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**MINISTRY OF INFORMATION SOCIETY AND ADMINISTRATION**

Pursuant to Article 34 paragraph (6) of the Law on Electronic Documents, Electronic Identification and Trust Services (\*) (“Official Gazette of Republic of North Macedonia” no. 101/19), the Minister of Information Society and Administration adopted the following

**RULEBOOK ON THE METHOD AND PROCEDURE FOR KEEPING THE DOCUMENTATION AND EQUIPMENT TAKEN FROM THE QUALIFIED TRUST SERVICE PROVIDER EXPRESSING INTENTION TO CEASE WITH THE PERFORMANCE OF PARTICULAR ACTIVITY**

**Article 1**

The Rulebook herein shall prescribe the method and procedure for keeping the documentation and equipment taken from the qualified trust service provider expressing intention to cease with the performance of particular activity.

**Article 2**

The qualified trust service provider expressing intention to cease with the performance of their activity shall submit to the Ministry of Information Society and Administration (hereinafter referred to as: the Ministry) the Plan for cessation of the performance of particular activity, after which the procedure for keeping the documentation and equipment shall begin.

**Article 3**

The qualified trust service provider which failed to provide another qualified trust service provider due to cessation of the performance of the activity - qualified trust service provider shall submit the entire documentation and all necessary technical means for keeping by the Ministry, including the equipment and procedures for acting thereupon.

The qualified trust service provider shall inform the Ministry in the event of initiation of bankruptcy procedure, liquidation procedure, other procedures for cessation of the activity of the service provider or other unplanned termination of the qualified trust service, as well as that they provided another qualified trust service provider.

**Article 4**

The Plan for cessation of the performance of particular activity submitted to the Ministry together with the documentation and the equipment of the qualified trust service provider for keeping by the Ministry should have conformity assessment issued by the accredited conformity assessment body in accordance with the Law on Electronic Documents, Electronic Identification and Trust Services, the reasons for cessation of the overall activity of the service provider or the provider of particular qualified trust services, as well as measures for:

1) Assignment of the overall activity of the qualified trust service provider to another qualified trust service provider;

2) Cessation of the overall activity of the qualified trust service provider without assigning thereof to another qualified trust service provider;

3) Cessation of the overall activity of the qualified trust service provider due to insolvency of the service provider;

4) Cessation of the provisioning of qualified trust service, as a result of the end of the lifecycle or non-functional hardware and/or software element used for the provisioning of qualified trust services;

5) Cessation of the provisioning of qualified trust service, as a result of assignment of the service to another qualified trust service provider;

6) Revocation of the qualified status of the qualified trust service provider;

7) Withdrawal of the qualified status of one or multiple qualified trust services provisioned by the service provider;

8) Cessation of the performance of the activity in case of disaster or serious problems which prevent satisfactory renewal of the affected qualified service for certification;

9) Procedure for notification of the qualified trust service users, business associates, Ministry of Information Society and Administration and other interested parties;

10) Detailed description of the actions taken in the event of cessation of the activity, deadlines for completion thereof, and the persons responsible for implementation thereof;

11) Procedure for assignment of documentation and equipment related to the qualified trust services or deriving from the provisioning of such services;

12)     Procedure for update, testing and assessment of the plan.

**Article 5**

The qualified trust service provider expressing intention to cease with the activity and assigning its activity to another qualified trust service provider or ceasing to provide the particular qualified trust service prior submitting the documentation and the equipment to the Ministry for keeping thereof, shall post notification on its website and inform all qualified trust service users accordingly.

**Article 6**

The qualified trust service provider taking over the activity or the provisioning of particular qualified trust services from the qualified trust service provider expressing intention to cease with the activity shall keep the overall documentation for a period of maximum ten years, calculated as of the year of the takeover.

In the event when the entire documentation is taken over from a qualified trust service provider expressing intention to cease with the activity without having another qualified trust service provider, the documentation shall be kept as special archive material for maximum 5 years, calculated as of the year of the takeover of the documentation.

After the expiry of the deadline for keeping the documentation referred to in paragraph 2 of this Article, the Ministry shall hand over the documentation to the State Archives of Republic of North Macedonia in accordance with the regulations from the area of archive operations.

**Article 7**

The qualified trust service provider taking over the activity from the qualified trust service provider expressing intention to cease with the activity should renew the taken over qualified certificates with validity period and under the same conditions of issuing thereof.

The qualified trust service provider taking over the activity from the qualified trust service provider expressing intention to cease with the activity shall use the infrastructure of the public key of the qualified trust service provider expressing intention to cease with the activity for the purpose of managing the issued qualified certificates for a period not longer than the validity period of the last issued qualified certificate.

**Article 8**

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. 11/1-4031/6 | Minister of Information |
| 25 December 2019 | Society and Administration |
| Skopje | **Damjan Mancevski** |