

## HERMES USER ENTRY/CHANGE APPLICATION (FORM - 2)

Form Code Y8-01-\_\_\_\_

(fill in the code according to the option chosen)

Application Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Name of Listed Company: [ \_\_\_\_\_ ]

### A) Action Requested (only one):

	Code
<input type="checkbox"/> 1) Issue of "Special Access Means" for the first time (Requires authorization - Form 1 (Form Code: Y8-01-010))	Y8-01-011
<input type="checkbox"/> 2) Replacement of "Special Access Means" due to loss / damage / loss of PIN	Y8-01-013
<input type="checkbox"/> 3) System update with a new user who already holds a card (Requires authorization - Form 1 (Form Code: Y8-01-010))	Y8-01-015
<input type="checkbox"/> 4) Change of contact information of existing user	Y8-01-017
<input type="checkbox"/> 5) Temporary change to user access: <input type="checkbox"/> User Activation <input type="checkbox"/> User Deactivation (Mark the relevant choice) (To be used only if the Administrator is unable to use the system)	Y8-01-019
<input type="checkbox"/> 6) Delete (permanent deactivation) User	Y8-01-021

### B) Particulars of Authorized HERMES User (\*)

#### i. Personal Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Position in company: \_\_\_\_\_

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**Holder of Personal Identification Number (PIN) in HERMES** (Only for actions 2 to 6)

Personal Digital Signature Certification Service Provider: [ATHEX]

Personal Identification Number (PIN):

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**ii. Contact Information**

Role in HERMES: Administrator of the listed company (\*\*)

User

Contact telephone number:

Ext.:

FAX:

Address :

City/ Town:

Postal Code:

Email address to be used to connect with the "Special Access Means":

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**C) Comments / Notes of the Company (optional):**

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I hereby certify that I am aware of the terms of system use (\*\*\*) (relevant resolutions of the ATHEX Board of Directors).

Full Name / Signature

of the Legal Representative of the Company  
(or already authorized HERMES administrator) (\*\*)

User Signature

(Required in cases 1,2,3,4)

\_\_\_\_\_  
(Company Seal)

**Instructions for Completing the Form**

(\*) For each User a separate form will be completed with his/her full details which will be used in the "HERMES system and which should be consistent (in their common fields) with the particulars to be filled in the Application-Agreement to the CSP that works with the ATHEX for the issuance of the Special Access Means.

(\*\*) It is mandatory for each company to appoint an "Administrator who will be entitled to change the rights of others Users of the company.

(\*\*\*) Based on the relevant decision of ATHEX the full cost of the installation of a HERMES workstation and use of the system by one user of each listed company is fully covered. For use of the system by more than the one free user, a fee will be apply per user broken down as follows: [a] one-off fee of EUR 362.00 plus VAT which covers the rights to use the application; and [b] EUR 78.00 plus VAT per year which covers the subscription and renewal of the special means of access and of the digital certificates. In cases 4 and 5 there is no cost. In paragraph 6, an application license is released for the listed company.