

VWKI Registration Authority Policies and Procedures

(VWKI RAPP)

Interim VWKI RAPP Document

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1. INTRODUCTION

- 1.1. This interim VWAN Key Infrastructure Registration Authority Policies and Procedures (VWKI RAPP) is a SEC Subsidiary Document and is one of the VWKI SEC Documents as set out in Section L18.28 (The VWKI SEC Documents) of the Code.

2. THE VWKI REGISTRATION AUTHORITY

- 2.1. For the purposes of this VWKI RAPP, the SMKI Registration Authority is obliged to act on behalf of the VWKI Registration Authority for all duties identified as being performed by the VWKI Registration Authority;
- 2.2. Upon request from the VWKI Registration Authority to verify the identity of an individual nominated to be a Nominating Officer, VWKI SRO or VWKI ARO, the SMKI Registration Authority shall:
 - a) arrange a verification meeting with the nominated individual, at a date and time that is mutually agreed;
 - b) At the verification meeting, verify the individual identity of the nominated individual to the level pursuant to the SMKI PMA Guidance on "Verifying Individual Identity" published on the DCC Website, or except to the extent that the DCC otherwise notifies the SMKI Registration Authority, to such equivalent level within a comparable authentication framework as may be agreed by the SMKI PMA for the purposes of verification of individuals to become a Nominating Officer, SMKI SRO or SMKI ARO;
 - c) Following the verification meeting, notify the nominated individual whether the process to verify their individual identity has been successful; and
 - d) Following the verification the meeting, notify the VWKI Registration Authority whether the identity of the individual has been successfully verified.
- 2.3. The DCC need not repeat these processes in relation to an individual for the purposes of verifying their identity for the purposes of becoming a VWKI SRO and/or VWKI ARO where the required verification processes have already been carried out for the purposes of identifying them as being an SMKI SRO and/or SMKI ARO or respectively.

3. VWKI ROLES

- 3.1. This VWKI RAPP details the procedures to be followed by Parties in respect of permitting individuals to act as VWKI Senior Responsible Officers (VWKI SROs) or VWKI Authorised Responsible Officers (VWKI AROs) on behalf of a Party.

Party representatives

- 3.2. Individuals shall be permitted to act as representatives of a Party in relation to the VWKI via the NO, VWKI SRO and VWKI ARO roles as set out below.

Nominating Officer (NO)

- 3.3. Each Party that wishes to become and continue to be a VWKI Authorised Subscriber must have at least one individual undertaking the role of a Nominating Officer on that organisations behalf. A Nominating Officer shall be an individual that:
- a) is listed on Companies House as a Director or Company Secretary for successfully had their identity verified in accordance with section 2.2 of this VWKI RAPP; and
 - b) has successfully had their identity verified in accordance with section 2.2 of this VWKI RAPP.

VWKI Senior Responsible Officer (VWKI SRO)

- 3.4. In order to become and continue to be a VWKI Authorised Subscriber each Party must have at least one individual undertaking the role of a VWKI SRO on that organisation's behalf. A VWKI SRO shall be an individual that:
- a) is generally authorised by the Party to fulfil the functions of a VWKI SRO as set out in this VWKI RAPP and elsewhere in the VWKI SEC Documents;
 - b) is specifically authorised by the Party to nominate, and de-nominate, individuals to become VWKI AROs who may access the VWKI Services; and
 - c) has:
 - (i) successfully had their identity verified in accordance with section 2.2 of this VWKI RAPP; and
 - (ii) successfully completed the process for becoming a VWKI SRO on behalf of that Party in accordance with this VWKI RAPP.
- 3.5. The process by which an individual is nominated, their authorisation is checked and their identity verified by the VWKI Registration Authority, so as to be a VWKI SRO and act on behalf of a Party, is set out in section 9 of this VWKI RAPP.
- 3.6. A VWKI SRO may also nominate themselves to become a VWKI ARO in accordance with section 3.6 of this VWKI RAPP.

VWKI Authorised Responsible Officer (VWKI ARO)

- 3.7. In order to become and continue to be a VWKI Authorised Subscriber each Party must have at least one individual undertaking the role of a VWKI ARO on that organisation's behalf. The VWKI SRO for a Party shall nominate at least one individual to be a VWKI ARO in respect of that organisation, where each VWKI ARO shall be an individual that:
- a) is generally authorised by the Party to fulfil the functions of a VWKI ARO as set out in this VWKI RAPP and elsewhere in the VWKI SEC Documents;

- b) is specifically authorised to act on behalf of the Party in its capacity as a VWKI Authorised Subscriber; and
 - c) has:
 - (i) successfully had their identity verified in accordance with section 2.2 of this VWKI RAPP; and
 - (ii) successfully completed the process for becoming a VWKI ARO on behalf of that Party in accordance with this VWKI RAPP.
- 3.8. The process by which an individual is nominated, their authorisation is checked and their identity verified by the VWKI Registration Authority, so as to be a VWKI ARO and act on behalf of a Party, is set out in section 13 of this VWKI RAPP.

4. PARTY ENROLMENT

General enrolment obligations

Party obligations

- 4.1. Each Party that wishes to use the VWKI Services is required to become a VWKI Authorised Subscriber.
- 4.2. In order to become a VWKI Authorised Subscriber, a Party must:
- a) submit a VWKI Authorised Subscriber Application in accordance with this VWKI RAPP via the means set out on the DCC Website and the guidance on DCC SharePoint;
 - b) have at least one individual who is a VWKI SRO for that Party; and
 - c) have at least one individual who is a VWKI ARO for that Party.
- 4.3. Each Party may:
- a) nominate multiple VWKI SROs and multiple VWKI AROs when requesting enrolment as a VWKI Authorised Subscriber; and
 - b) nominate additional individuals to be VWKI SROs or VWKI AROs at any time.

VWKI Registration Authority obligations

- 4.4. The VWKI Registration Authority shall:
- a) ensure that forms that are substantively the same as those set out in Annex A to this VWKI RAPP are made available to Parties via the DCC SharePoint for the purposes set out herein;
 - b) provide reasonable support and advice to each Party in relation to the procedures as set out in this VWKI RAPP;
 - c) confirm that:

- (i) any individual nominated to become a VWKI SRO has had their identity verified in accordance with section 2.2 of this VWKI RAPP; and
 - (ii) any individual nominated to become a VWKI ARO has had their identity verified in accordance with section 2.2 of this VWKI RAPP;
- d) where it receives a nomination for an individual to become a VWKI SRO or a VWKI ARO, and that individual has not had their identity verified by the VWKI Registration Authority shall:
- (i) conduct identity verification in accordance with section 2.2 of this VWKI RAPP;
- e) place no restriction on the number of individuals that can be nominated as VWKI SROs or VWKI AROs in respect of any Party;
- f) permit an individual to become a VWKI SRO or ARO to represent multiple Parties, by successfully completing the procedures in section 9 of this VWKI RAPP as necessary in relation to each;
- g) not permit any individual to become a VWKI SRO or VWKI ARO in respect of any Party where it reasonably believes that the individual presents a material risk to VWKICA Systems which may result in compromise;
- h) store and maintain records relating to the nomination, verification and authorisation of individuals as set out in this VWKI RAPP, and in accordance with the Code and the DCC's data retention policy and data protection policy
- i) not permit any nominated individual to access the VWKI Services on behalf of a VWKI Authorised Subscriber until they have become a VWKI ARO; and
- j) on successful completion of the enrolment process, provide VWKI Authorised Subscribers and VWKI AROs with access to the VWKI Services in accordance with the provisions of the Code, the VWKI CP and the VWKI Code of Connection

Procedure for becoming a VWKI Senior Responsible Officer

- 4.5. Individuals that are an SRO in relation to SMKI Services may be nominated by the organisation that they act in that role for to become a VWKI SRO for that same organisation.
- 4.6. Individuals that are not an SRO in relation to SMKI Services may be nominated to become a VWKI SRO subject to having their identity verified in accordance with section 2.2 of this VWKI RAPP.

Submission of application

- 4.7. Nomination of an individual to become a VWKI SRO shall be made by a Director, Company Secretary, (referred to as a Nominating Officer (NO),) or existing VWKI SRO on behalf of the Party or to the level pursuant to the SMKI PMA Guidance on 'Verifying Organisation Identity'. Nomination of an individual to become a VWKI ARO shall be made by a VWKI SRO on behalf of the Party.

- a) a VWKI SRO Nomination Form is completed in accordance with this VWKI RAPP and any instructions, help or advice provided by the VWKI Registration Authority from time to time, including via the DCC Website;
- b) the information provided is complete and accurate;
- c) the VWKI SRO Nomination Form is authorised by a Director, or Company Secretary of that Party; and
- d) the completed VWKI SRO Nomination Form is submitted to the VWKI Registration Authority via the means set out on the DCC Website.

VWKI Registration Authority processing of VWKI SRO nominations

- 4.8. On receipt of a duly completed VWKI SRO Nomination Form, the VWKI Registration Authority shall, as soon as is reasonably practicable:
- a) acknowledge receipt via the Service Desk to the individual who submitted the VWKI SRO Nomination Form via telephone or in writing, using the contact details provided on that form;
 - b) satisfy itself that:
 - (i) the Party has provided all required information to allow the application to be progressed; and
 - (ii) the individual nominated to become a VWKI SRO has had their identity verified in accordance with section 2.2 of this VWKI RAPP;
 - c) contact the individual via the Service Desk who submitted the VWKI SRO Nomination Form, via telephone or in writing, using contact details as provided, to confirm whether the application has been successful or unsuccessful;
 - d) either:
 - (i) notify the Director or Company Secretary via the Service Desk that authorised the VWKI SRO Nomination Form that the application has been unsuccessful, in writing; or
 - (ii) notify the Director or Company Secretary via the Service Desk that authorised the VWKI SRO Nomination Form that the application has been successful, in writing; and
 - e) where the application has been successful, add the relevant individual to the VWKI Registration Authority list of VWKI SROs maintained in accordance with the VWKI CPS.

Procedure for becoming a VWKI Authorised Responsible Officer

- 4.9. Individuals that are AROs in relation to SMKI Services may be nominated by the organisation that they act in that role for to become a VWKI ARO for that same organisation.
- 4.10. Individuals that are not an ARO in relation to SMKI Services may be nominated to become a VWKI ARO subject to having their identity verified in accordance with section 2.2 of this VWKI RAPP.

Submission of VWKI ARO nomination

- 4.11. Where a Party wishes to nominate an individual to become a VWKI ARO, a VWKI SRO, a Director or Company Secretary of that Party shall ensure that:
- a) a VWKI ARO Nomination Form is completed in accordance with this VWKI RAPP and any instructions, help or advice provided by the VWKI Registration Authority from time to time, including via the DCC Website;
 - b) the information provided is complete and accurate;
 - c) the VWKI ARO Nomination Form is authorised by a VWKI SRO, Director or Company Secretary; and
 - d) the completed VWKI ARO Nomination Form is submitted to the VWKI Registration Authority via the means set out on the DCC Website.

VWKI Registration Authority processing of VWKI ARO nominations

- 4.12. On receipt of a duly completed VWKI ARO Nomination Form, the VWKI Registration Authority shall, as soon as is reasonably practicable:
- a) acknowledge receipt via the Service Desk to the VWKI SRO, Director or Company Secretary who submitted the VWKI ARO Nomination Form via telephone or in writing, using the contact details provided on that form;
 - b) satisfy itself that:
 - (i) the Party has provided all required information to allow the application to be progressed; and
 - (ii) the individual nominated to become an VWKI ARO has had their identity verified in accordance with section 2.2 of this VWKI RAPP;
 - c) contact the VWKI SRO, Director or Company Secretary via the Service Desk who submitted the VWKI ARO Nomination Form, via telephone or in writing, using contact details as provided, to confirm whether the application has been successful;
 - d) either:
 - (i) notify the VWKI SRO, Director or Company Secretary via the Service Desk that authorised the VWKI ARO Nomination Form that the application has been unsuccessful, in writing; or
 - (ii) notify the VWKI SRO, Director or Company Secretary via the Service Desk that authorised the VWKI ARO Nomination Form that the application has been successful, in writing; and
 - e) where the application has been successful, add the relevant individual to the VWKI Registration Authority list of VWKI AROs maintained in accordance with the VWKI CPS.

Procedure for becoming a VWKI Authorised Subscriber

Submission of request

- 4.13. Where a Party wishes to become a VWKI Authorised Subscriber, a Director, Company Secretary or VWKI SRO of that Party shall ensure that:
- a) a VWKI Authorised Subscriber Application is submitted in accordance with this VWKI RAPP and any instructions, help or advice provided by the VWKI Registration Authority from time to time, including via the DCC Website, and including the provision of such information as is set out in the form contained in Annex A (A3) to this VWKI RAPP;
 - b) the information provided is complete and accurate;
 - c) the VWKI Authorised Subscriber Application is authorised by a Director or Company Secretary of that Party, or VWKI SRO; and
 - d) the VWKI Authorised Subscriber Application is submitted to the VWKI Registration Authority via the means set out on the DCC Website.

VWKI Registration Authority processing of VWKI Authorised Subscriber Applications

- 4.14. On receipt of a VWKI Authorised Subscriber Application, the VWKI Registration Authority shall, as soon as is reasonably practicable thereafter:
- a) acknowledge receipt via the Service Desk to the individual who submitted that VWKI Authorised Subscriber Application via telephone or in writing, using the contact details provided as part of the submission; or
 - b) satisfy itself that the Party has provided all required information to allow the VWKI Authorised Subscriber Application to be progressed;
 - c) satisfy itself that no material risk of Compromise to any part of the DCC Systems would result from permitting the Party to become a VWKI Authorised Subscriber;
 - d) contact the individual who submitted the VWKI Authorised Subscriber Application, via telephone or in writing, using contact details as provided, to confirm whether the application has been successful;
 - e) either:
 - (i) notify the Director, Company Secretary or VWKI SRO via the Service Desk that authorised the VWKI Authorised Subscriber Application that the application has been unsuccessful, in writing; or
 - (ii) notify the Director, Company Secretary or VWKI SRO via the Service Desk that authorised the VWKI Authorised Subscriber Application that the application has been successful, in writing;
 - f) where the application has been successful, enable access to the VWKI Services for the relevant Party in accordance the provisions of the Code, the VWKI CP and the VWKI Code of Connection; and

- g) add the relevant Party to the VWKI Registration Authority list of VWKI Authorised Subscribers maintained in accordance with the VWKI CPS.

Maintenance of information relating to VWKI SROs and VWKI AROs

Procedures for providing changes in information relating to VWKI SROs and VWKI AROs

4.15. Where either:

- a) the contact details provided to the VWKI Registration Authority for a VWKI SRO or VWKI ARO change; or
- b) a Party determines that a VWKI SRO or VWKI ARO is no longer entitled to act as such in relation to that organisation;

a VWKI SRO, a Director or Company Secretary of that Party shall notify the VWKI Registration Authority in accordance with section 15.2 below.

4.16. The Party making the notification shall contact the VWKI Registration Authority via the means set out on the DCC Website, and provide the following information:

- a) the name of the person making the notification, their contact details and the name of the organisation that they represent;
- b) the name of the VWKI SRO or VWKI ARO whose details require amendment; and,
- c) whether that VWKI SRO or VWKI ARO is still entitled to act as such on behalf of the notifying Party.

4.17. On receipt of updated information from a Party, the VWKI Registration Authority shall, as soon as is reasonably practicable:

- a) acknowledge receipt in writing via the Service Desk to the person making the notification;
- b) verify the completeness of the information contained in the notification;
- c) contact the VWKI SRO, a Director or Company Secretary via the Service Desk of that Party making the notification by telephone or in writing using the registered contact details for the VWKI SRO, a Director or Company Secretary of that Party as held by the VWKI Registration Authority to confirm the notification is authorised;
- d) amend its records in accordance with the information received; and
- e) provide confirmation in writing via the Service Desk to both the individual who made the notification, and the relevant VWKI SRO or VWKI ARO that the VWKI Registration Authority has made the requested updates, and what those updates are.

VWKI Registration Authority Amendments to VWKI SRO or VWKI ARO Information

4.18. In circumstances where:

- a) the VWKI Registration Authority reasonably believes that a VWKI SRO or VWKI ARO has materially failed to comply with the VWKI policies as set out in the VWKI Certificate Policy, this VWKI RAPP, or the Code; and
- b) that individual has been notified of the fact by the VWKI Registration Authority including the nature of the non-compliance;

the VWKI Registration Authority may amend its records such that the individual is no longer authorised to act in the role of a VWKI SRO or VWKI ARO for a Party as the case may apply.

4.19. Where the SMKI Registration Authority has amended its records in accordance with section 15 of this VWKI RAPP, it shall inform the relevant individual of the fact, and:

- a) in the case of a VWKI SRO, inform a Director or Company Secretary of the relevant VWKI Authorised Subscriber using the registered contact details of the Director or Company Secretary of that Party as held by the VWKI Registration Authority; or,
- b) in the case of a VWKI ARO, inform a VWKI SRO of the relevant VWKI Authorised Subscriber.

Reapplying to be a VWKI SRO or VWKI ARO

4.20. In circumstances where an individual has ceased to be a VWKI SRO or a VWKI ARO for a Party, nothing shall preclude them from re-applying to become a VWKI SRO or VWKI ARO on behalf of that or another Party by following the procedures set out in this VWKI RAPP.

5. SUBMISSION OF REQUESTS FOR AND ISSUANCE OF VWKI CERTIFICATES

General VWKI Registration Authority Obligations

5.1. The VWKI Registration Authority shall ensure that:

- a) no VWKICA Certificates are signed using a Root VWKICA Private Key after the expiry of the Validity Period of the corresponding Root VWKICA Certificate;
- b) no VWP Certificates are Issued using a VWP CA Private Key after the expiry of the Validity Period of the corresponding VWP CA Certificate;
- c) no VWD Certificates are Issued using a VWD CA Private Key after the expiry of the Validity Period of the corresponding VWD CA Certificate;
- d) VWKI Certificates are Issued only in accordance with the provisions set out in this VWKI RAPP, the VWKI Certificate Policy, and the VWKI Interface Design Specification;
- e) each VWKICA Certificate that is Issued by the Root VWKI CA has been verified to be correct and complete;
- f) each VWP Certificate that is Issued by the VWP CA has been verified to be correct and complete and complies with the VWKI Certificate Signing Request received;
- g) each VWD Certificate that is Issued by the VWD CA has been verified to be correct and complete and complies with the VWKI Certificate Signing Request received;

- h) a record of all VWKI Certificates which have been Issued by the VWKICA and accepted by a VWKI Eligible Subscriber is maintained;
- i) the Root VWKICA Certificate, VWP CA Certificates and VWD CA Certificates are made available to VWKI Relying Parties via DCC SharePoint; and
- j) the name of the subject of each VWKI Certificate that is Issued is consistent with the information provided via the VWKI Certificate Signing Request.

General VWKI Eligible Subscriber Obligations

- 5.2. VWKI Authorised Subscribers that are VWKI Eligible Subscribers in respect of VWP Certificates or VWD Certificates may submit VWKI Certificate Signing Requests in accordance with the procedures set out in this VWKI RAPP, the VWKI Interface Design Specification and the VWKI Code of Connection.

VWKI Certificate Signing Requests

- 5.3. VWKI Certificate Signing Requests may be submitted by a VWKI ARO of the VWKI Eligible Subscriber in relation to VWP Certificates.
- 5.4. VWKI Certificate Signing Requests may be submitted by a VWKI ARO of the VWKI Eligible Subscriber in relation to VWD Certificates.
- 5.5. In submitting a VWKI Certificate Signing Request, a VWKI ARO of a VWKI Eligible Subscriber shall:
 - a) generate a VWKI Certificate Signing Request, containing the attributes and format defined within the VWKI Interface Design Specification, and in accordance with the VWKI CP;
 - b) ensure that the VWKI Certificate Signing Request is Digitally Signed using the Private Key associated with the Public Key contained in the VWKI Certificate Signing Request in accordance with PKCS#10;
 - c) verify the accuracy of details contained within the VWKI Certificate Signing Request; and
 - d) upload the VWKI Certificate Signing Request to DCC SharePoint.
- 5.6. As soon as reasonably practicable following receipt of the VWKI Certificate Signing Request, the VWKI Registration Authority Personnel shall acknowledge receipt in writing via the Service Desk to the VWKI ARO who submitted the VWKI Certificate Signing Request, using the contact details established as part of enrolment to the VWKI Services.
- 5.7. The VWKI Registration Authority Personnel will assess whether the Party represented by the VWKI ARO qualifies as an Eligible Subscriber for the VWKI Certificate being requested. The VWKI Certificate will be issued only upon confirmation of the Party's qualification as an Eligible Subscriber for the VWKI Certificate being requested.
- 5.8. The VWKI Registration Authority Personnel will upload the VWKI Certificate Signing Request to the Trusted Service Provider platform.

- 5.9. On issuance of the Certificate, the VWKI Registration Authority Personnel will upload the Certificate to SharePoint and inform the submitting ARO, via the Service Desk, that the VWKI Certificate is available for collection.
- 5.10. If the VWKI Certificate Signing Request is found to be invalid, the VWKI Registration Authority Personnel will inform the submitting ARO, via the Service Desk, that the VWKI Certificate Signing Request has not been successful and explain the reasons for the failure of the request.

VWKI Certificate Acceptance

- 5.11. As soon as is reasonably practicable following the notification of Issuance of a VWKI Certificate the VWKI Eligible Subscriber that submitted the VWKI Certificate Signing Request shall:
 - a) validate the VWKI Certificate provided by the VWKI Registration Authority; and
 - b) notify the VWKI Registration Authority in writing if the VWKI Certificate is rejected, using the contact details established as part of the enrolment of the VWKI Services.

6. ANNEX A

Forms requiring completion to apply for the roles of VWKI SRO, VWKI ARO as described within this VWKI VWAN Key Infrastructure Registration Authority Policies and Procedures (VWKI RAPP) document.

VWKI Authorised Subscriber Application Form

Nominee Details

This section is to be filled in by the nominated individual and will be used, along with evidence presented at the verification meeting, to establish the identity of an individual. All fields shall be completed. The DCC abide by a list of acceptable documentation as per the SMKI PMA guidance on verifying an individual's identity which should be presented at the verification meeting to establish the identity of the nominated individual.

E.1	Full name				
E.2	Date of Birth	/ /			
E.3	Nationality				
E.4	Personal Identification	Document 1 type		Document No.	
		Document 2 type		Document No.	
		Document 3 type (if required)		Document No.	
E.5	Residential address				
E.6	Occupation				
E.7	Affiliation with Organisation	Employee No. (if applicable)		Evidence Type	
E.8	Work Phone Number				
E.9	Email Address				

I agree to DCC retaining and using the personal information that I have supplied solely for the purposes of operating the VWKI systems in accordance with the Smart Energy Code.

I confirm that the details provided above are correct.

E.10	Signature of nominee	
E.11	Date	

Nominating Officer Information

Nomination of an individual to become a VWKI Senior Responsible Officer shall be made by a Director or Company Secretary on behalf of the Party, to the level pursuant to the SMKI PMA Guidance on 'Verifying Organisation Identity'. Nomination of an individual to become a VWKI Authorised Responsible Officer shall be made by a VWKI Senior Responsible Officer on behalf of a Party.

I confirm that the details provided by the nominee are correct to the best of my knowledge.

Details of the nominating officer

E.12	Full name			
E.13	Role			
E.14	Phone Number (Daytime)		Phone Number (Out of Hours)	
E.15	Email Address			
E.16	Signature of nominating officer			
E.17	Date			

By submitting this form, the applicant grants permission for the SMKI RA Team to process and retain the provided personal information in accordance with the UK General Data Protection Regulation (UK GDPR). All submissions must be made with the explicit consent of the individual to whom the information relates.

VWKI SRO Nomination form**Nominated SRO Information**

Each Party wishing to access VWKI Services and/or VWKI Repository Services shall have in place at least one VWKI Senior Responsible Officer, in accordance with VWKI RAPP Section 2.2.1.

Details of the individual nominated to act on behalf of the Party, as VWKI SRO

C.1	Full name			
C.2	Role			
C.3	Phone Number (Daytime)		Phone Number (Out of Hours)	
C.4	Email Address			
C.5	Full name of organisation			
C.6	Party Signifier			

Nominating Officer Information

Nomination of an individual to become a VWKI Senior Responsible Officer shall be made by a Director or Company Secretary on behalf of the Party.

Details of the nominating officer

C.7	Full name			
C.8	Role			
C.9	Phone Number (Daytime)		Phone Number (Out of Hours)	
C.10	Email Address			
C.11	Signature of nominating officer			

By submitting this form, the applicant grants permission for the SMKI RA Team to process and retain the provided personal information in accordance with the UK General Data Protection Regulation (UK GDPR). All submissions must be made with the explicit consent of the individual to whom the information relates.

VWKI ARO Nomination form

This section is to be completed by the Party or RDP submitting the request in all cases, in order to confirm organisation identity. All fields are mandatory.

N.1	Environment	For Testing Purposes ☐ or For the Live Service ☐
N.2	Full Name of Organisation	
N.3	Party Signifier	

Each Party wishing to access VWKI Services shall have at least one VWKI Authorised Responsible Officer (ARO) in place, in accordance with the VWKI RAPP Section 5.1

Details of up to five (5) individuals who are being nominated, or deleted, as VWKI Authorised Responsible Officers (AROs) may be provided. All fields in the section below are mandatory in relation to each nominee.

All individuals nominated to become VWKI AROs must have completed the relevant identity verification procedures set out in the VWKI RAPP Section 4.

N.4	VWKI ARO Nominee 1	New ☐	Deletion ☐
N.5	Full Name		
N.6	VWKI ARO Nominee 2	New ☐	Deletion ☐
N.7	Full Name		
N.8	VWKI ARO Nominee 3	New ☐	Deletion ☐
N.9	Full Name		
N.10	VWKI ARO Nominee 4	New ☐	Deletion ☐
N.11	Full Name		
N.12	VWKI ARO Nominee 5	New ☐	Deletion ☐
N.13	Full Name		

Nominating Officer Information

The nomination of an individual to become a VWKI ARO and any subsequent deletion of this individual from the ARO position shall be made by a Director, Company Secretary or VWKI SRO on behalf of the organisation nominating the individual. All fields are mandatory.

Details of the Nominating Officer

N.14	Full Name	
N.15	Role	
N.16	Signature	
N.17	Date	

By submitting this form, the applicant grants permission for the SMKI RA Team to process and retain the provided personal information in accordance with the UK General Data Protection Regulation (UK GDPR). All submissions must be made with the explicit consent of the individual to whom the information relates.

VWKI Organisation Information Form

Organisation Information

Each Party wishing to access VWKI Services shall complete this in respect of the Party.

This section is to be filled in by the organisation applying for access to any part of VWKI Services. All fields must be completed.

A.1	Full name of Organisation	
A.2	Registered Office address	
A.3	Company Registration No.	
A.4	Party Signifier	
A.5	EUI64 Identifier range, as allocated by the Code Administrator on behalf of the Panel	

Nominating Officer Information

Nomination of a Party, RDP or DCC Service Provider for verification of organisational identity shall be made by a Director or Company Secretary on behalf of the organisation.

Details of the nominating officer

A.6	Full name	
A.7	Role	
A.8	Phone Number (Daytime)	
A.9	Email Address	
A.10	Signature of nominating officer	