

## dataedge CA Certificate Issuance Policy

### Classification of Digital Certificate

Digital Certificates are classified upon the purpose for which each class is used and the verification methods underlying the issuance of the certificate.

Classification	Issuance Details & Scope of Use	Validation Level
Class 1 Certificate	<ul style="list-style-type: none"> <li>- Class 1 certificates shall be issued only for demonstration / test purposes.</li> <li>- These certificates offer the lowest level of assurance individual certificates, whose issuance are without validation process and issued to E-Mail address of the applicant.</li> <li>- These are appropriate for digital signatures, encryption, and access control for non-commercial or low-value transactions where proof of identity is unnecessary.</li> <li>- These certificates do not validate the identity of the subscriber and therefore are not Persona-verified Digital Signature Certificates.</li> </ul>	Low
Class 2 Certificate	<ul style="list-style-type: none"> <li>- Class 2 Certificate for Individuals is a personal certificate product that provides the high level of assurance chaining to Office of the CCA, Bangladesh hierarchy.</li> <li>- These certificates will be issued for both business personnel or private individuals or individual's behalf of organization, based on a validation process.</li> <li>- These certificates can be used to create digital signatures and as proof of identity for online transactions.</li> <li>- In order to purchase this certificate, the applicant must personally provide all the necessary documents. The identification will be based on, at a minimum, a well-recognized form of government-issued photo identification and one other identification credential.</li> </ul>	Medium
Class 3 Certificate	<ul style="list-style-type: none"> <li>- Class 3 Certificates are the highest assurance certificates, primarily intended for e-commerce applications, they will be issued to individuals only on their personal (physical) appearance before the Certifying Authorities.</li> <li>- This certificate will be issued to individuals as well as organizations.</li> <li>- Class 3 Certificate for Individuals is a personal certificate product that provides the highest level of assurance chaining to CCA India hierarchy. These certificates are</li> </ul>	High

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Classification	Issuance Details & Scope of Use	Validation Level
	<p>issued only to individuals, based on a rigorous validation process.</p> <ul style="list-style-type: none"> <li>- Class 3 can be used to create digital signatures and as proof of identity in high value transactions.</li> <li>- In order to purchase this certificate, the applicant must personally present himself before an authority approved by dataedge CA who will identify the applicant on behalf of dataedge CA with all the necessary documents.</li> <li>- The identification will be based on, at a minimum, a well-recognized form of government-issued photo identification and one other identification credential.</li> </ul>	

### Validation & assurance

Features	Class 1	Class 2	Class 3
1. Assurance level	Low	Mid	High
2. Validation process formalities	Low	Mid	High
3. Subscriber identity traceability	Low	High	High
4. Legal compliance	Low	High	High
5. Supporting document required	No	Yes	Yes
6. Supporting document validation	Low	High	High
7. Commercial use	No	Yes	Yes
8. Over phone communication	No	Yes	Yes
9. Physical appearance required	No	No	Yes
10. Regular transactional use	No	Yes	Yes
11. High value transactional use	No	No	Yes

### User verification factors

Factors	Class 1	Class 2	Class 3
1. Subscriber Application Form	☑	☑	☑
2. Passport Size Photo	☑	☑	☑

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Factors	Class 1	Class 2	Class 3
3. Government Photo ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Over phone verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Authorization letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Address Proof	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Contact verification letter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Domain verification letter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Face-to-face meeting with user	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Accepted Government issued Photo IDs:**

1. National ID Card
2. Passport (MRP)
3. Birth Registration Certificate
4. TIN Certificate

**Accepted address proof documents:**

1. Utility bill - electric / gas / telephone (not less than 3 months)
2. Valid rental agreement
3. Bank passbook / address authorized by bank authority

**Proof of right of organization to do business:**

1. Certificate of Incorporation
2. Memorandum of Association
3. Partnership Papers, in case of a registered partnership
4. TIN Certificate

**Attestation:**

A. For individual type certificate:

1. Self attested Photo of the subscriber.
2. Photo ID proof and address proof should be attested by the subscriber him/herself.

B. For individual on behalf of organization type certificate:

1. Self attested Photo of the subscriber.

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2. Government Photo ID proof and address proof should be attested by the authorized person of that particular organization.
  3. Organization Photo ID proof should be attested by the authorized person of that particular organization.
- C. For organization type certificate:
1. Self attested Photo of the subscriber.
  2. Government Photo ID proof and address proof should be attested by the authorized person of that particular organization.
  3. Organization Photo ID proof should be attested by the authorized person of that particular organization.
  4. Declaration of authorized person / Proof of Right should be attested by the head of department / MD / CEO of the organization.

### Who can apply for a Certificate with Organization name?

- A. In case of a Limited Company:  
Director / MD / CEO / Company Secretary / Head of Department or an employee of the company authorized to interact on behalf of their company.
- B. In case of a Partnership Firm:  
Any of the partners of the firm whose name is registered in Partnership deed can apply for the certificate.
- C. In case of a Proprietorship concern:  
Only the proprietor of the concern can apply for the certificate.

Note: An employee of a Partnership or Proprietorship firm with a "Registered Power of attorney" document can apply for digital certificate with organization name.

### Issuance Process:

1. A client submits the subscriber application form (SAF), other supporting papers & payment to the dataedge Registration Authority (RA).
2. RA verifies all the documents and does paper work as per the certificate classes.
3. If everything founds OK then RA provides a Registration Number of that corresponding type of certificates to client.
4. Client does the online enrollment using the provided Registration Number through a SSL enabled secure channel.
5. Now the RA will check the information of certificate's request. At this stage RA will check information according to the submitted SAF & other supportive documents. If

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everything is correct then RA approves the certificate request and forwards it to Issuing Authority.

6. Issuing Authority checks the certificate's details once again. If everything found OK then issues the certificate to client.
7. Finally, client downloads the certificate through a SSL enabled secure channel.

### Replacement process:

Certificate could be considered for replacement in case of the following,

1. Any type of mistakes in:
  - i. Common Name (CN)
  - ii. Organization (O)
  - iii. Organization Unit (OU)
  - iv. Email address (SAN)
2. Loss of private key during enrollment procedure.

### Notes:

1. Any replacement after issuing digital certificate will be considered as reissuance of digital certificate.
2. For reissuance of digital certificate, it is required to revoke the existing certificate.

### Revocation:

Customers should revoke their Digital Certificate as soon as they know of or suspect a compromise, such as:

1. Loss of private key
2. Compromise of private key

Revocation issuance will be similar like replacement.

### Renewal of Certificate:

1. Only undertaking letter is required from the subscriber if there is no change with previous enrollment.
2. Additional documents to be submitted if there is any change.
3. As per the dataedge CA CPS, renewal of digital certificate means that the reissuance of the certificate.

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