

## **PRACTICE CIRCULAR 3 OF 2009**

To All Law Firms / Law Organisations

### **(A) Upgrade of Netrust Digital Certificate and Entrust Software for STARS eLodgment System**

Effective 1 May 2010, the STARS eLodgment System will cease to support Windows 98, Windows ME and all other earlier Microsoft operating systems. This is necessary because Microsoft Corporation had, as part of its Lifecycle Policy, closed its support (including security updates) in July 2006 for these operating systems whose continued use may expose its users to security risks.

SLA will also be migrating to the latest Netrust digital certificate (ELS-V2) for the STARS eLodgment System. This new digital certificate which will be available from 2 November 2009 onwards, can be used with Windows 2000, Windows XP, Windows Vista and any new Microsoft operating system.

If your computer systems are still operating on Windows 98, Windows ME or other earlier versions, you will have to upgrade to the newer and more secure Microsoft operating systems, such as Windows XP or Windows Vista by latest 30 April 2010.

### **(B) Collection of New Digital Certificate and Entrust Software**

To effect this change-over, the following items will be available from 2 November 2009 onwards:

- (i) Netrust digital certificate (ELS-V2) which will be injected into your existing token or smartcard.
- (ii) Entrust Entelligence installation software and guide.

If you are a registered STARS eLodgment user, you can book an appointment to collect the above items through the STARS eLodgment System using your existing digital certificates and by selecting the function "Register for ELS-V2 Digital Certificate".

The above items can be collected at:-

Netrust Pte Ltd,  
70 Bendemeer Road,  
#05-03, Luzerne,  
Singapore 339940.

A one-time administrative fee of \$10.70 (including GST) is payable to Netrust Pte Ltd ("Netrust") upon collection of the said items.

Please bring along your token or smartcard and your identity card or passport.

After verification by Netrust, your token or smartcard will be injected with the new digital certificate (ELS-V2) and returned to you. A new password will also be issued to you and you can change it immediately at Netrust.

If you are not able to collect personally, you can authorise your representative to do so on your behalf. Your representative will have to bring along the duly completed and signed letter of authorisation (in the enclosed format), his or her identity card or passport and a photocopy of your identity card or passport.

After verification by Netrust, your token or smartcard injected with the new digital certificate (ELS-V2) will be returned to your representative. Your new password will be issued to your representative by way of a pin-mailer. You can change your password in your office. Please inform Netrust immediately if the pin-mailer has been tampered with.

**(C) Download and Installation of New Entrust Software**

The Entrust Entelligence installation software and guide will also be available for download at <http://www.stars.gov.sg> when the collection exercise begins on 2 November 2009.

Please note that upon installation of this new Entrust software, the old Entrust software will be uninstalled automatically.

**(D) Grace Period**

A six-month grace period commencing 2 November 2009 until 30 April 2010 will be given to all law firms/organisations for the collection of the new digital certificate and the installation of the new software.

After this grace period, the existing Netrust Digital Certificate (ELS-V1) will no longer be supported.

If you require any clarification, please contact STARS eLodgment Helpdesk at Tel: 67783606 or at email address: [starshelp@ncs.com.sg](mailto:starshelp@ncs.com.sg).

Date: 18 August 2009

VINCENT HOONG  
REGISTRAR OF TITLES

-----PRINT THIS ON ORGANISATION LETTERHEAD-----

Ref :  
Date :

**To: Netrust Pte Ltd  
Customer Service Manager  
70 Bendemeer Road,  
#05-03, Luzerne,  
Singapore 339940  
FAX : (65) 6533-7308**

**RE: LETTER OF AUTHORISATION**

I  [Applicant Name] , [NRIC/FIN/Passport number] hereby authorise  [Proxy Name] , [NRIC/FIN/Passport number] to collect the ELS-V2 digital certificate which will be embedded in my token/smartcard as well as password pin-mailer on my behalf. I acknowledge that it shall be my responsibility to ensure that the pin-mailer has not been tampered with before accepting it from my proxy.

Yours sincerely,  
[Applicant Name]  
[NRIC/FIN/Passport number]