RULES AND GUIDELINES FOR

REGISTRATION AUTHORITY OFFICE

(Operating under dataedgeCA Office)

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dataedge Certifying Authority

data edge limited

Sadharan Bima Bhaban-2 (10th & 13th Floor)

139, Motijheel C.A., Dhaka-1000

Email: support@dataedgeid.com

1. Introduction

A Registration Authority ("RA") is an office appointed by the dataedgeCA that collects and processes Digital Certificate requests and Certificate revocation/suspension requests. The application form for the digital certificates is as prescribed in the IT Act, 2010 and is available at dataedgeCA Repository in the website www.dataedgeid.com on INFINET. The duly filled application form contains information about the Applicant's/Subscriber's identity, authorization, role and other information, which will be used by the Registration Authority Official to verify the credentials of Applicant or Subscriber.

2. Procedures for creating new Registration Authority

- For the creation of Registration Authority Office, senior officials (rank preferably not less than DGM) from banks must approach the dataedgeCA Office along with the reference letter on official letter pad from his/her Superior Officer in their respective banks.

- At least two persons are required to be appointed for each RA office (One RA administrator and one/more RA operators). The RA Operator must be a person in the rank of an Officer in the same RA Office. The Superior Officer should designate RA Administrator, RA Operator for a given RA Office of their bank.

- Persons authorized by Superior Officer of the corresponding bank will be responsible for whole operations and managing Registration Authority Office.

- The authorized persons will apply for Class 3 signature certificates in the application prescribed, with all relevant documents mentioned below, and

Registration Authority Agreement duly signed on a non-judicial stamp paper worth 100 Tk.

Documents to be attached along with the application form:

- ✓ Subscriber Agreement
- ✓ Original copies of any of the documents
    - ▪ Passport
    - ▪ Voter's ID
    - ▪ PAN Card

    (to be furnished and physical presence before RA Executive for personal verification. Photocopies also must be furnished.)

- ✓ Forwarding letter of the RA's superior authority
- ✓ Passport size photograph

- RA applicant will apply through datadedgeCA Certification Services choosing dataedgeRA Management Office and will obtain a Class 3 Certificate on a Smart Card from datadedgeCA. The cost of the Class 3 Certificate and the Smart Card must be beard by the RA Official. The amount must be paid by means of Demand Draft taken in favour of dataedgeCA payable at Motijheel, Dhaka. The cost per item are specified below:
    - ✓ Class 3 Individual Certificate: Rs. 10,000/- per year (Presently dataedgeCA is charging Rs.3000/- with 110 days validity)

- RA should oblige to the responsibilities as mentioned in the dataedgCA CPS and the terms and conditions mentioned in the Registration Authority Agreement.

3. RA Office requirements

RA Office is created to perform the duties and activates of Registration Authority mentioned under dataedgeCA CPS. RA Office infrastructure shall support:

- Two RA Officials namely RA Administrator and RA Operator
- One Secretary (optional)
- Two computers (one optional) with Smart Card reader or USB port for operational use
- Internet connectivity for accessing RA Services
- Maintenance of Subscriber's confidential information in separate almirah or cupboard under Lock and Key
- Personal verification of Subscriber's requesting a Class3 Certificate
- Archival of Subscriber's records for 7 years as per IT ACT, 2009
- Generate Self Audit reports and retain Audit reports conducted by dataedgeCA Office (if any).

3.1 Hardware/Software requirements

Operational Machines :

- ✓ Operating System: Windows SP with Service Pack 3 Intel Pentium III (preferable)
- ✓ RAM: 64KB (minimum)
- ✓ Serial Port

- ✓ CD-ROM Drive

- ✓ INFINET or Internet Connectivity

- ✓ Smart Card Reader or USB Port

4. Necessary Records to be kept in RA Office

- ✓ Subscriber form (see Appendix-1) filled and dully signed by subscriber and approved by RA Operator/RA Administrator.

- ✓ Certificate Revocation/Suspension form (see Appendix-3).

- ✓ Copy of Master Agreement

- ✓ Copy of papers and documents essential for verifying subscriber credentials according to Class of certificate.

- ✓ Configuration of operational machines which be used for RA office.

- ✓ Electronic/Manual Backup of various reports generated by dataedgeCA software.

- ✓ Printed backup of subscriber's password and user-id which will be generated at the time of login creation for subscriber.

- ✓ Financial records received from subscriber.

- ✓ Acknowledgment receipt of user-id and login from subscriber.

- ✓ Necessary e-mail communication with subscriber in paper/electronic media.

- ✓ E-mail communication with dataedgeCA office in paper/electronic media.

- ✓ List of System software installed on RA operational machine with details.

- ✓ Details of Antivirus installed on RA operational machine.

- ✓ Records containing Compromised Users.

- ✓ Audit trail reports.

5. Important Rules to be followed by RA Office

5.1 Records Archival

1. Subscriber's application forms, Revocation/Suspension forms other documents related to verification information with respect of subscribers shall be retained for at least seven years.

2. All information pertaining to Registration Authority operations, Subscribers' application, verification, identification, authentication and Agreements cannot be disclosed without permission of dataedgeCA Office.

3. Manual audit information, reports generated by software must be protected from unauthorized viewing, modification and destruction.

5.2 Waste Disposal

Any documents pertaining to Certifying Authority's operation, Registration Authority's operation cannot be destroyed without permission of dataedgeCA office.

5.3 Document Security

All documents listed in section-3 of this document should be kept in secure and locked almirah (or cupboard). RA Administrator will be the key custodian of the same.

5.4 Media and Document Management

1. All media/documents containing sensitive data shall be stored in a lock and key.

2. All incoming/outgoing media/document transfers shall be authorized by RA Administrator.

3. All media/documents shall have external volume identification. Internal labels shall be fixed, where available.

5.5 Media and Document Movement

1. Proper records of all movements of computer tapes/disks /paper based document between dataedgeCA office and Registration Authority office media library must be maintained.

2. There shall be procedures to ensure the authorized and secure transfer of media/documents to/from RA office and CA office. A means to authenticate the receipt shall be in place.

3. Computer media/documents that are being transported to dataedgeCA office should be stored in locked carrying cases.

5.6 Other Items

- In case of any retirement, transfer, or any action leading to the removal of the personal from the RA functionality, it should be intimated by their superior authority in written to the dataedgeCA Office for taking necessary action.

- The name in the request for the digital certificate must be same as either in Passport, Voter's Identity Card, or Income Tax PAN Card and must be submitted before the dataedgeCA Office at the time of RA Office creation.