

## TECHNICAL FACTSHEET

### How to use an electronic signature

#### Who does it concern?

All companies registered with the Monegasque RCI, as well as State administrative services, can now have a signature certificate.

#### How can an electronic signature certificate be obtained?

Any legal representative of a company registered with the Monegasque RCI can submit an application form to the Business Development Agency via the e-mail address [esign@gouv.mc](mailto:esign@gouv.mc). An appointment date will then be offered by return.

During the appointment, the applicant will be clearly identified under the supervision of an administrative officer. Full details (the form and the documents to be provided) are available on the website [www.spe.gouv.mc/En-cours-d-activite/Signatures-et-cachets-electroniques](http://www.spe.gouv.mc/En-cours-d-activite/Signatures-et-cachets-electroniques). After payment of the fee - EUR 120 for three years, not subject to VAT - the certificate will be issued in the form of a smart card and a USB-compatible reader. The legal representative can then sign documents directly using Adobe Acrobat Reader.

#### What are the next steps?

Use of an electronic signature is the first step; from next year, companies will also be able to use a digital identity to authenticate themselves securely online and access Government services.

#### Some key figures:

- 6,343 economic agents involved in the Principality, 76% of whom are SMEs or individuals
- 2/3 of contracts signed in less than an hour (estimate)
- 2 hours of productivity gain per contract on average (estimate)
- 631,368 pay slips can be dematerialised, for 52,614 employees

#### BUSINESS DEVELOPMENT AGENCY

9 Rue du Gabian - MC 98000 MONACO

Reception Desk for signature and stamp electronic certificates

Tel.: (+377) 98 98 96 71

[esign@gouv.mc](mailto:esign@gouv.mc)

Opening Times: from 9 a.m. to 5 p.m., from Monday to Friday, by appointment only.