* 3212 312, 075 227 125

Official Gazette number: 274/2019

Official Gazette publication date: 27.12.2019

Constitutional Court Resolution number (U.no.): /

**MINISTRY OF INFORMATION SOCIETY AND ADMINISTRATION**

Pursuant to Article 45 paragraph (6) and paragraph (7) 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 CONTENT AND THE METHOD OF KEEPING THE LIST OF MEANS FOR CREATING QUALIFIED ELECTRONIC SIGNATURE OR QUALIFIED ELECTRONIC SEAL, THE METHOD OF SUBMISSION OF THE REQUEST FOR REGISTRATION IN THE LIST, THE NECESSARY DOCUMENTS ACCOMPANYING THE REQUEST, THE METHOD OF REGISTRATION IN THE LIST AND THE CONTENT OF THE CERTIFICATE OF CONFORMITY OF THE MEAN FOR CREATING QUALIFIED ELECTRONIC SIGNATURES OR QUALIFIED ELECTRONIC SEALS AND THE METHOD OF ISSUING THEREOF**

**Article 1**

The Rulebook herein shall prescribe the content and the method of keeping the list of means for creating qualified electronic signature or qualified electronic seal (hereinafter referred to as: list), the method of submitting the request for registration in the list, the necessary documents accompanying the request, the method of registration in the list and the content of the certificate of conformity of the mean for creating qualified electronic signatures or electronic seals and the method of issuing thereof.

**Article 2**

The List referred to in Article 1 of this Rulebook shall contain the following data:

1) Receipt number of the request for registration in the List;

2) Description and title of the mean for creating qualified electronic signature or qualified electronic seal; and

3) Data on the request submitter – qualified trust service provider:

Name of the manufacturer of the mean for creating qualified electronic signature or qualified electronic seal;

2. Data on the importer of the mean for creating qualified electronic signature or qualified electronic seal; and

 3. Seat of the request submitter (street and number, place, postal number and country).

4) Name of the laboratory for evaluation of the conformity of the means for creating qualified electronic signature or qualified electronic seal;

5) Data on the certificate of conformity of the means i.e. certificate for the assessment and conformity of the means i.e. date and number of the issued certificate of conformity of the means.

6) Number and date of the Decision on entry in the List.

7) Data on the entry of the modification in the List:

1. Date and number of the Decision on entry of the modification in the List.

8) Data on deletion from the List:

1. Date and number of the Decision on deletion of the modification in the List.

**Article 3**

The List kept in the Ministry of Information Society and Administration (hereinafter referred to as: the Ministry) shall be in electronic form suitable for automatic processing and signed with electronic signature or sealed with electronic seal of the Ministry.

The List published by the Ministry shall be in the form, format and method determined with the ETSI TS 119 612 Standard.

The Ministry shall provide high level of availability and accuracy of the published list, as well as monitoring and implementation of the existing technical standards.

The List published by the Ministry shall be prepared in PDF format in line with ISO 32000, formatted in accordance with ISO 19005.

**Article 4**

The Request for registration in the List, submitted by the qualified trust service provider to the Ministry by using electronic means, shall be enclosed as an Annex which shall constitute integral part of the Rulebook herein.

The documentation submitted in original or in electronic form shall be also enclosed to the Request referred to in paragraph 1 of this Article, in accordance with the provisions of the Law on Electronic Documents, Electronic Identification and Trust Services.

The Request can be also submitted in hardcopy to the Ministry archive, while the documentation enclosed to the Request shall be submitted in original or in verified copy.

The Request for registration shall be available to the public on the Ministry website.

**Article 5**

The request submitter shall enclose the following to the Request:

1) Certificate of conformity of the means for issuing qualified electronic signature or qualified electronic seal issued by accredited testing laboratory, and

2) Certificate for effectuated administrative fee in accordance with the Law on Administrative Fees.

**Article 6**

The Certificate of conformity of the means for creating qualified electronic signature or qualified electronic seal shall be issued by accredited testing laboratory in a manner and in a procedure stipulated with the Law on Electronic Documents, Electronic Identification and Trust Services.

The certificate of conformity of the means for creating qualified electronic signature or qualified electronic seal shall contain the following data:

-   Title of the accredited testing laboratory;

-   Date of performed testing;

-   Mean for creating qualified electronic signature or qualified electronic seal, subject to testing;

-   Assessment of the conformity from the performed testing;

-   Qualified trust service provider for whose needs the testing of the conformity of the mean was performed;

-   Technical standards met by the mean;

-   Date of issuance of the certificate of conformity; and

-   Validity period of the certificate of conformity.

**Article 7**

After the assessment of the conformity, the body assessing the conformity shall issue a certificate for assessment of the conformity which shall contain the following:

1) Data on identification of the entity being assessed, as follows:

-  Full name of the legal entity;

-  Unique Company Identification Number (UCIN);

-  Unique Tax Number (UTN); and

-  Seat (street and number, place, postal code and country);

2) Data on the qualified trust services provisioned by the qualified trust service provider;

3) Assessment of the conformity of the qualified trust service provider and of the provisioned qualified trust services, wherein the request containing the assessment (with regards to regulations and standards) and the applied assessment procedure shall be specified;

4) Conclusion clearly indicating whether the conditions of the Law on Electronic Documents, Electronic Identification and Trust Services and other foreseen standards were met and the documents for provisioning of the specified trust service; and

5) Certificate validity period.

**Article 8**

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

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|  No. 11/1-4031/7 |  Minister of Information |
|  25 December 2019  | Society and Administration, |
|  Skopje |  **Damjan Mancevski** |

Annex

**Request for registration**

**in the list of means for creating qualified electronic signature**

**or qualified electronic seal**

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| --- |
| **Data on the request submitter – qualified trust service provider** |
| Full name of the request submitter and UCIN |  |
| Seat of the request submitter (street and number, place, postal number and country) |  |
| **Request data** |
| 1. Entry2. Change3. Deletion |
| **Data on the mean – subject of the request for entry in the list** |
| Name of the manufacturer of the mean for creating qualified electronic signature |  |
| Name of the manufacturer of the mean for creating qualified electronic seal |  |
| Data on the importer of the mean for creating qualified electronic signature |  |
| Data on the importer of the mean for creating qualified electronic seal |  |
| Description and title of the mean for creating qualified electronic signature |  |
| Description and title of the mean for creating qualified electronic seal |  |
| **Data on the conformity of the mean – subject of the request for entry in the list** |
| Name of the laboratory for assessment of the conformity of the means for creating qualified electronic signature or qualified electronic seal |  |
| Data on the certificate of conformity of the means, i.e. date and number of the issued certificate of conformity of the means |  |
| Data on the certificate for assessment of the conformity of the means (standards met by the mean) |  |