



# ECom Information Sheet

Date December 2016

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## Electronic Submission

### 1 General information

PrivaSphere is a delivery platform for sending confidential e-mails securely and verifiably.

The Swiss Federal Administration accredits PrivaSphere as a secure delivery platform for the transmission of electronic data to authorities and courts at the federal as well as cantonal level. Effective immediately, authorities, businesses and citizens can use this platform for the efficient organisation of eGovernment processes. The relevant ordinance for electronic communication went into force on 1 January 2011.

Parties and citizens can use this platform to submit their information electronically instead of by regular post. For this purpose, ECom provides a simple submission form on its website (more information under "How can I submit information electronically?").

Subject to your consent, ECom also uses the delivery platform in the context of legal proceedings for the secure sending of information, inquiries or documents in place of e-mail or in cases where the use of e-mail is not appropriate.

You can find the list of accredited delivery platforms here: <https://www.bj.admin.ch/bj/de/home/staat/rechtsinformatik/e-uebermittlung.html>

### 2 How can I submit information electronically?

You now have the option of submitting information electronically – even information which up until now you have sent by post via "registered mail". To make this as easy as possible, ECom has provided a submission form for you.

You will find it under the following link:

[www.elcom.admin.ch/e-ingabe](http://www.elcom.admin.ch/e-ingabe)

The screenshot shows a web form titled "PrivaSphere Secure Contact Me" for ECom. The form is addressed to "Eidgenössischen Elektrizitätskommission ECom <info@elcom.admin.ch>". It contains several input fields: "From" (with a placeholder "From e-mail address"), "Subject", "Firm", "Last Name", "First Name", "Street/#", and "ZIP/Location". There are also links for "Open Enquiry Local Signer" and "Forms". A note states: "A formal enquiry has to be signed electronically and must be submitted in PDF format." The attachment section shows a search bar with "Durchsuchen..." and a note "(14 MB of max. 15 MB available)". A "Send securely" button is located at the bottom right.

*Illustration: ECom submission form*

### 3 What are the advantages of electronic submission?

You normally have most of the documents you need for a submission – letters, tables, calculations, photos, plans, etc. – in electronic form already. With electronic submission, you do not need to print the material before you send it to us. This saves time.

Because submission – even a registered delivery – is free, you also save postage fees.

For its part, ECom’s technical secretariat has implemented electronic administration. This means that all submissions are filed and registered electronically. Using a secure electronic platform therefore allows you as well as us to organise processes efficiently.

### 4 Is my application officially valid when using this method?

Simple inquiries can also be made informally. Formal applications, on the other hand, require the signature of an authorised signatory. A scanned letter with a signature does not suffice in this case. To formalise your electronic submission, you have the following two options:

- You can register with a provider to receive an electronic signature (see “Do I need to register somewhere?”)
- You can send us the legally signed original copy of your application by post (the attachments can still be submitted electronically).

### 5 Do I need to register somewhere?

In general, you do not need to register to submit your information securely and efficiently via the ECom form.

You can also receive replies from ECom via the platform without registering. For this, we must send you a password for the collection of the data. If you are registered, this password will be omitted for data collection.

If you decide to use a secure platform to exchange data more frequently (e.g. for contacting your own customers), you can register with any accredited provider of secure platforms. You are then listed as a sender and addressee of secure electronic mail in a directory.

For electronic correspondence to be legally binding, an electronic signature is required. Electronic signatures are regulated by the Federal Act on Certification Services in relation to Electronic Signatures (ESigA) and the Ordinance on Certification Services in relation to Electronic Signatures (ESigO). Thus, in Switzerland the legal electronic signature of an accredited certification service is required. The [Swiss Accreditation Service](#) (SAS) publishes a *Directory of accredited certification services*. Here you can find further information about providers as well as electronic signatures.

## **6 Will I no longer receive any replies or orders from EICom via regular post?**

In general, EICom still sends its orders by post via registered mail. At one party's request the information can also be transmitted electronically via an accredited electronic delivery platform. However, you must be registered as a private individual or as a company with such a delivery platform. By registering, you are verified as the addressee.

You can find the list of accredited delivery platforms here: <https://www.bj.admin.ch/bj/de/home/staat/rechtsinformatik/e-uebermittlung.html>

## **7 Where can I find more information on this topic?**

Below you will find a selection of links to websites or articles with further information on the topics "electronic legal communication", "electronic delivery platforms" and "electronic signatures":

### **Electronic legal communication with authorities:**

[https://www.seco.admin.ch/seco/de/home/Publikationen\\_Dienstleistungen/Elektronischer\\_Rechtsverkehr\\_mit\\_Behorden.html](https://www.seco.admin.ch/seco/de/home/Publikationen_Dienstleistungen/Elektronischer_Rechtsverkehr_mit_Behorden.html)

<https://www.bk.admin.ch/themen/eqov/03990/index.html?lang=de>

### **Electronic communication:**

<https://www.bj.admin.ch/bj/de/home/staat/rechtsinformatik/e-uebermittlung.html>

### **Electronic signatures:**

<https://www.sas.admin.ch/sas/en/home/akkreditiertestellen/akkrstellensuchesas/pki.html>

### **Article about this topic:**

[http://www.peterguyan.ch/dateien/ELRV\\_Guyan\\_Huber.pdf](http://www.peterguyan.ch/dateien/ELRV_Guyan_Huber.pdf)

### **More about PrivaSphere:**

<https://www.privasphere.com/hp/index.php?id=272&L=1>