

# Enrolment Guide

## Why enrolment?

- It's in every user's interest to be sure who they are dealing with over the Internet, so that every user has **confidence in the system**.
- The enrolment process has **three purposes**:
  1. to ensure that each user agrees to be bound by the rules governing its relationship with bolero.net, the Bolero Association and its fellow users;
  2. to enable Bolero to satisfy itself as to the identity of the enrolling organisation, thereby alleviating the risk of dealing with parties "seen" only electronically;
  3. to set up the new user's account with bolero.net from a technical viewpoint and to issue the necessary digital certificates.

**Purpose of this document:** To guide the enrolling user through the documentation required to complete enrolment.

## Pre-requisites for enrolment

- Your company must have signed an **Operational Service Contract** with Bolero International
- You must have chosen a **software interface** for generating the electronic certificate request (PKCS#10 format)
- You must have decided on a **Root RID**
- You must decide if you require single or dual authorisation (not applicable to Web Interface Service users)

## The Enrolment Pack

The following documentation is contained in the **Enrolment Pack**:

1. **Bolero Association and Bolero international Application Form**
2. **Notarial Advice**
3. **Special Power of Attorney (sample)**
4. **Advice on obtaining a Bank Reference (sample)**

**How do I obtain an Enrolment Pack?** Either via your bolero.net Account Manager or by sending an e-mail to [enrolment@bolero.net](mailto:enrolment@bolero.net)

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## What papers must I send to the Bolero Association?

Bolero Association Limited takes the lead in the enrolment process, so hard copies of all documents in the checklist below should be completed and sent to the following address:

***Bolero Association Ltd  
14<sup>th</sup> Floor, Centre Point Tower  
103 New Oxford Street  
London WC1A 1DD  
United Kingdom***

- We advise that the documentation be sent via **courier or recorded mail**.
- Please use the following as a **checklist** to ensure that all paperwork is complete before submitting the Bolero Association:
  1. **The Bolero Association and Bolero International Application Form**
  2. **The notarisation of the signature and/or the certificate which you received from the notary**
  3. **Power of Attorney or (Board Minutes) required on letter headed paper**
  4. **An apostille from a governmental authority (only applicable if your notary is not a member of the International Union of Latin Notaries)**
  5. **Document indicating that your company is incorporated and signed by the incorporating authority**
  6. **Bank reference**

## Checklist

The Material necessary to complete the enrolment process is contained in the **Enrolment Pack**.

The following documents which are referred to in the application forms may be downloaded from the **Bolero Association Website** at [http://www.boleroassociation.org/dow\\_docs.htm](http://www.boleroassociation.org/dow_docs.htm)

1. **BAL Service Contract (this is incorporated by reference in the Bolero Association Application Form)**
2. **The Bolero Rulebook (this is also incorporated by reference in the Bolero Association Application Form)**
3. **Operating Procedures (this is incorporated by reference in the Bolero Rulebook)**

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## What should I send to bolero.net?

Provided that you have sent all required documents to the Bolero Association, they will forward those items which bolero.net needs to inspect. However, bolero.net requires an **electronic version of the certificate request** (PKCS#10 format) – a copy of the certificate request contained in the Application Form.

## What happens after I send in the documents?

1. **Bolero Association Limited reviews the documentation received from the enrolling company. If all requirements are fulfilled, Bolero International will be informed.**
2. **At this time, Bolero Association Limited sends a confirmation to the enrolling company, advising that the latter is now a BAL member with access to its services.**
3. **Bolero International will then verify the electronic certificate request and, if the necessary technical information is in order, it will issue the certificate to the Primary Representative of the enrolling company in digital and documentary form.**

### Any questions?

Please contact bolero.net by emailing [enrolment@bolero.net](mailto:enrolment@bolero.net)