

NOMINATED PERSON TERMS AND CONDITIONS

1. Obtain authority from your Organisation's contract signatory to represent your Organisation and/or "Associated Company" (which may be a subsidiary of your Organisation, a holding company of your Organisation or a subsidiary of such a holding company (effectively a sister company of your Organisation)) in the role of Nominated Person.*
2. Applications for Organisation Certificates shall be made by Nominated Persons only. Nominated Persons shall contact OSIS via the OSIS Helpdesk on 0871 22 12345, or by E-mail to admin@unipass.co.uk.
3. Once contact has been established, OSIS will issue to the Nominated Person an application form to be populated, and a data protection policy consent form to be signed. Both should then be returned to OSIS at the following address: OSIS Administration, 7 Lochside View, Edinburgh Park, Edinburgh, EH12 9DH.
4. Upon receipt of all required documentation from the Nominated Person, OSIS will complete data validation in accordance with Section 5 of the OSIS Certification Practice Statement ("CPS").
5. Promptly request the revocation of an Organisation Certificate for the Organisation or any of its Associated Companies whenever:
 - a. any of the information within the relevant Organisation Certificate contains, is known or is suspected to be inaccurate or could reasonably be believed to have been compromised;
 - b. there has been a loss, theft, modification, disclosure or other compromise of the Private Key of the Organisation Certificate;
 - c. any activation data, such as a password or PIN, used to protect the Private Key of the Organisation Certificate is compromised or suspected to have been compromised;
 - d. there is a change in the identity of your Organisation or the Associated Company (e.g. through merger or acquisition, or change of name).
6. Maintain complete and accurate records (either in electronic format, hard copy format, or both, provided their indexing, storage, preservation, and reproduction are accurate and complete) of the documentation processed by you as part of the application stage and of all correspondence relating to your duties as a Nominated Person. Without prejudice to the foregoing, these records for the avoidance of doubt include all relevant information in a Nominated Person's possession regarding:
 - a. evidence of the control mechanisms employed to ensure the ongoing security and confidentiality of the Private Key associated with an Organisation Certificate;
 - and b. logs relating to the use of the Private Key associated with an Organisation Certificate.
7. Retain any records passed to you or maintained by any previous Nominated Person for your Organisation and (if applicable) for any Associated Company.
8. Immediately notify OSIS if you cease to act as a Nominated Person (by sending an email to helpdesk@unipass.co.uk or by calling 0871 22 12345) and advise OSIS of the identity of any replacement Nominated Person and the date from which the replacement is to take effect.
9. Ensure that when you cease to act as a Nominated Person you pass or make available to either your Organisation or any replacement Nominated Person the records that you have taken in accordance with the above guidelines. Whenever possible you should ensure that there is a replacement Nominated Person in place before you cease to act as a Nominated Person.

* Please note that a Nominated Person is only allowed to process applications for "Associated Companies" where that Nominated Person belongs to an Organisation which is a provider of financial products within the UK financial services industry (which OSIS refer to as "Product Provider Organisations").