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HOW TO SUBMIT A CERTIFICATION APPLICATION?

COPRO offers two ways to validly submit a certification application:

First option: Digital

Download the correct AFD form from our website.

The downloaded form must be opened with an application that is able to read the PDF content, e.g. Adobe Reader, not via a browser.
This is the only way to electronically complete the form.

Once the form has been completed, it must be digitally signed in the signature field provided. The digital signature is based on a **digital ID** for which only a **signature certificate** or **identity card in combination with a pin code** qualify.

In this way

- the identity of the signatory can be verified;
- proof of signature is provided by attaching each encrypted signature to the document;
- validation takes place through trusted certification authorities (CAs) or trust service providers (TSPs).

The digital ID must contain at least the following information:

- **Nam**
- **First name**
- **Validity date of the digital ID**

secondarily:

- Company name
- Position

The form should be signed by a board member who has been the authority to sign agreements.

Once all digital signatures have been placed on the form, you can save the document and send it to your COPRO contact person or info@copro.eu. After being digitally signed by the CEO of COPRO, the document will be encrypted and will be e-mailed back to you.

A designated person at COPRO will contact you for the start-up of your dossier.

Second option: On paper

If the form was obtained digitally, complete it as far as possible on the computer up to the signature, then print out the form **in duplicate** in colour and sign it.

If the form was obtained on paper (in colour) **in duplicate**, then complete each copy and sign them.

All individual sheets without a signature must be initialled at the bottom.

The initiation and signing must be done by a board member who has the authority to sign agreements.

Send both original copies by mail to **COPRO**. After being signed by the CEO of COPRO, a copy of the form will be returned by mail.

A designated person at COPRO will contact you for the start-up of your dossier.

Third possibility: Receiving the form on paper / digital delivery

When using a digital form, complete it as much as possible via the computer, up to the signature, and then print the form in colour and sign it.

If the form (in colour) was received on paper, then fill it in completely and sign it.

All individual sheets without a signature must be initialled at the bottom.

The initialling and signing must be done by a board member who has the authority to sign agreements.

Once the form has all the necessary signatures/initials, scan the document and save it as a single



unencrypted PDF file. Thus the PDF file can consist of several pages.

Email the PDF file to your COPRO contact person or to info@copro.eu. After digital signing by the CEO of COPRO, the document will be encrypted and emailed back to you.

A designated person at COPRO will contact you for the start-up of your dossier.

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SUBMIT OTHER FORMS?

COPRO offers to ways to validly submit a form (registration form, formal confirmation):

First option: Digital

The obtained form must be opened with an application that is able to read the PDF content, e.g. Adobe Reader.

This is the only way to complete the form.

Once the form has been completed, it must be digitally signed in the signature field provided. The digital signature is based on a **digital ID** for which only a **signature certificate** or **identity card in combination with a pin code** qualify.

In this way

- the identity of the signatory can be verified;
- proof of signature is provided by attaching each encrypted signature to the document;
- validation takes place through trusted certification authorities (CAs) or trust service providers (TSPs).

The digital ID must contain at least the following information:

- **Nam**
- **First name**
- **Validity date of the digital ID**

secondarily:

- Company name
- Position

Once all digital signatures have been placed on the form, you can save the document and send it to your COPRO contact person or info@copro.eu.

Second option: On paper

If the form was obtained digitally, complete is as far as possible on the computer up to the signature. Then print out the form and sign it.

The completed and signed form should be sent to the COPRO contact person.

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