Please kindly attach form ILNAS/PSCQ/F001B *– Obligation for Qualified Trust Service Providers (QTSPs)* dated and signed to this application form.** ILNAS – Digital trust department undertakes to respect the confidentiality of the information provided in the questionnaire and attached documents.

The documents forming part of a supervision file cannot be sent to third parties by the ILNAS – Digital trust department without the prior written agreement of the TSP, except within the framework of a legal enquiry or a procedure of mutual acknowledgement.

The QTSP is responsible for updating, with the ILNAS – Digital trust department, the information provided in this notification form, whenever necessary.

All of the documents relating to the way in which the ILNAS – Digital trust department functions can be found on the following Internet site: <https://portail-qualite.public.lu>

The duly completed notification form together with the documents indicated in Section E must be sent or taken in an envelope marked "confidential" to:

**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 supporting documents to discuss the transmission modalities.

# Processing of personal data

ILNAS undertakes to respect the confidentiality of the information provided in this form and the supporting documents, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

The information submitted via this form will be collected by the Digital Trust Department of ILNAS in its function as the supervisory body of (qualified) trust service providers, in accordance with the

* Law of 4 July 2014 on the reorganisation of ILNAS, and the
* Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing directive 1999/93/EC.

The collection and storage of the data provided via this form is necessary for obtaining the qualified status for trust services and for the supervision of qualified trust service providers. No further processing of the submitted data will be carried out. The information submitted via this form will only be stored during the time the supervision is ongoing and for a period of 10 years after the supervision has ended.

Any person referred to in the form has the right, at any time, to consult and to rectify the data stored about him/her as well as to obtain a copy of the data, to request its deletion, to ask for its processing to be restricted or to object to the processing of the data. Requesting the deletion of the data, asking for its processing to be restricted, or objecting to the processing of the data may lead to the withdrawal of the qualified status.

For exercising these rights, please contact the Digital Trust Department of ILNAS by using the contact details provided in the form. Complaints may also be lodged with the National Commission for Data Protection (CNPD), having its headquarters at 15, Boulevard du Jazz, L-4370 Belvaux. The data protection officer of ILNAS can be contacted via the following e-mail address: dpo@ilnas.etat.lu

### A. General information

**A.1. Identification of the company or the institution, as registered in the national trade and business register, under whose control the Trust Service Provider (TSP) operates**

name :

street and no. :

town :

country :

postcode :

postal address :

name of legal representative:       position:

company type :

legal status :

trade register no. :

VAT register no. :

telephone :

fax :

web site :

e-mail :

**A.2. Principal activities of the company or the institution**

**A.3. Is the company or institution part of a group?**

if so, which:

**A.4. Does the company or the institution have any subsidiaries?**

If so, identify the main ones:

### B. Information about the Trust Service Provider (TSP)

B.1. Identification of the organization if different from the company or the institution

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

QTSP activity :

If the organization has more locations from which it intends to perform the qualified trust services indicated in Section C, please specify these locations and the activities concerned on the next page.

Specification of more locations from which the applicant organization performs (Q)TSP activities. Please also specify per location clearly the actual (Q)TSP activities performed there.

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

QTSP activity :

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

web site :

e-mail :

QTSP activity :

Please copy this page as necessary to specify all locations.

**B.2. Personnel**

applicant organization’s permanent staff or full-time equivalents:

applicant organization’s technical staff or full-time equivalents within scope of certification:

**B.3. Reference language**

what is your reference language:

**B.4. Principal activities of the notifying organization if different from the company or institution**

**B.5 Person in charge of the organization**

full name :

tel :

e-mail :

**B.6 Contact for the Digital trust department of ILNAS**

full name :

position :

tel :

fax :

e-mail :

### C. Information about the Qualified Trust Services to be provided

Detailed information on the type of qualified trust service shall be attached.

Qualified trust services to be provided:

[ ]  Provision of qualified certificates for electronic signatures

[ ]  Provision of qualified certificates for electronic seals

[ ]  Provision of qualified certificates for website authentication

[ ]  Qualified validation service for qualified electronic signatures

[ ]  Qualified validation service for qualified electronic seals

[ ]  Qualified preservation service for qualified electronic signatures

[ ]  Qualified preservation service for qualified electronic seals

[ ]  Qualified electronic time stamps service

[ ]  Qualified electronic registered delivery service

Other service:

### D. Information about the conformity assessment

**D.1Conformity assessment certificate/statement:**

Is the TSP in possession of a conformity assessment certificate confirming that all the applicable requirements of the eIDAS Regulation are met by the TSP? – (cf. Article 20 (1) of the eIDAS Regulation)

 [ ]  Yes [ ]  No

 If yes:

* Join certificate from the conformity assessment body (CAB)
* Join the final conformity assessment report

 If no:

* When will the conformity assessment take place?

**D.2 Accreditation of the conformity assessment body:**

Is the CAB accredited in accordance with Article 3 (18) of the eIDAS Regulation? (\*\*)

 [ ]  Yes [ ]  No

If yes: by which accreditation body?

Is the accreditation body signer of the European cooperation for accreditation multilateral agreement (EA MLA)?

 *[ ]* Yes  *[ ]*  No

(\*\*) **Note**: It is recommended that the CAB be also accredited in accordance with the standards ISO/IEC 17065:2012 and ETSI EN 319 403 V2.2.2 (2015-08).

### E. Signature

Name:

Date :

Signature of authorised signatory:

### F. Documents to be attached to this notification form

1. Signed/Sealed form ILNAS/QTSP/F001B – “Statement for Qualified Trust Service Providers (QTSPs)”
2. 1 copy of the conformity assessment certificate from the conformity assessment body (CAB);
3. 1 copy of the final conformity assessment report, signed with a qualified electronic signature according to the eIDAS regulation if submitted in electronic form;
4. 1 copy of the trust service policies that apply to the trust service(s) for which a qualified status is requested;
5. X.509 certificate(s) associated with the trust service(s) for which a qualified status is requested;
6. 1 copy of the quality manual;
7. Detailed description of the architecture of the trust service(s) for which a qualified status is requested;
8. 1 copy of the termination plan;
9. 1 copy of the registration of the company in the national trade and business register (RCS);
10. 1 copy of the VAT registration.

Documents relating to (d), (f), and (h) must bear the names of all of their authors.

### G. Other information / Comments