

USER ENROLMENT GUIDE

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Bolero International Limited
14th Floor, Centre Point
103 New Oxford Street
London WC1A 1DU
United Kingdom



Bolero Association Limited
3rd Floor
95 Aldwych
London WC2B 4JF
United Kingdom

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1. PURPOSE AND OVERVIEW

One of the advantages of the Bolero System is that each participant in the System deals only with companies known to the System and subject to a common legal infrastructure that includes the Bolero Rulebook. A User can therefore be certain that the Message it has received has indeed come from the User who Digitally Signed it. The Bolero System thereby alleviates the risk of dealing with counterparties “seen” only electronically. Further, because Users agree to a common set of rules, the Bolero System alleviates the uncertainty of which rules (if any) apply to electronic commerce with other Users, and the risk that the applicable rules are not designed for electronic transactions. To ensure that all Users are well identified and legally bound by the Bolero rules, the Bolero System implements careful controls at its threshold. Thus, the Enrolment process from which subsequent authentication of Users and Messages flows is necessarily robust.

Enrolment is the process by which a prospective User becomes known within the Bolero System and becomes subject to its legal infrastructure. Enrolment is only part of getting started in using the Bolero System. Besides Enrolment, a new User will need to acquire and test a User System,¹ set up a digital connection to the Bolero System, train staff, develop internal procedures and controls, and perform other usual activities for implementing a new business process with technological aspects.

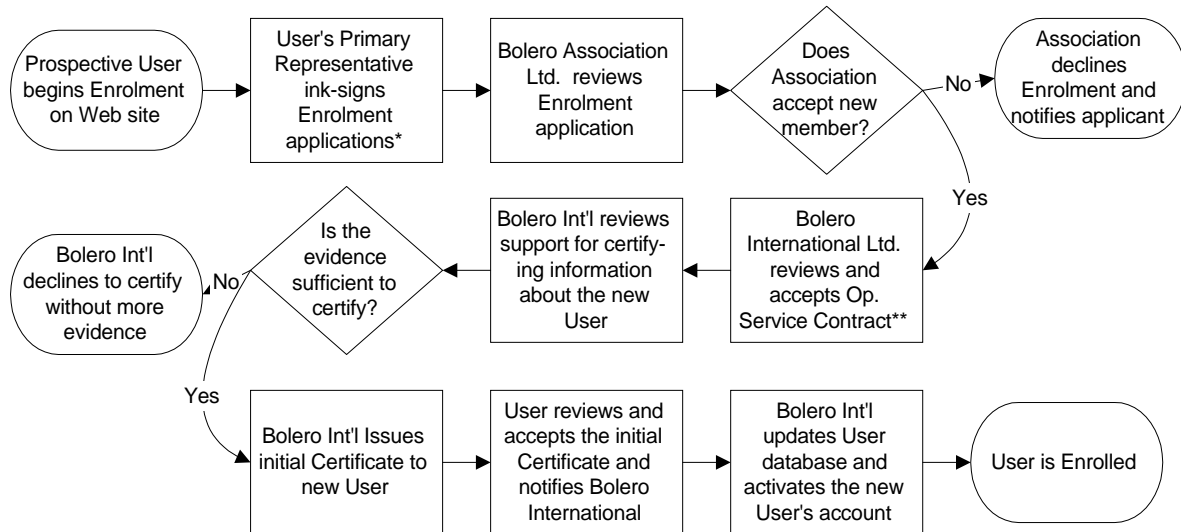
Enrolling a User in the Bolero System consists of the following three processes:

- **Contract formation:** All Users of the Bolero System contract with each other by agreeing to comply with the Bolero Rulebook. They also enter into agreements with the Bolero Association and Bolero International before they actually begin using the Bolero System.
- **Providing information and supporting documentation:** For Bolero International and Bolero Association to provide their services effectively, they require certain information about a new User. Further, some information about a User is certified as accurate so that other Users can identify the User and rely on the authenticity of the User’s Messages. The certifier of those facts (currently Bolero International) must therefore have enough evidence to confirm their accuracy. An Enrolling User assists with that confirmation by providing supporting documentation when the User is Enrolled.
- **Technical account set-up:** When the prospective User has signed the contracts and provided the information necessary to confirm the Certificate content, Bolero International opens an account for the new User, Issues Certificates used to Verify Digital Signatures, and enters the User into the User database that controls how the User uses the Bolero System.

¹ Each User obtains its own User System, which is not provided by Bolero International or the Bolero Association. Several firms provide User Systems. Bolero International maintains a list of providers, and a brief description from them of their User System product, at www.bolero.net.

In other words, from a conceptual perspective, Enrolment consists of a contractual process, an information-gathering and confirming process, and a technical, administrative process.

However, practical actions falling into one of these conceptual categories can be combined with actions falling into another. For convenience, the step-by-step process sometimes mingles actions serving one conceptual purpose with those of another, as the diagram illustrates:



*The applications (one for BIL and one for BAL) each include a contract (plus the Rolebook in the BAL application), a factual statement, a power of attorney and notarial acknowledgment, as well as requests for one or two Certificates. The BAL application also includes a bank reference.

**Bolero International Ltd. may decline to enter into an Operational Service Contract, but rarely declines a proposal in the standard form with selection of options offered to prospective Users via Bolero International's Web site.

***The User, through its Primary Representative, may decline to accept the Certificate, in which event the certificate remains invalid and unusable. Without a Certificate, the User is practically unable to use the Bolero System.

Figure 1: Steps in Enrolment

As the diagram notes, the Enrolment process starts with a visit to <http://www.bolero.net> or <http://www.boleroassociation.org>, where a prospective User can obtain the application forms.

2. APPLICATIONS

At the outset of the Enrolment process, a prospective User fills out two application forms, one for the Bolero Association and one for Bolero International. Both of the forms are available online, via <http://www.bolero.net> or <http://www.boleroassociation.org>, which are the Web sites for Bolero International and the Bolero Association, respectively. A prospective User can begin at either Web site, and each refers to the other for each organisation's part of the Enrolment process. Thus, for example, if a prospective User begins at the Web site for Bolero International, that site transfers to the Bolero Association Web site for its application form. The content of the two application forms differs, but at a very general level, they serve the following purposes:

- **Contract formation:** The application forms enable the prospective User to review the terms of proposed contracts with either Bolero International or the Bolero Association, depending on which application is being considered. The application form for the Bolero Association also includes an agreement to be bound by the Bolero Rulebook. The prospective User can express its assent to be bound to each contract by ink-signing the respective application form.
- **Communicating information:** Through the application process, the prospective User also supplies Bolero International and the Bolero Association with information they will need for their respective relationships with the eventual User. In the case of Bolero International, that information includes a proposed Root Identifier and one or possibly two Certificate requests.
- **Support for confirmation:** The Bolero Association and Bolero International will need to confirm the accuracy of certain information regarding the new User, in order to provide certified information to other Users. To enable them to do so, a prospective User includes certain notarised documentation with the application. The Bolero Association also requires a bank reference.

The prospective User begins filling in the applications online using fill-in-the-blank forms provided on the Web sites. Those forms require basic information, including the name and contact information (name, address, telephone number, fax number, and similar information) of a person with whom the Bolero Association and Bolero International can converse if questions arise regarding Enrolment. The Enrolment contact person may occupy another role that will continue after the Enrolment process, but he otherwise plays no further part in the Bolero System after Enrolment is concluded. The information about the Enrolment contact is entered into a database owned and operated by Bolero International and shared in part with the Bolero Association. Neither Bolero International or the Bolero Association communicate information from this database to any third party without the prior written consent of the person to whom the information relates, unless the information is listed as non-confidential in section 2.2.

Further information required for Enrolment is somewhat detailed, including information about a Primary Representative, legal contact, and support contact. Section

2.2 explains that information. While online, a User need not decide who will fill those roles and have all the required information about them at hand. Instead, the prospective User downloads the application forms and finishes filling them in electronically offline. However, once the form is downloaded, the basic information entered online (mostly about a contact person for the Enrolment process) is not thereafter changeable in the downloaded forms. The downloaded forms also propose contracts for the prospective User's consideration.

When both the Bolero Association and Bolero International applications are completely filled in (generally in the downloaded electronic form), the User must print out both of the application forms and then sign them in ink. Bolero International and the Bolero Association both require conventional, non-electronic authentication of documents until the User is Enrolled. After Enrolment, the Bolero Rulebook establishes the rules governing the use and efficacy of Digital Signatures so that they can thereafter be used for electronic authentication.

The application process, and indeed all of the prospective User's part of the entire Enrolment process, is carried out by a properly authorised agent termed the User's "Primary Representative" in this Guide. More specifically, the Primary Representative is the person authorised to Enrol the prospective User by a power of attorney that must accompany the applications. The Primary Representative may call on others within the prospective User's organisation for assistance, but Bolero International and the Bolero Association will not accept Enrolment documents signed by someone other than the Primary Representative. Once the User is Enrolled, the Primary Representative often shares or devolves completely the power and responsibility of administering the User's Bolero account,² as explained in section 2.4.

The downloaded application forms that the Primary Representative considers serve the basic purposes outlined above: They (1) propose contracts, (2) gather information, and (3) provide supporting documentation to enable confirmation of the information to be certified. The remainder of this section considers each of those in turn.

2.1. Reviewing Contractual Terms

As the following diagram illustrates, each prospective User enters into three contractual relationships when Enrolling into the Bolero System:

² This Guide terms a User's relationship with Bolero International, including the User's right to use the Bolero System, the User's "Bolero account".

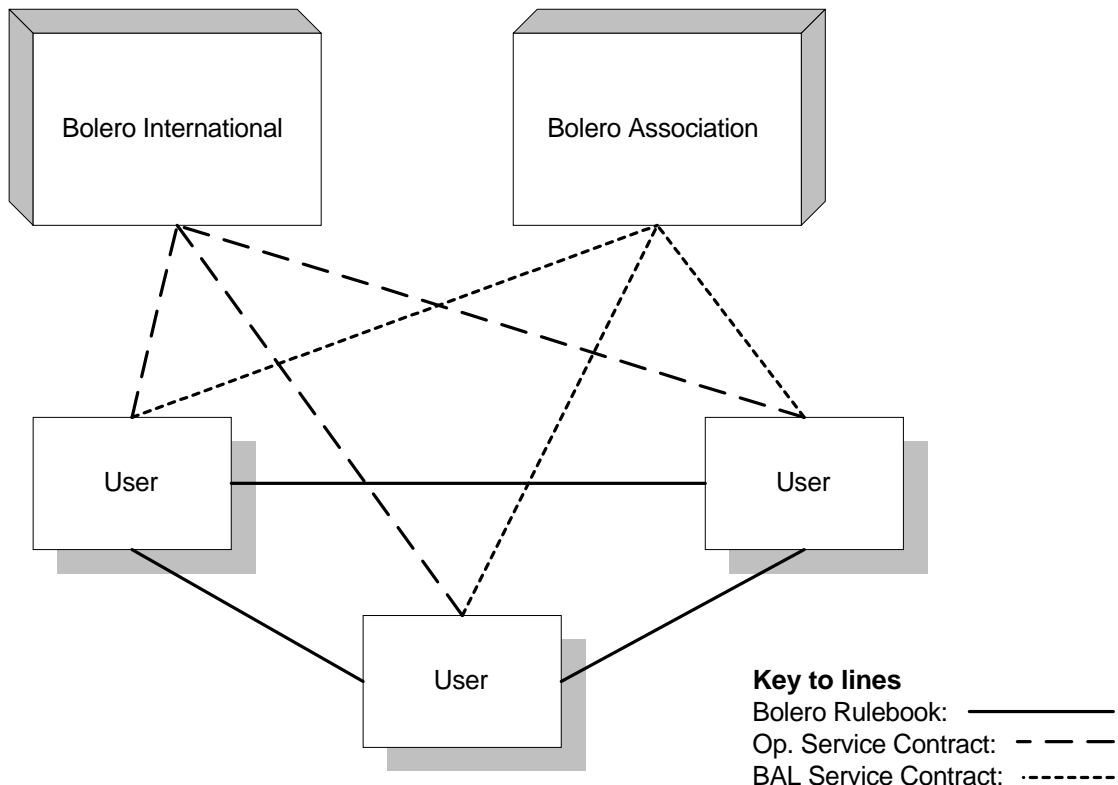


Figure 2: Contractual relationships in the Bolero System

- **Between the User and every other User:** The Bolero Rulebook (including the Operational Rules) expresses the rights and obligations of this User-to-User relationship.³
- **Between the User and the Bolero Association:** The BAL Service Contract expresses the rights and obligations of this relationship.
- **Between the User and Bolero International:** The Operational Service Contract expresses the rights and obligations of this relationship.

All three contracts are standard forms. The Bolero Rulebook and BAL Service Contract are uniform among all Users. The Operational Service Contract varies to a limited degree according to the service options selected by the Enrolling User.

For convenience, the contracts establishing these relationships are incorporated into the application forms. The application form for the Bolero Association incorporates both the Bolero Rulebook and BAL Service Contract. The application form for Bolero International incorporates the Operational Service Contract. By signing each application, the User expresses its assent to the contract(s) incorporated in the application.⁴ It is advisable to read through the contracts carefully before signing and to retain copies for

³ Users agree to comply with the Bolero Rulebook by making an agreement to do so with the Bolero Association, which acts as agent for every existing User in making such agreements.

⁴ The signature on the application form is that of the Primary Representative on behalf of the User. The accompanying power of attorney establishes the Primary Representative's authority to enter into the contracts on behalf of the User.

future reference. Neither Bolero International or Bolero Association return paper copies of documents as a matter of course.

2.2. Supplying Information

Bolero International and the Bolero Association require information about each User in order to perform their services. That information includes:

	<i>Content Description</i>	<i>Access and Disclosure</i>	<i>Certified?</i>
<i>Prospective User's Company Information</i>			
Name of User (official company name)	The name of the company as recorded in the registry of the jurisdiction in which it is incorporated.	Not kept confidential by the Bolero Association or Bolero International.	The company name of the User will be certified. Therefore, its accuracy must be confirmed, generally through attestation by the notary as described in section 2.3.
Company number	If a registry maintained by the jurisdiction of incorporation gives numbers or other identifiers to registered companies, the number or identifier assigned to the User must be included.	Not kept confidential by the Bolero Association or Bolero International.	The company number of the User will be certified. Therefore, its accuracy must be confirmed, generally through attestation by the notary as described in section 2.3.
Jurisdiction of incorporation	The name of the jurisdiction in which the User is incorporated. The name may be any by which the jurisdiction is known in ordinary business environments (e.g., "Germany", "Federal Republic of Germany", etc.). The English version of the name is required.	Not kept confidential by the Bolero Association or Bolero International.	The jurisdiction in which the User is incorporated of the User will be certified, and therefore, its accuracy must be confirmed, generally through attestation by the notary as described in section 2.3.
Registered address	The address registered with the jurisdiction of incorporation as the location where notices may be delivered.	Not kept confidential by the Bolero Association or Bolero International.	Not certified or confirmed.
Business mailing address	The address at which the User can receive ordinary paper mail.	Not kept confidential by the Bolero Association or Bolero International.	Not certified or confirmed. ⁵
Telephone	A telephone number at which	Not kept confidential by the	Not certified or confirmed.

⁵ Although the accuracy of some information is not confirmed and is used as received from the Enrolling User, providing accurate information in the Enrolment process will enable Bolero International and the Bolero Association to provide better service.

	<i>Content Description</i>	<i>Access and Disclosure</i>	<i>Certified?</i>
	a representative of the company can be reached.	Bolero Association or Bolero International.	
Fax	A telephone number at which a facsimile transmission machine for the User can be reached.	Not kept confidential by the Bolero Association or Bolero International.	Not certified or confirmed.
Industry type	The type of products and/or services that the User provides, chosen from multiple choices. ⁶	Not kept confidential by the Bolero Association or Bolero International.	Not certified or confirmed.
Import/ Export Function	If the Enrolling User's Industry type is Import/Export, this field specifies the type of services that the User provides in international trade. The information filled in consists of one of multiple choices. ⁷	Not kept confidential by the Bolero Association or Bolero International.	Not certified or confirmed.
Declaration	A statement by the User regarding solvency, fraudulent business practices, etc.	Kept confidential by the Bolero Association. Bolero International has no access or exposure to this information.	Not certified, but used by the Bolero Association in determining the eligibility of a member or participant.

Primary Representative

Name	The name by which the Primary Representative is generally known in the User.	Confidential according to contracts.	Not certified or confirmed.
Address	The address at which the person can receive ordinary paper mail.	Confidential according to contracts.	Not certified or confirmed.
Telephone	The telephone number at which the person can be reached.	Confidential according to contracts.	Not certified or confirmed.
Fax	The telephone number at which a the person can receive a transmission by means of a facsimile transmission machine.	Confidential according to contracts.	Not certified or confirmed.
E-mail address	An Internet electronic mail address at which the User can be reached.	Confidential according to contracts.	Not certified or confirmed.

⁶ As of this writing, the choices are: Banking, Certification Organisations, Customs, Freight Forwarding, Import/Export, Inspections, Insurance, Port Authority, Transport, Other.

⁷ As of this writing, the choices are: Aerospace, Agriculture and foods, Automotive and parts, Beverages, Building materials, Chemicals, Commodities and commodity trading, Computers, peripherals and office equipment, Cosmetics, Diversified, Electronics and electrical equipment, Energy, Forest and paper products, General trading and wholesalers, Industrial and farm equipment, Medical products, Metal products, Pharmaceuticals, Publishing and Printing, Retail, Telecommunications, Textiles and apparel, Other.

Legal Contact Person

Same information as specified above for the Primary Representative, except that a RID is also required so that the contact person will be able to receive Messages via the Core Messaging Platform. RIDs are explained in section **Error! Reference source not found.** The default RID for the legal contact person is “[Root Identifier].legalContact”. The prospective User may change that default RID, or, for simplicity, simply use it as proposed.

Support Contact Person

Same information as specified above for the Primary Representative, except that a RID is also required so that the contact person will be able to receive Messages via the Core Messaging Platform.. RIDs are explained in section **Error! Reference source not found.** The default RID for the legal contact person is “[Root Identifier].supportContact”. The prospective User may change that default RID, or, for simplicity, simply use it as proposed.

Billing Contact (optional)

Same information as specified above for the Primary Representative. Providing an RID is recommended because it will assist Bolero Association and Bolero International in contacting the new User regarding the financial aspects of its account. If no information is provided regarding the billing contact, billing enquiries will be directed to the Primary Representative.

The alphanumeric characters for all information provided must be encoded as required for version 4 of the HyperText Markup Language (HTML). Names in languages that conventionally use non-Latin characters should be transliterated using English phonetics.

All information set out in the above list is required unless otherwise noted. If required information is missing when an application is sent in, the application will not be fully processed. For convenience, information entered on one application is transferred automatically to the other.

To ensure that all information and statements in the application forms are properly entered and consistent among all Users, neither Bolero Association nor Bolero International will consider application forms that have been altered. In submitting each application, the Primary Representative is required to declare that the application form has not been materially altered from the standard form downloaded from the Bolero Association and Bolero International Web sites.

When Bolero International receives the foregoing information on its application, it transfers it to a provisional part of the User database for pending Enrolments. Both Bolero International and the Bolero Association have access to that Enrolment part of the User database. If the Enrolment is completed successfully, the information is transferred from that provisional part of the User database to permanent, separate sections of the User database, one controlled by the Bolero Association and one controlled by Bolero International.⁸ All of the information derived from the foregoing list is copied into records for the new User in both of those permanent sections of the User database. As the provider of the User database, Bolero International has access to

⁸ Bolero International owns and operates the User database, and gives the Bolero Association limited access to a part of it.

all of the information in the section controlled by the Bolero Association (but refrains from changing it), and the Bolero Association has no access to information in the portion controlled by Bolero International.

The foregoing list is not exhaustive, and its details may change over time. Additional, supporting documentation, such as a notarial acknowledgement, power of attorney, and bank reference will also be required. The prospective User will also be required to identify technical administrators for the new account, propose a Root Identifier, and include one or two Certificate requests in its application. The next subsections consider those items of information specifically.

2.3. Providing Supporting Documentation

The Bolero System relies on certified information to establish the authenticity of Messages and Documents, and of actions taken in administering Bolero accounts. Certifying that information ensures, as provided in the Operational Service Contract, that Users can rely on the accuracy of certain facts. Before a Certifier can Issue a Certificate without excessive risk, the Certifier must have the means to confirm the accuracy of the facts to be certified. That means consists of evidence or documentation sufficient, in the Certifier's judgement, to substantiate the certified facts to the level of certainty specified in the Certificate to be Issued. The process of ascertaining and confirming facts to be certified is often termed "registration", and "confirm" refers to the evaluation of the evidential support available for the facts to be certified. "Enrolment", on the other hand, is the more general process of making a newcomer a fully enabled User of the Bolero System.

The prospective Subscriber of the Certificate to be Issued is in a good position to provide much of the documentation necessary for confirmation. Therefore, the obligation of Bolero International to Issue a Certificate to the User is subject to the User⁹ first providing at least the following in or with its application form:¹⁰

- **A written affirmation of factual accuracy** signed by the User's Primary Representative. The affirmation declares that the facts certified facts (as listed in section 2.2) are true. Those facts, to a great extent, form the basis for what Bolero International will later certify.¹¹ The affirmation concludes with the signature of the Primary Representative.
- **Proof of the prospective User's current corporate standing**, in other words, of the User's proper existence as a company, corporation, or other business entity incorporated under the laws of a specified legal system. This

⁹ Here, as elsewhere in this document, "User" means a *company* enrolling into the Bolero System, as defined in the Bolero Rulebook. The items listed are not required when an individual within that User's organisation becomes empowered to use the Bolero System.

¹⁰ Bolero International reserves the right pursuant to the Operational Service Contract to require additional evidence in view of the risk presented by a particular Certificate request.

¹¹ That information includes the Public Key to be listed in the initial Certificate to be Issued. The Public Key is ordinarily different in each Certificate Issued, although much of the other information remains the same.

requirement can be satisfied in either of two ways: (1) The acknowledgement of a notary may include a statement that the company is properly formed under applicable law, or (2) a certificate or signed statement from the governmental office registering corporations stating that the company is properly formed under the law of that legal system.¹² Where the notary is commissioned in the United States or in a Canadian province other than Quebec, only the second option is acceptable.

- **Proof of the Primary Representative's identity and signature.** This proof generally takes the form of a notarial acknowledgement of the Primary Representative's signature on the application forms. The notary will require the Primary Representative to produce proof of identification such as a passport, and will require the signature to be made in the notary's presence. If the notary is not associated with a firm listed as a member of the International Union of Latin Notaries in its current directory, the notarisation must be accompanied by an apostille.¹³
- **Proof of the Primary Representative's authority** to act on the User's behalf in Enrolling the new User. This proof of authority generally takes the form of a signed and notarised power of attorney as well as proof that the Primary Representative and/or signatory of the power of attorney are officers of the company. Bolero International and the Bolero Association provide a form with the application for this power of attorney. Proof of being an officer in the company can be satisfied either by (1) a statement in the notarial acknowledgement, or (2) by a document (or copy of a document) filed with and certified as authentic by the governmental office registering corporations and dated within one year of the date on which the power of attorney was signed.¹⁴ Further, the name of the principal in the power of attorney must match the prospective User's company name precisely.

The documentation just listed is first considered by the Bolero Association, and then reviewed and archived by Bolero International. The Bolero Association seeks to ensure that its eligibility criteria are satisfied, whereas Bolero International uses it in confirming information to be certified. The Bolero Association's eligibility requirements also require

¹² In the United States, for example, such a certificate is often termed a "certificate of good standing" and is available from the secretary of state of the state where the company is incorporated. A copy of the corporation's latest annual report, certified as authentic by the secretary of state, suffices to show the officers of the company.

¹³ An apostille is an attestation by an appropriate jurisdiction that a notary is properly qualified in that jurisdiction. In most countries, the office relating to foreign affairs or a judicial office issues apostilles; however, in the United States, apostilles are usually issued by the secretary of state of the state commissioning the notary. Usually, the notary will know where to obtain an apostille, and may obtain one by request for the Enrolling User.

The rationale for requiring an apostille (or listing in the directory of the International Union of Latin Notaries) is to enable the Bolero Association and Bolero International to confirm that the notary is indeed a notary. The International Union is the most widely recognised international organisation for the notarial profession.

¹⁴ Where the notary is commissioned in the United States or in a Canadian province other than Quebec, only the second option (copy of a governmentally filed report) is acceptable. In most U.S. states, such a report is termed an "annual report".

evidence relating to business activity and reputation. Therefore, , the Bolero Association also requires the following:

- **A bank reference** consisting of a letter from a financial institution indicating that the prospective User has one or more accounts in active use. An account is in active use if one or more transactions has occurred in it within six months before the date of the reference letter. The letter must be on paper bearing the letterhead of the financial institution and be signed by an officer of the institution. In determining what constitutes a financial institution, the Bolero Association is guided by the membership list of the Society for Worldwide Interbank Financial Telecommunication (S.W.I.F.T.).

Both Bolero International and the Bolero Association require documents in English, which could necessitate that a prospective User provide certified translations of documents in other languages.

The purpose of these requirements for supporting documentation is to ensure that all Users can rely on the fact that each other User exists, satisfies the Bolero Association's eligibility criteria, and is identified as indicated in the Certificate(s) Issued to that User and in the RID registry.¹⁵ To that end, Bolero Association does not Enrol a User and Bolero International does not Issue a Certificate to a prospective User before receiving all of the foregoing items of documentation with the application form. Generally, Bolero International proceeds toward Issuance of a Certificate only after it has become obligated to do so by entering into the Operational Service Contract. However, the obligation of Bolero International to certify is subject to first receiving evidence from the new User. Thus, the new User is, in a sense, Enrolled when Bolero International also enters into the Operational Service Contract, but as a practical matter, the new User's use of the Bolero System is precluded by the lack of a Certificate.

2.4. Technical Account Set-up and Certification

A prospective User performs its part of the Enrolment process through one of its officers, whom this Guide terms the User's "Primary Representative". The Primary Representative is the person authorised to Enrol the User by the required power of attorney, and is often a high-ranking officer of the User who will not administer the User's account on a day-to-day, technical basis. Rather, the on-going technical administration of the User's account is ordinarily carried out by representatives of the User acting under the Primary Representative's oversight and by authority derived from him or her. Thus, as part of the Enrolment process, the Primary Representative generally

¹⁵ Most of the information that Bolero International certifies is found in Certificates; however, Certificates at present do not list the User's company name or jurisdiction of incorporation. They identify the User principally by its Root Identifier. The RID registry lists for each Root Identifier the company name, jurisdiction of incorporation, and identifying number (if any). That information is certified as accurate as of the time of Enrolment by Bolero International.

appoints at least one other individual within the User's organisation to administer the User's Bolero account.¹⁶

That principal administrator is termed the "business administrator". The initial business administrator is the person within the new User's organisation who takes on the responsibility for the ordinary administration the User's Bolero account, which involves, for example, empowering others within the new User to use the Bolero System, or disempowering them. The business administrator may exercise its power autonomously, or to provide a check or control over the exercise of that power, a User can choose to require the participation of another person termed a "security administrator" as explained in section 2.4.3 below.

To appoint the initial business administrator and enable Bolero International to set up the new User's technical capabilities, the Primary Representative and Bolero International perform the following steps, which are explained in greater detail in the next subsections:

- (1) **Select a Root Identifier:** The Primary Representative selects the Root Identifier by which the new User will be known in the Bolero System, as described in subsection 2.4.1 below. This identifier is included, along with the newly generated Public Key, in the Certificate request block for the business administrator's Certificate.
- (2) **Request Bolero International to Issue a Certificate:** As explained in subsection 2.4.2 below, a Certificate identifies the User with a specified Public Key, which is used to Verify the authenticity of Messages in the Bolero System. The Certificate requested in the Enrolment process will be used to Verify the authenticity of commands by the business administrator for administering the new account. Requesting a Certificate is a technical process that involves generation of cryptographic keys, encoding one of them into a Digitally Signed block of data, and sending that block both in the printed-out application and in electronic form to Bolero International.
- (3) **Implement dual control, if desired:** After the Primary Representative devolves authority to the initial business administrator to manage the new User's account, the business administrator holds total and exclusive power to make decisions for the account. To protect internally against misconduct by the business administrator, the Primary Representative may enable dual control in the Enrolment application. Dual control will require the Bolero System to permit a person in the role of "security administrator" to perform some steps in certain administrative processes. The dual control option is explained in subsection 2.4.3.
- (4) **Issuance of Certificate:** After the Bolero Association accepts its application as described in section 3 and Bolero International accepts its application as described in section 4, Bolero International then Issues a Certificate for the new User's business administrator (and another Certificate for the security administrator, if the new User

¹⁶ The Operational Service Contract provides that every action taken by persons empowered to administer the User's account is fully authorised by the User as a legal matter. The Primary Representative empowers the initial business administrator to administer the account by giving him or her the private key generated as described in section 2.4.2. The Primary Representative thereby devolves administration of the new account to the initial business administrator effective when a Certificate is Issued to that administrator as part of the Enrolment process.

is implementing dual control). These Certificate(s) are sent to the Primary Representative for review and Acceptance.

- (5) **Account activation:** Once the Primary Representative has Accepted the administrative Certificate(s), the business administrator (and security administrator, if any) can proceed to empower others within the organisation to use the Bolero System by setting up sub-accounts and obtaining Certificates for them, as described in section 6.

This rather technical, operational side of the Enrolment process may well be carried out by the information technology staff within the prospective User’s organisation, under the direction of the Primary Representative. Because the Bolero System has both business, legal, and technical aspects, Enrolment is an interdisciplinary process. The remainder of this section, along with sections 0 and 6, focuses on the technical aspects of Enrolment, which nevertheless have significant business and legal implications.

2.4.1. Selecting a Root Identifier

A Root Identifier is the name by which a User is known within the Bolero System. A User is the *company* bound by the signature of its the Primary Representative on the Enrolment documents. After Enrolment, sub-accounts for subdivisions or individuals within the User-company can later be created with specific identifiers, and Certificates can be assigned to each as described in section 6. Those sub-accounts bear identifiers that include the Root Identifier plus one or more additional and more specific identifiers. Those specific identifiers increase in specificity from left to right. The complete identifier for a sub-account, including both its Root Identifier and its more specific identifiers, is termed an “RID” (registered identifier). The following diagram illustrates with an example of an RID.

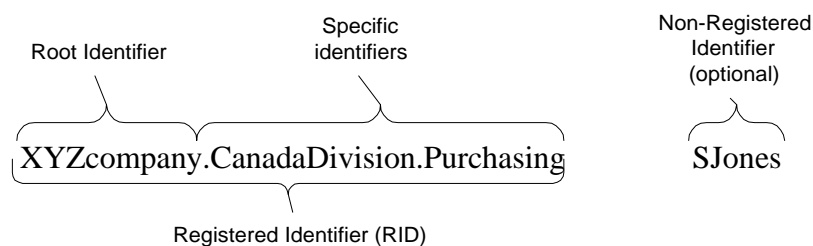


Figure 3: Sample RID

As part of the application process, a prospective User proposes a Root Identifier. The Enrolment process does not involve sub-accounts and the specific identifiers associated with them except for the contact persons for the new User’s Bolero account within the User’s organisation, as described in section 6.

Confusion among Users can arise if a Root Identifier is too similar to that of another User or misleadingly suggests another User’s business name. Bolero International performs some limited policing of Root Identifiers. Bolero International may reject a Root Identifier that is so similar to that of a well known organisation as to create a probability of unreasonable confusion among other Users. However, Bolero International will not reject the proposed Root Identifier if the existing User bearing the

similar Root Identifier consents to the proposed Root Identifier in a Digitally Signed Message.¹⁷

The threshold at which a Root Identifier becomes confusingly similar to another is difficult to reduce to ideal clarity, and an applicant's interests in having a particular Root Identifier could conflict sharply with those of another User. The policing efforts of Bolero International in reviewing Root Identifiers are limited, and may not fully satisfy a vigilant User's requirements to prevent what it considers damage to its brand. Operational Rule 34 provides a remedy in such situations by enabling Users to resolve naming disputes amongst themselves. In addition, any confusion caused by a Root Identifier can ordinarily be resolved by consulting the RID registry, which lists Root Identifiers and the full company names to which they correspond.

The Root Identifier will be required when the User requests a Certificate. Most User Systems compose a Certificate request and ask for the Root Identifier immediately after generating a Public and Private Key Pair. Therefore, before starting the Certificate request process, a prospective User should have its Root Identifier ready.

2.4.2. Preparing a Certificate Request

When Bolero International enters into an Operational Service Contract with the new User, it Issues a Certificate to the new User. Each Message sent via the Core Messaging Platform must be Digitally Signed, and the Core Messaging Platform Verifies the Digital Signature on each such Message by reference to a Certificate Issued by Bolero International. Besides the Core Messaging Platform, practically all of the User Support Resources (including facilities for administering the User account) also require a Certificate in order to secure the access to the information they provide or exchange. Thus, to use the Bolero System, a User must have at least one Certificate.

Each Certificate includes a Public Key that the User provides to the Certifier. A User obtains the Public Key by having its User System generate a new Public and Private Key Pair in a secure manner. If a User, rather than generating a fresh Key Pair for a new Certificate, instead re-uses an old Key Pair, confusion can result because another Certificate may be extant for the same Public Key. An Operational Rule therefore prohibits a request for a second Certificate for the same Public Key. Compliance with that rule is rarely difficult because User Systems generally do so automatically.

In greater detail, the process of requesting a Certificate and providing a Public Key to Bolero International for eventual incorporation into a Certificate consists of these six steps, which the prospective User performs:

- (1) **Generate a Public and Private Key Pair** by means of a User System. Generating the Key Pair is a computational process for which security is important, and a User remains responsible for its Digital Signatures even if the User generated the Key Pair in a faulty manner. A User System often includes recommendations for safe Key Pair

¹⁷ A User whose Enrolment is terminated can re-Enrol, but not under the previous Root Identifier. Even if the User can prove that it is the same organisation as the one previously Enrolled, the User database cannot re-activate a User after that User has been deactivated. Thus, Bolero International treats the re-Enrolling the same as any other newly Enrolling User.

contains will enable Bolero International to confirm the authenticity of the electronic Certificate request block.

- (5) **Send the Certificate request block electronically** to Bolero International at enrolment@bolero.net.²⁰ After confirming the authenticity of the Certificate request block against its ink-signed print-out, Bolero International will perform certain other checks to confirm the accuracy of the information to be certified. It will then input the electronic request block into the certification system to create a Certificate.

After receiving both the Certificate request block sent electronically and the one included in the application, Bolero International confirms the accuracy of the electronic block. If confirmation is possible, it Issues a Certificate as described in section 0 and sends that Certificate to the Primary Representative.

2.4.3. Dual Control and Initial Security Administrator

As described above, the User may manage its Bolero account through a sole administrator known as the business administrator. Once set up, that business administrator may also appoint additional business administrators. Each business administrator is fully empowered to take all decisions regarding the administration of the account. However, giving so much power to one individual or group that can act unchecked may not be prudent in many cases. The Bolero System therefore gives a prospective User the option of dividing the administrative workload so that another administrator's participation is necessary to accomplish general objectives such as enabling an individual within the User's organisation to use the Bolero System. In other words, a prospective User can require two people from two distinct categories within its organisation to co-ordinate with each other in administering the User's account. That required co-ordination is sometimes termed "dual control".²¹ The second administrator whose concurrence is required is termed a "security administrator".

A User may have multiple business administrators and security administrators, once the User is Enrolled. The terms "business administrator" and "security administrator" simply denote categories of administrators, in order to enable a User to arrange its internal processes so as to limit autonomy in administering the Bolero account. For maximum internal control, the two categories would consist of independently managed arms of the User's organisation, one from a "business" or administrative background and the other from a "security", auditing, or control background. However, the terms "security administrator" and "business administrator" are merely suggestive. Their real,

²⁰ The Operational Service Contract requires Bolero International to receive a User's request before Issuing the User a Certificate. The Certificate request block is treated as such a request.

²¹ The term "dual control" does not mean that an approval for or concurrence in every action is required. For example, a business administrator may create new specific identifiers without involvement of the security administrator, and the security administrator may have a new Certificate Issued for an individual without involvement of the business administrator. However, creating specific identifiers and having a Certificate Issued are parts or steps in a single process leading toward creation of a new sub-account to enable an individual within the User to use the Bolero System, for example. Chapter 6 of the Operating Procedures explains the work and interaction of the business administrator and security administrator in greater detail.

practical meaning depends entirely on the User's internal decisions regarding whom it appoints to those categories, and those decisions are left entirely to the User's discretion.

Indeed, the decision whether to appoint a security administrator at all is entirely within each User's discretion. If none is appointed, the initial business administrator will have full power to perform all administrative functions for the new User's Bolero account, and to empower others to be business administrators and have that full power as well. The Bolero System will apportion a set of administrative functions to a security administrator only if one is appointed in addition to the business administrator(s).

To appoint the initial security administrator, the Enrolling User performs for the initial security administrator the same steps described above for the initial business administrator. That is, the prospective User generates a Key Pair and prepares a Certificate request block, inserts the block into the signed application for Bolero International along with an address to which Bolero International will send the requested Certificate (if Issued), and sends a copy of the Certificate request block to Bolero International electronically. Bolero International will Issue a Certificate and empower the initial security administrator, if the Bolero Association accepts the proposed Enrolment, Bolero International accepts the proposed Enrolment, and Bolero International can confirm the certified facts on the basis of the documentation provided. The next section summarises that Enrolment documentation as a final checklist preparatory to sending it.

2.5. Final Checklist and Sending

The complete Enrolment materials consist of the following three sets:

(1) **Applications to Bolero Association and Bolero International:** The applications set contains:

- **Bolero Association application form**, which incorporates the BAL Service Contract and Bolero Rulebook by reference and includes a declaration regarding eligibility. The application must be signed by the Primary Representative on behalf of the prospective member or participant in Bolero Association.
- **Bolero International application form**, which incorporates the Operational Service Contract by reference and includes the factual statement to aid in confirming the facts to be certified. That factual statement includes a Certificate request block for the prospective User's initial business administrator, and another for the initial security administrator (if dual control is enabled).
- **Notarial acknowledgement** of both application forms signed and sealed by a notary in the User's jurisdiction. The notarial acknowledgement should be in the form provided, and must attest to the identification of the Primary Representative and the authenticity of her signature. If the notary is not a member of the International Union of Latin Notaries, an apostille is also required.

- **Proof of corporate existence and current officers.** This proof can take either of two forms: (1) a statement by the notary that the company is properly formed under the laws of a specified jurisdiction and that the Primary Representative and/or person signing the power of attorney is an officer of the company, or (2) a certificate by the governmental registry of companies that the company is incorporated and/or in good standing, and a copy of a report or record in the custody of that registry, dated within one year of the application, and stating the names of the officers as of its date.
- **Power of attorney** granting to the Primary Representative the User's authority to Enrol the User into the Bolero System and into the the Bolero Association. If the Primary Representative is not an officer of the company, the signatory of the power of attorney must be an officer. The signature on the power of attorney must be notarially acknowledged in addition to the acknowledgement of the application form.

When completed, the prospective User sends both applications to the Bolero Association. For the convenience of prospective Users, all of the documents for both the Bolero Association and Bolero International may be sent to a single address, that of the Bolero Association. The Bolero Association will select out and forward to Bolero International the documents that it is to receive, if the Bolero Association accepts Enrolment as described in section 3.

- (2) **Initial payment:** After the prospective User completes the online application, Bolero International sends an invoice. Payment of that invoice by funds transfer to Bolero International must be made. The invoice will reflect an amount collected by Bolero International on behalf of the Bolero Association.
- (3) **Bank reference:** Bolero Association must receive this letter from a financial institution before it will process its Enrolment application. Section 2.3 describes this letter. It should be signed by the bank on its letterhead and sent by the bank directly to Bolero Association at the address listed in the downloaded forms.
- (4) **E-mailed Certificate request block(s):** The prospective User e-mails a Certificate request block (or two of them, if dual control is to be implemented) to Bolero International addressed to enrolment@bolero.net. Print-outs of these blocks are inserted into the factual statement within the Bolero International application. These blocks are described in section 2.4.2 above.

Checking the assembled documents to ensure that the package is complete will expedite the remainder of the Enrolment process. The documents are all labelled and their document numbers appears in the lower right hand corner of each printed page.

After the documents are sent in, the next step is the Bolero Association's review.

3. REVIEW AND CONTRACT ACCEPTANCE BY BOLERO ASSOCIATION

On receipt of an application, the Bolero Association reviews it and the supporting documentation (notarial acknowledgement and power of attorney) to determine whether the prospective User has given its assent to be bound by the BAL Service Contract.

Further, the Bolero Association confirms in light of the bank reference and the declaration in its application form whether the prospective User satisfies the eligibility criteria listed in the BAL Service Contract, which are:

- (a) is properly incorporated;
- (b) has satisfied the Bolero Association that it has an active business;
- (c) has satisfied the Bolero Association that it has a reasonably favourable business reputation;
- (d) has signed and agreed to be bound by the Bolero Rulebook;
- (e) has paid all fees and deposits due and
- (f) is a Member or Participant of the Bolero Association as prescribed by it, and has entered into an agreement with the Bolero Association for the services provided by it.

If the Bolero Association finds that the prospective User has properly applied and satisfied the eligibility criteria, then it also enters into the BAL Service Contract with the new member or participant. The BAL Service Contract is formed at that point. The Bolero Association then files its application form and the bank reference, and forwards the remaining Enrolment documents to Bolero International, confirming that the Bolero Association has approved membership or participant status. Otherwise, the Bolero Association notifies the prospective User that Enrolment is not completed.

4. REVIEW AND CONTRACT ACCEPTANCE BY BOLERO INTERNATIONAL

When Bolero International receives a prospective User's Enrolment documents from the Bolero Association with confirmation that membership or participant status has been approved, Bolero International determines whether the prospective User has properly signed an application in the prescribed form incorporating an Operational Service Contract in standard form. To ensure that the application and its incorporated contract are properly signed, Bolero International requires the same documentary support required by the Bolero Association, except that it has no need of the bank reference.

If the application is properly signed and supported, Bolero International ordinarily accepts it. Bolero International expresses its assent to the Operational Service Contract by Issuing to the new User a Certificate(s) with which the new User can activate its account. Issuance of that Certificate marks the completion of the contract-formation part of the Enrolment process. For the new account to be fully usable, the new User needs to Accept the Certificate as described next.

5. ISSUANCE AND ACCEPTANCE OF INITIAL CERTIFICATE(S)

If Bolero International determines that the proposed Operational Service Contract is acceptable, Bolero International evaluates whether all documentary support necessary for Issuance of the new User's first Certificate is on hand. That support includes principally:

- **User's factual affirmation:** As described in section 2.3, this affirmation is the new User's declaration that the facts to be certified are accurate. It must be ink-signed by the Primary Representative and notarised as described above.
- **Supporting documentation:** Bolero International also examines the evidence available to confirm the new User's corporate existence and status, the authority of its Primary Representative, and similar issues underlying the facts to be certified.
- **Certificate request blocks, both ink-signed and electronic:** As section 2.4.2 explains, a User initiates the Issuance process by sending a Certificate request block to Bolero International (possibly with an additional block for a security administrator). Bolero International authenticates each electronic Certificate request block by comparing it with its ink-signed²² paper counterpart. If the electronic block is authentic, Bolero International also Verifies the Digital Signature on the block to determine whether the Public Key appears to form a functioning Key Pair with the Private Key retained by the new User.

Besides the evidence just listed, Bolero International may require further assurance of the information to be certified if, in its discretion, it finds that it lacks support for the facts to be certified.

If Bolero International has sufficient documentation to confirm the accuracy of the facts it will certify in Certificates and in the RID registry, Bolero International inputs the electronic Certificate request block with its approval into the certification system. That system creates and digitally signs a Certificate according to the request block.

Bolero International then sends that Certificate on to the new User who requested it by e-mailing it to the Primary Representative at the address listed for the Primary Representative in the Enrolment application to Bolero International. The new User can then review and Accept the Certificate. The significance of Accepting a Certificate is specified in the Operational Service Contract. In essence, Acceptance finalises the Subscriber-User's obligations in relation to the Certificate. As the Operational Service Contract further provides, a Subscriber-User can Accept the Certificate by expressly indicating Acceptance or simply by creating a Digital Signature Verifiable by reference to that Certificate.

²² Because the printed-out Certificate request block(s) are included in the application to Bolero International, the User's signature (by the Primary Representative) on them would also be notarised.

By Accepting the Certificate, the Subscriber-User becomes fully bound by it, because, among other things, the Certificate becomes Valid upon Acceptance and it may be too late thereafter to correct factual discrepancies stemming from information provided by the Subscriber-User. For that reason, the Subscriber is well advised to review the Certificate carefully before Accepting it.

To enable the Subscriber to understand clearly what the Certificate says, Bolero International sends the Certificate to the Subscriber in two forms. One is a clear, textual restatement of the Certificate termed the “Documentary Form”, and the other form is the compact, binary form of the Certificate that is most often used for messaging. To review the Certificate, the Subscriber can read through the Documentary Form and make sure that all information is correct and all terms are agreeable. If so, the Subscriber can Accept by returning a Message to Bolero International indicating Acceptance or simply by installing the Certificate and Digitally Signing a Message. If the Certificate in its Documentary Form is not Acceptable, the Subscriber should notify Bolero International immediately and refrain from installing the Certificate or using the Private Key corresponding to the Public Key in the unacceptable Certificate. For more information about Certificate Acceptance, see chapter 5 of the Operating Procedures.

A Certificate becomes Valid and usable for Verifying Digital Signatures when it has been both Issued by its Issuer (Bolero International) and Accepted by its Subscriber. Once Valid, a Certificate may become Invalid by expiration or by Revocation. A Certificate should be Revoked whenever it becomes inaccurate, the corresponding Private Key becomes compromised, or for any other reason the related Digital Signing capability becomes unreliable. Chapter 5 of the Operating Procedures also describes the Revocation process.

Bolero Certificates currently identify the Subscriber-User only by its Root Identifier. They do not list the company name of the Subscriber-User, nor its jurisdiction of incorporation or the company number given by its registering jurisdiction. Instead, that information is listed in the RID registry provided by Bolero International, which lists each Root Identifier and the full company name, jurisdiction of incorporation, and company number to which that Root Identifier corresponds. Bolero International confirms and certifies to Users²³ the information in the RID registry the same as if it were included in a Certificate Issued by Bolero International on the date the User is Enrolled.

As each Certificate (in its Documentary Form) and a notice in the RID registry state, the information they contain is confirmed and certified as of the date of Enrolment (or the date of Issuance of the Certificate). Information may thereafter become out of date, but Bolero International is not obliged to check for inaccuracies that crop up or to make changes to correct them. To a great extent, the government agencies that register companies record changes in company names, and their laws may provide that business done under an old name is attributable to the new name. Merger and acquisition procedures also generally provide for the transition from an old name or incorporation to a new one. In addition, the Bolero Association requires its members to re-confirm and update if necessary the information listed in section 2.2.

²³ The RID registry is accessible only to Users.

6. ACCOUNT ACTIVATION

After the User Accepts its initial Certificate(s) for the business administrator (and security administrator, if dual control is implemented), Bolero International publishes the Certificate(s) into the User database. The User database makes the Certificates available to the Bolero System for use in Verifying Digital Signatures.²⁴ The initial business administrator (and security administrator, if any) can then proceed to empower other individuals in the User's organisation to use the Bolero System.

The business and security administrator roles are purely administrative. An administrator cannot send Messages via the Core Messaging Platform, and therefore, cannot transact any normal business using the Bolero System. An administrator can only give commands to change the functioning of the new User's Bolero account. Thus, after the administrator(s) receive the Certificate(s) that enable them to perform their administrative functions, the new User can administer its account but as yet cannot send or receive a Message, including a Message involving the Title Registry and a Bolero Bill of Lading. To become fully operational, the new User needs to create sub-accounts to enable individuals within the User to send and receive Messages. Two of those sub-accounts are particularly useful in relation to Enrolment because they enable the contact persons (legal and support) listed in the applications to send and receive Messages.

A sub-account consists essentially of an RID, a related Digital Signing capability, and functional enablements. More precisely, a sub-account has:

- **An RID**, which may include specific identifiers for a division, department, or individual within the User. Specific identifiers are not required by rule or function in the Bolero System, but using them enables the User Support Resources to assist a User's administrators in keeping track of sub-accounts within the User.²⁵
- **A Private Key**, which, when used with a properly equipped User System, enables its holder to Sign Messages Digitally.
- **A Certificate** for Verifying Messages Digitally Signed by the Private Key. The Certificate lists the User as its Subscriber, but Certificates in the Bolero System identify the Subscriber-User only by its Root Identifier, not by an RID including specific identifiers. The relation between a Certificate and a full RID is achieved by linking them in the User database.

²⁴ Certificates, at least once Issued and Accepted, are not confidential. Bolero International discloses them on request, and a User System ordinarily sends one along with each Digital Signature that the User creates.

²⁵ An RID may identify a group of people, all of which share the same Private Key, but sharing a Private Key tends to degrade Private Key security in practice. It also makes it more difficult to hold individuals within the group accountable for their actions because it is difficult to trace which individual in the group took any given action. While management of individuals within the User's organisation is entirely the User's affair, a word to the wise would be to consider individual sub-accounts without shared Private Keys in order to facilitate good internal manageability and individual responsibility.

- **Functional enablements**, such as the power to use the Core Messaging Platform, encrypt Messages, and/or to monitor the User's transaction flows.
- **A mailbox**, in other words, the capability of sending and receiving Messages at a specified electronic address.

RIDs, functional enablements, and mailboxes are the province of the business administrator. Private Keys and Certificates are the province of the security administrator. One of each type of administrator can act unilaterally in performing the work within his or her power, but since a sub-account consists of all of the above elements, they must act in co-ordination to create a sub-account.

To create sub-accounts for the legal and the support contact persons, which is part of the Enrolment process, the business administrator, for each sub-account:

- (1) **Creates an RID:** The business administrator directs the User Support Resources to create a new RID for each of the new sub-accounts. These RIDs should match the ones listed in the Enrolment applications. By default, the RID for the legal contact person was listed as “[Root Identifier].legalContact” and the RID for the support contact was “[Root Identifier]supportContact”.
- (2) **Enables functions:** The new contact persons should be able at least to send and receive Messages. The business administrator can switch on the desired functions shortly after entering a new RID.
- (3) **Assigns a mailbox:** The business administrator specifies an SMTP²⁶ or mail address or a mailbox on the Bolero System mail server.

In addition to those steps performed by the business administrator, the security administrator (or business administrator, if dual control is not enabled) performs the following:

- (1) **Generate Key Pair:** The security administrator assists the contact person in generating a new Public and Private Key Pair, as described in section 2.4.2.
- (2) **Give Private Key to holder:** The security administrator makes certain that the newly generated Private Key is secured and properly placed in the custody of the person who is to use it (the legal or support contact person, whichever the case may be).
- (3) **Request Certificate:** The security administrator has Bolero International Issue a new Certificate for the sub-account by sending a Certificate request block electronically. The security administrator digitally signs the Certificate request block with its Private Key and Bolero International will Verify that Digital Signature to establish the authenticity of the request. It is therefore not necessary to send an ink-signed paper copy.
- (4) **Accept Certificate:** Because Bolero International has already confirmed the information to be certified for the User, this Certificate is generally Issued soon after the request is received and returned to the requesting security administrator. The security administrator reviews it in its Documentary Form, and either Accepts or

²⁶ SMTP stands for Simple Mail Transport Protocol, and is the method for sending mail used on the Internet and similar networks. It is standardised by the Internet Engineering Task Force in RFC 822.

rejects it. If Accepted, the security administrator assists the holder of the Private Key in installing the Certificate in the holder's User System.²⁷

- (5) **Link Certificate with sub-account:** If Accepted and installed in the User System, the Certificate becomes Valid and usable. To enable the Core Messaging Platform to use it also, the security administrator must assign the Certificate to the RID created by the business administrator using the User Support Resources.

These steps are performed online through an interactive session with the User Support Resources. They are explained in detail in the chapter 5 of the Operating Procedures.

The new User is ready to use the Bolero System for commercial transactions when sub-accounts are online for the legal and support contact persons. Bolero International can now confer with those persons as needed to co-ordinate the new account. The administrators are also in a position to create further sub-accounts and thereby distribute Bolero capabilities throughout the new User's organisation.

²⁷ Most User Systems will not use the Private Key until the Certificate for it is available in order to ensure that Digital Signatures are not created that cannot be Verified by any known Certificate. Installing the Certificate into the User System thus ordinarily makes the Private Key usable.

APPENDIX SAMPLE APPLICATION FORMS

The actual forms appear on the respective Web sites for each organisation (www.bolero-association.org and www.bolero.net). These samples are merely for reference and should not be used.



BAL application form

Mandatory fields on this form are marked with *

Details of applicant company

Company name	*	<input type="text"/>	Company
Company registration number		<input type="text"/>	
<small>(mandatory where applicable)</small>			
Jurisdiction of incorporation	*	<input type="text"/>	

Address	*	<input type="text"/>	Registered Address
City/town	*	<input type="text"/>	
Zip/Postcode	*	<input type="text"/>	
State/province		<input type="text"/>	
Country	*	Choose Country ▼	

Address	*	<input type="text"/>	Business Address
City/town	*	<input type="text"/>	
Zip/Postcode	*	<input type="text"/>	

State/province	<input type="text"/>			Contact Details
Country	*	Choose Country ▼		

Telephone	Code	<input type="text"/>	Number	*	<input type="text"/>	Contact Details
Facsimile	Code	<input type="text"/>	Number	*	<input type="text"/>	
Email	<input type="text"/>					

Business type	*	Choose Business Type ▼	Business Type
Import/export sector		If Import/Export Choose Sector ▼	

Enrolment contact details

First name	*	<input type="text"/>			Details	
Last name	*	<input type="text"/>				
Address	*	<input type="text"/>			Business Address	
City/town	*	<input type="text"/>				
Zip/Postcode	*	<input type="text"/>				
State/province	*	<input type="text"/>				
Country	*	Choose Country ▼			Contact Details	
Telephone	Code	<input type="text"/>	Number	*		<input type="text"/>
Facsimile	Code	<input type="text"/>	Number	*		<input type="text"/>
Email	<input type="text"/>					

Primary representative details

First name	*	<input type="text"/>			Details Business Address
Last name	*	<input type="text"/>			
Address	*	<input type="text"/>			
City/town	*	<input type="text"/>			
Zip/Postcode	*	<input type="text"/>			
State/province	*	<input type="text"/>			
Country	*	Choose Country ▼			
Telephone	Code	<input type="text"/>	Number *	<input type="text"/>	Contact Details
Facsimile	Code	<input type="text"/>	Number *	<input type="text"/>	
Email	<input type="text"/>				



BIL application form

Mandatory fields on this form are marked with *

At this point you will see the information you previously entered in the BAL application form. If required you may re-enter this information at this point. However, please be aware that doing this will return you to step three in the enrolment process and you will need to complete steps 4, 5 and 6 again to return to this point.

After the information already supplied in the BAL form, you will be required to complete the following.

Information that is not marked as mandatory on this online application form is mandatory in the offline version which is generated at the end of the enrolment process.

Bolero Registered Root ID *

This must be an alpha numeric entry with no spaces, for more information please see the [User ID Tutorial](#).

*

Root ID

Legal contact details

First name *

*

Last name *

*

Address *

*

City/town *

*

Zip/Postcode *

*

State/province *

*

Country *

*

Details

Business Address

Telephone	Code	<input type="text"/>	Number	*	<input type="text"/>	Contact Details
Facsimile	Code	<input type="text"/>	Number	*	<input type="text"/>	
Email	<input type="text"/>					

Bolero Registered ID	<input type="text" value="[ROOT].legalcontact"/>	Bolero Registered ID
<p>We have pre-filled a possible Bolero Registered ID, where [ROOT] is the root ID input above.</p>		

Billing contact details

First name	*	<input type="text"/>			Details
Last name	*	<input type="text"/>			
Address	*	<input type="text"/>			Business Address
City/town	*	<input type="text"/>			
Zip/Postcode	*	<input type="text"/>			
State/province	*	<input type="text"/>			
Country	*	Choose Country ▼			
Telephone	Code	<input type="text"/>	Number	*	Contact Details
Facsimile	Code	<input type="text"/>	Number	*	
Email	<input type="text"/>				

Bolero Registered ID

We have pre-filled a possible Bolero Registered ID, where [ROOT] is the root ID input above.

Bolero Registered ID

Support contact details

First name	*	<input type="text"/>			Business Address
Last name	*	<input type="text"/>			
Address	*	<input type="text"/>			
City/town	*	<input type="text"/>			
Zip/Postcode	*	<input type="text"/>			
State/province	*	<input type="text"/>			
Country	*	Choose Country ▼			
Telephone	Code	<input type="text"/>	Number *	<input type="text"/>	Contact Details
Facsimile	Code	<input type="text"/>	Number *	<input type="text"/>	
Email	<input type="text"/>				

Bolero Registered ID

We have pre-filled a possible Bolero Registered ID, where [ROOT] is the root ID input above.

Bolero Registered ID