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## dataedge CA – Rules & Guidelines for RA

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# **RULES AND GUIDELINES FOR REGISTRATION AUTHORITY OFFICE**

**(Operating under “dataedge CA Office”)**

**dataedge Certifying Authority**

**data edge limited**

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### 1. Introduction

A Registration Authority ("RA") is an office appointed by the dataedge CA that collects and processes Digital Certificate requests and Certificate revocation/suspension requests. The application form for the digital certificates is as prescribed by the **Office of the Controller of Certifying Authorities** and is available at dataedge CA Repository in the website [www.dataedgeid.com](http://www.dataedgeid.com). 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

- a. For the creation of Registration Authority Office, senior officials (rank preferably not less than DGM) from banks must approach the dataedge CA Office along with the reference letter on official letter pad from his/her Superior Officer in their respective banks.
- b. 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.
- c. Persons authorized by Superior Officer of the corresponding bank will be responsible for whole operations and managing Registration Authority Office.
- d. The authorized persons will apply for any class (Class 1 / Class 2 / Class3) of digital signature certificates in the application prescribed, with all relevant documents mentioned below, and Registration Authority Agreement duly signed on a non-judicial stamp paper.
- e. Documents to be attached along with the application form:
  - i. Subscriber Agreement
  - ii. Photo copies of any of the documents
    1. Passport
    2. National ID Card
    3. Organization ID Card  
(To be furnished and physical presence before RA Executives for personal verification; photocopies also must be furnished.)
  - iii. Forwarding letter of the RA's superior authority
  - iv. Passport size photograph

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- f. RA applicant will apply through dataedge CA Certification Services choosing dataedge RA Management Office and will obtain any class (Class 1 / Class 2 / Class 3) of Certificate on a Smart Card from dataedge CA. The cost of the Certificate and the Smart Card must be beard by the RA Official. The amount must be paid by means of account payee cheque or cash taken in favor of data edge limited.
- g. RA should oblige to the responsibilities as mentioned in the dataedge CA 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 dataedge CA CPS. RA office infrastructure shall support:

- a. Two RA officials namely RA Administrator and RA Operator
- b. One Secretary (optional)
- c. Two computers (one optional) with Smart Card reader or USB port for operational use
- d. Internet connectivity for accessing RA Services
- e. Maintenance of subscriber's confidential information in separate almirah or cupboard under lock and key.
- f. Personal verification of subscriber's requesting a Class3 type digital certificate.
- g. Archival of subscriber's records for 7 years as per the Interoperability Guideline & dataedge CA CPS.
- h. Generate Self Audit reports and retain Audit reports conducted by dataedge CA Office (if any).
- i. Hardware / software requirements –
  - 1. Operating system: Windows 7 or above
  - 2. Browser: Internet Explorer (latest updated)
  - 3. RAM: 1GB (minimum)
  - 4. Serial Port
  - 5. CD-ROM Drive
  - 6. Internet connectivity
  - 7. Smart Card Reader or USB Port

### 4. Necessary Records to be kept in RA Office

- a. Subscriber application form (SAF) filled and dully signed by subscriber and approved by RA Operator / RA Administrator.
- b. Certificate revocation / suspension form.
- c. Copy of Master Agreement.

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- d. Copy of papers and documents essential for verifying subscriber credentials according to class of certificate.
- e. Configuration of operational machines which be used for RA office.
- f. Electronic / manual backup of various reports generated by dataedge CA application.
- g. Financial records received from subscriber.
- h. Acknowledgment receipt of user ID and login from subscriber.
- i. Necessary e-mail communication with subscriber in paper / electronic media.
- j. E-mail communication with dataedge CA office in paper / electronic media.
- k. List of system software installed on RA operational machine with details.
- l. Details of antivirus installed on RA operational machine.
- m. Records containing of compromised users.
- n. Audit trail reports.

### 5. Important Rules to be followed by RA Office

#### 5.1. Records Archival

- 5.1.1. 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.
- 5.1.2. All information pertaining to registration authority operations, subscribers' application, verification, identification, authentication and Agreements cannot be disclosed without permission of dataedge CA Office.
- 5.1.3. 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 dataedge CA office.

#### 5.3. Document Security

All documents listed in section-3 and section-4 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

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

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5.4.2. All incoming / outgoing media /document transfers shall be authorized by RA administrator.

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

### 5.5. Media and Document Movement

5.5.1. Proper records of all movements of computer tapes / disks / paper based document between dataedge CA office and registration authority office media library must be maintained.

5.5.2. 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.

5.5.3. Computer media/documents that are being transported to dataedge CA office should be stored in locked carrying cases.

### 5.6. Other Items

5.6.1. 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 dataedge CA office for taking necessary action.

5.6.2. The name in the request for the digital certificate must be same as either in Passport, National ID Card, or Income Tax Certificate (TIN) and must be submitted before the dataedge CA office at the time of RA office creation.

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