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**MINISTRY OF INFORMATION SOCIETY AND ADMINISTRATION**

Pursuant to Article 7 paragraph (4) of the Law on Electronic Documents, Electronic Identification and Trust Services (\*) (“Official Gazette of Republic of North Macedonia” no. 101/19 and 275/19), the Minister of Information Society and Administration adopted the following

**RULEBOOK ON THE MANDATORY ELEMENTS OF THE ELECTRONIC DOCUMENTS**

**Article 1**

The Rulebook herein shall prescribe the mandatory elements of the electronic documents.

**Article 2**

The mandatory elements of the electronic documents, within the meaning of the Rulebook herein, shall be determined depending on the form of the electronic document.

According to its form, the electronic document can be:

- Structured electronic document; and

- Unstructured electronic document.

Structured electronic document shall refer to the electronic document marked or coded for the purpose of identifying the entire document or part thereof, regardless of the means used for its formatting and with previously set structure.

Unstructured electronic document shall refer to the electronic document without previously set form or structure, which can be scanned, added or extracted.

**Article 3**

The mandatory elements of the electronic document shall be displayed through internal and external form of display.

The internal form of display shall consist of unreadable technical-programme form of entry of the electronic document content.

The external form of display shall consist of visual or other understandable display of the electronic document content.

In the event when the electronic document contains electronic signature or electronic seal and electronic timestamp only in the internal form of the electronic document, it should be clearly displayed in the external form of the electronic document.

In the event when the electronic document contains electronic signature of the natural person or the authorized person of the legal entity or electronic seal of the legal entity and it is clearly marked that it has electronic timestamp, any other form of signing of the same natural person or the authorized person of the legal entity or putting a seal of the legal entity shall not be needed.

**Article 4**

The electronic document submitted as document for printing in PDF format should meet the following standards:

- PDF document should contain the original metadata as XML document attached to the document in PDF format;

- XML document can be signed electronically by the submitter of the request, in cases of electronic services requiring electronic signature, whereby the signature format of the XML document should be in XAdES – XL format, including electronic timestamp in the signature itself;

- When generating the PDF document, based on electronic submission of application, it should be marked with timestamp by a certified electronic time stamping authority (TSA).

The electronic documents issued by legal entities should contain at least electronic stamp and electronic timestamp.

**Article 5**

The format of the unstructured electronic document should be visually displayed and contain:

- Metadata – PDF documents, including metadata as enclosed XML; or

- Metadata – PDF documents.

The unstructured electronic document should be available as document for printing in PDF format and should meet the following technical standards:

- PDF document may contain the original metadata as XML document attached to the document in PDF format;

- XML metadata are not always necessary to be included in the document in PDF format;

- When document with metadata in XML format is enclosed, the XML document should be validated with electronic seal from the legal entity;

- The format of the electronic signature in XML format should be in XadES – XL format;

- PDF document should be validated with electronic seal of the legal entity, regardless of whether metadata in XML format were provided or not; and

- The format of the electronic seal of the document in XML format should be in PadES BASELINE LT format, including timestamp as well.

**Article 6**

The electronic document issued by a public body and/or private legal entity should contain the following elements:

1. Header in the upper part of the document;

2. Body in the middle part of the document, under the header; and

3. Footer in the bottom of the document, under the body of the document.

**Article 7**

The header of the electronic document shall contain the logo of the public body or of the private natural person who issued the electronic document, from whose visual representation the identity of the person issuing the document can be determined.

The logo of the electronic document issued by the public authority shall be the coat of arms of Republic of North Macedonia.

The elements contained in the header shall be the logo and the name of the public body or the private natural person issuing the electronic document.

The electronic document issued as a template through the information systems, apart from the elements referred to in paragraph 3 of this Article shall also contain:

- Data on the public body or the private natural person determining the template of the document for the electronic service;

- Background of the document, with fixed logo visually displayed on all templates of the documents issued through such systems.

**Article 8**

The body of the electronic document shall consist of text describing the essential and content meaning of the document, containing the legally determined elements referring to the written form suitable for the document type.

**Article 9**

The electronic document should ensure confidentiality, security and integrity of the document by visually representing the information on the electronic signature or electronic seal and QR code i.e. location for verification of the document, containing link for accessing the original electronic document.

The visual display of the electronic seal of the public body or the private legal entity shall consist of four parts:

1. Logo;

2. Visual display of the timestamp;

3. Location for QR code verification; and

4. Circular message from the issuer of the electronic document for the validity of the electronic document.

**Article 10**

The electronic seal of the public body or the private legal entity should be their visual identification, constructed by adding the logo containing their title.

**Article 11**

The electronic signature or seal of the electronic document should provide precise information on the date and time when the document was confirmed electronically, which are confirmed by the electronic timestamp.

The data referred to in paragraph 1 of this Article shall be generated at the moment of confirmation of the document, when entering the date (day, month, year) and time (hour, minute, second) of the electronic document.

**Article 12**

The reproduced electronic document should provide verification of the original document through the URL link for verification or the QR code to the location of the original electronic document.

The issuer of the electronic document may provide two ways of taking over the original of the electronic document:

- URL link to the location of the original of the electronic document for verification of the validity thereof; or

- QR code containing the location of the original electronic document i.e. the location should be in the bottom right corner, whereby the document/link should be protected.

Any public body and/or private legal entity issuing electronic documents should provide publicly available location from where the original electronic document can be obtained.

**Article 13**

The circular message from the issuer of the electronic document for the validity of the electronic document should contain the issuer’s statement for confirmation of the legal validity of the document, including the possibility for verification thereof.

**Article 14**

The parameters for formatting the electronic documents issued through the National Portal for Electronic Services shall be specified in an Annex constituting integral part of the Rulebook.

**Article 15**

The Rulebook herein shall enter into force on the next day as of the day of publishing thereof in the “Official Gazette of the Republic of North Macedonia”.

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| No. 11/1-1069/2 | Minister of Information |
| 14 February 2020 | Society and Administration |
| Skopje | **Damjan Mancevski** |