



Suruhanjaya Komunikasi Dan Multimedia Malaysia
Malaysian Communications and Multimedia Commission

**LICENSING GUIDEBOOK
DIGITAL SIGNATURE**

1 June 2021

Notice:

The information in this Guidebook is intended as a guide only. For this reason, it should not be relied on as legal advice or regarded as a substitute for legal advice in specific cases. Parties should still refer to the legislative provisions contained in the law.

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1.0 Introduction

- 1.1. The Malaysian Communications and Multimedia Commission (MCMC) took over the role of the Controller of Certification Authority on 1 November 2001 and empowered to exercise, discharge and perform the duties, powers and functions conferred on it under the Digital Signature Act 1997 (DSA) and the Digital Signature Regulations 1998 (Regulations).
- 1.2. The DSA and the Regulations primarily provide the licensing and recognition framework for digital signatures in Malaysia:
 - 1.3.1. **Licence for Certification Authority** – a licence granted upon application and satisfaction of the DSA requirements, for a certification authority to issue digital certificate to its subscribers.
 - 1.3.2. **Recognition of Repository** – a repository will contain information pertaining to the certification practices including but not limited to the certification authority's disclosure records, certificates, list of suspension and revocation.
 - 1.3.3. **Recognition of Date/Time Stamp Service** – a digital date/time stamp is a cryptographically unforgeable digital declaration which can be used as evidence of the date and time a computer record was created.
 - 1.3.4. **Recognition of Foreign Certification Authority** – a foreign certification authority will be recognised subject to standards and technical requirements prescribed under the DSA and the Regulations, in the event that an international treaty, agreement or convention concerning the recognition of its certificates has been concluded to which Malaysia is a party. An application to be a recognised foreign certification authority may be made in writing to MCMC.
- 1.3. All persons intended to operate as a certification authority, recognised repository or recognised date/time stamp service in Malaysia shall need to acquire a valid licence or recognitions. Failure

to do so is an offence and may be liable to a penalty as imposed under the DSA.

- 1.4. This Licensing Guidebook for Digital Signature ("Guidebook") is developed based on the provisions stipulated under the DSA and the Regulations to provide information on the process involved in all licence and recognitions applications concerning digital signature in Malaysia as well as the criteria applied by MCMC in evaluating such applications.
- 1.5. This Guidebook may be revised, varied or revoked by MCMC at any times without prior notice.

2.0 Terms and Definitions

Applicant	: A body incorporated in Malaysia or a partnership within the meaning of the Partnership Act 1961 applying for licence or recognitions stipulated under the DSA.
Certification Authority	: A person who holds a valid licence under the DSA to issue digital certificate to its subscribers.
Date/Time Stamp (DTS)	: Data in electronic form which binds other electronic data to a particular date/time, establishing evidence that these data existed at that particular date/time.
Digital Signature	: Transformation of a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: <ol style="list-style-type: none">a. whether the transformation was created using the private key that corresponds to the signer's public key; andb. whether the message has been altered since the transformation was made.

- Guidelines : Guidelines developed for audit activities under regulation 85 of the Regulations:
- a. Guidelines for Audit of Certification Authorities; and
 - b. Guidelines for Audit of Recognised Date/Time Stamp Service.
- Qualified Auditor : Auditor recognised and registered with MCMC. List of the qualified auditors is updated from time to time and published at MCMC's website.
- Repository : A system for storing and retrieving certificates and other information relevant to digital signatures.
- Recognised Date/Time Stamp (DTS) Service : Under the DSA, a recognised date/time stamp service provider shall function to provide immediate date/time stamp on a message, signature or documents received before publishing it in at least one (1) recognised repository at the end of each business day.
- Recognised Repository : A recognised repository is responsible to maintain an accessible database that publish information pertaining to the certification practices as stipulated under the DSA and the Regulations.
- Suitable Guarantee : Suitable guarantee shall be in an amount equal to or exceeding the greater of either:
- a. 100 per centum of the largest recommended reliance limit of a certificate to be issued; or
 - b. 35 per centum of the total recommended reliance limit of all certificates to be issued.

Notwithstanding the above, MCMC may determine an amount to be a suitable guarantee in replace of the above calculations not less than RM2,000,000.00.

Trustworthy
System

Computer hardware and software which:

- a. are reasonably secured from intrusion and misuse;
- b. provide a reasonable level of availability, reliability and correct operation; and
- c. are reasonably suited to performing their intended functions.

Working Capital : Total amount of available capital invested in a company's operating cycle (day-to-day operations) and also represents the ratio and difference between a company's current assets and current liabilities.

Current assets are short-term assets which can be liquidated within 12 months, which may include the following:

- a. Cash and cash equivalent – such as, cash at bank and in hand, short term fixed deposit with licensed bank;
- b. Trade receivables – such as, amount due from customer on contract;
- c. Tax recoverable or current tax assets;
- d. Other receivables – such as, prepayment, amount due from related company or ultimate holding company, sundry receivables and deposits; and
- e. Inventories – such as, smart card, crypto token.

Current liabilities are a company's short-term financial obligations that are due within one year or a normal operating cycle, which may include the following:

- a. Loan – such as, short term loan, bank overdraft;
- b. Trade payables – such as, amount due to customer contracts, amount due to vendors;
- c. Current tax liabilities; and
- d. Other payables and accruals – such as, dividend payables, amount due to related companies, amount due to holding company, accrued liabilities, sundry payables.

All licensed certification authority, recognised repository and recognised DTS service shall at all times maintains a working capital amounting to RM6,000,000.00.

For the purposes of this Guidebook, other terms and definitions given in the DSA and its Regulations apply.

3.0 Application Procedure in Providing Licence for Certification Authority, Recognition for Repository and Recognition for Date/Time Stamp Service

- 3.1. Under the DSA, the applicants must be a company incorporated in Malaysia or a partnership within the meaning of Partnership Act 1961 and maintain a registered office in Malaysia, in order to be eligible to apply for any licence or recognitions.
- 3.2. All applications shall be submitted using a duly completed Form 1 (**ANNEXURE 1**) together with a non-refundable application fee amounting to RM2,500.00.
- 3.3. The application process shall be conducted in two (2) stages:

3.3.1. Establishment Stage

Establishment stage shall be conducted at a maximum period of one (1) year as determined by MCMC. All applicants shall

submit the application together with the following information including any relevant supporting documents:

- a. Particulars of the applicant (e.g. Form 9. Certificate Of Incorporation Of Private Company, full sets of Form 24. Return of Allotment of Shares, Form 44. Notice of Situation of Registered Office and of Office Hours and Particulars of Changes, and Form 49. Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars, Business Registration Certificate, etc.);
- b. operational costs (e.g. list of fixed assets, working capital, insurance coverage);
- c. financial position including source of funding (e.g. latest three years audited accounts);
- d. manpower (e.g. list of staff and workers, qualification, copies of relevant certificates, declaration, organisation chart);
- e. proposed operating procedure (e.g. certification/operating flow chart, certification/operating practice statement, measures to be taken to check the identity of subscribers, repository or DTS service to be used, particulars of the trustworthy system to be used, particulars of the approved digital signature scheme, details of database to be maintained);
- f. sources of technical know-how (e.g. particulars of suppliers, years of experience, name of other company with similar know-how); and
- g. proposed list of services including fees and charges.

3.3.2. **Operation Stage**

Application to enter into the operation stage shall be made before the expiry date of the establishment stage by submitting the following including any relevant supporting documents to MCMC:

- a. Particulars of the applicant (e.g. Form 9. Certificate Of Incorporation Of Private Company, full sets of Form 24. Return of Allotment of Shares, Form 44. Notice of Situation of Registered Office and of Office Hours and Particulars of

Changes, and Form 49. Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars, Business Registration Certificate, etc.);

- b. operational costs (e.g. list of fixed assets, working capital, insurance coverage);
- c. financing (e.g. latest audited accounts);
- d. manpower (e.g. list of staff and workers, qualification, copies of relevant certificates, declaration, organisation chart);
- e. proposed operating procedure (e.g. certification/operating flow chart, certification/operating practice statement, measures to be taken to check the identity of subscribers, repository or DTS service to be used, particulars of the trustworthy system to be used, particulars of the approved digital signature scheme, details of database to be maintained);
- f. sources of technical know-how (e.g. particulars of suppliers, years of experience, name of other company with similar know-how);
- g. proposed list of services including fees and charges; and
- h. an audit report based on the Guidelines stipulated herewith in paragraph 5 from a qualified auditor.

4.0 Processing of Application

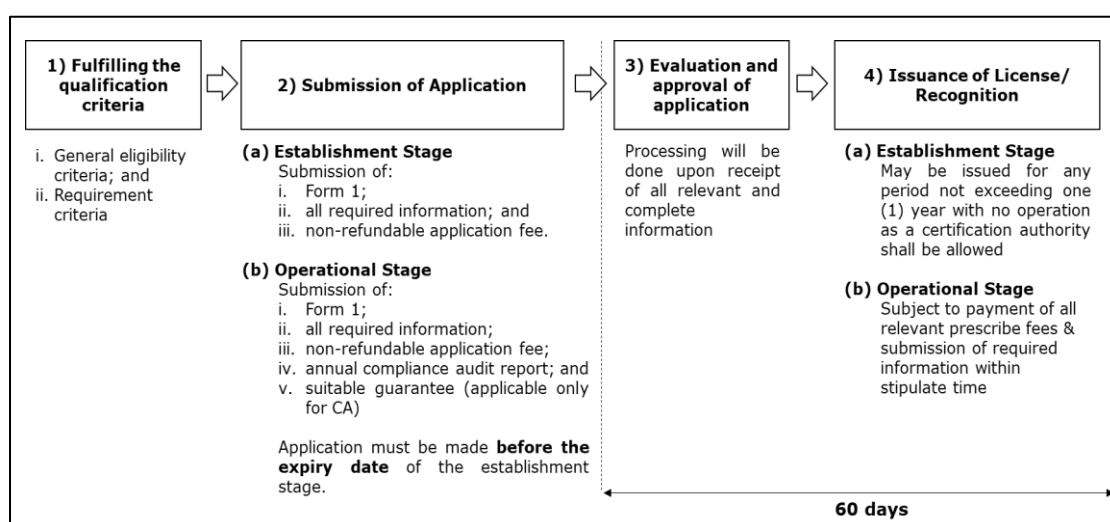
- 4.1. All information provided as part in the application shall be treated as highly confidential by MCMC.
- 4.2. Notwithstanding of the above, MCMC may at any time and any stage of the application, request for additional information, documents, demonstration, assessment or test to be submitted or performed within a stipulated timeline.
- 4.3. The application shall not be considered as complete if it:
 - a. is missing information;
 - b. contains misleading or false information; or
 - c. is defective in any way.

- 4.4. Applicant may withdraw the application at any time by giving notice to MCMC by email. Withdrawing an application shall not prejudice the applicant's ability to submit a new application. If the applicant decide to re-apply, the application need to be re-submitted and shall be treated as a fresh application.
- 4.5. Applicant acknowledges that approval of the application shall be at the sole discretion of MCMC and MCMC reserves the right, at any time and for any reason, to decline or not to proceed with an application. Applicant further acknowledges that MCMC may reject any application that MCMC is prohibited from considering by law or policy.

5.0 Issuance of the Licence or Recognitions

- 5.1 The licence or recognitions shall be issued within **sixty (60) days** from the receipt of all relevant and complete information.
- 5.2 In addition to the above, the licence and recognitions approved at the operation stage shall be issued subject to the following:
- 5.2.1 payment of the prescribed granting fee amounting to RM30,000.00;
 - 5.2.2 payment of the annual operating fees amounting to RM2,500.00; and
 - 5.2.3 submission of any additional information, documents, demonstration, assessment or test to be submitted or performed as requested by MCMC within a stipulated timeline.
- 5.3 No applicant shall operate as a licensed certification authority, recognised repository or recognised DTS service unless issued with an official and valid licence or recognitions upon approval at the operation stage.
- 5.4 The licence shall be issued in accordance with Form 2 (**ANNEXURE 2**) whilst the recognitions for repository and DTS service will be issued in accordance with Form 5 (**ANNEXURE 3**).

- 5.5 All licence and recognitions shall be issued with or without conditions. MCMC may at any time imposed in writing, conditions on any licence or recognitions issued to any particular applicant, whenever necessary. Contravention of any of its conditions shall subject to a non-compliance under the DSA and the Regulations.
- 5.6 In the event that MCMC refused to grant a licence, the applicant will be notified in writing of its refusal.
- 5.7 Summary of the overall process of new application is further depicted below:



6.0 Audit

- 6.1 All applications except for application at the establishment stage, shall subject to an audit to certify that the applicants has fulfilled all the requirements specified under the following:
- 6.1.1 Guidelines for Audit of Certification Authorities, which is applicable to audit application concerning licence for certification authority and recognised repository; and
- 6.1.2 Guidelines for Audit of Recognised Date/Time Stamp Service, which is applicable to audit application concerning recognised DTS service.

A finding of non-compliance concluded in the audit report may be a ground for a refusal of the licence or recognitions application.

6.2 Qualified Auditors

The audit shall only be conducted by an established auditor that are qualified and registered with MCMC. List of the qualified auditors is updated and published at MCMC's website. As at the date of the publication of this Guidebook, the qualified auditors are as follows:

6.2.1 PricewaterhouseCoopers(PwC)

Level 10, 1 Sentral Jalan Rakyat, Kuala Lumpur Sentral,
50706 Kuala Lumpur.

Tel: +603 21731188

Fax: +603 21731288

6.2.2 Ernst & Young

Level 23A, Menara Milenium, Jalan Damanlela, Pusat Bandar
Damansara, 50490 Kuala Lumpur.

Tel: +603 7495 8000

Fax: +603 2095 5332

6.2.3 Baker Tilly MH Consulting Sdn. Bhd.

Sunway Nexis, C-10-07 & D-13A-06, No. 1 Jalan PJU5/1
Kota Damansara, 47810 Petaling Jaya, Selangor.

Tel: +603 6158 9921

Fax: +603 6158 9923

7.0 Prescribe Fees and Payment Method

7.1 Every application must be accompanied by the following fees as prescribed in Table 1:

Table 1. Applicable Fees

Type of Fee	Amount (RM)
Application Fee (<i>per application</i>) - non-refundable	2,500.00
Granting Fee (<i>for each licence or recognitions</i>) - to be paid upon approval at the operation stage	30,000.00

Type of Fee	Amount (RM)
Annual Operating Fee (<i>on annual basis</i>) - not applicable during establishment stage	2,500.00

7.2 Payment Method

All prescribed fees shall be payable to “**Malaysian Communications and Multimedia Commission**” via electronic payment with proof of payment to be submitted. Details of account are as follows:

Account Name: SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
 Bank Name: CIMB Bank Berhad
 Bank Address: Cyberjaya Branch, Prima 5-A Jalan Teknokrat 5, 63000 Cyberjaya, Selangor
 Account No.: 8003224396
 Swift Code: CIBBMYKL

8.0 Submission of Application

- 8.1 Applicant is required to submit all information as per application form and all relevant supporting documents, in soft copy via email to neamd@mcmc.gov.my.
- 8.2 Where the supporting documents are unavailable in soft copy, the applicant must notify MCMC and submit a physical copy of the responses and supporting documents (by hand, mail or courier) to MCMC at the following address:

Head,
Numbering and Electronic Addressing Management Department
 Licensing and Assignment Division
 Malaysian Communications and Multimedia Commission
 Level 11, MCMC Tower 1, Jalan IMPACT, Cyber 6,
 63000 Cyberjaya, Selangor Darul Ehsan
 Tel No. : +603 8688 8000
 Fax No. : +603 8688 1002

ANNEXURE 1 (Form 1)



SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
MALAYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION

BORANG 1/FORM 1

[Peraturan 7, 12, 51, 54, 64 dan 67/
Regulation 7, 12, 51, 54, 64 and 67]

AKTA TANDATANGAN DIGITAL 1997/
DIGITAL SIGNATURE ACT 1997

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998/
DIGITAL SIGNATURE REGULATIONS 1998

PERMOHONAN BAGI LESEN/PERAKUAN PENGIKTIRAFAN DAN
PEMBAHARUAN LESEN/PERAKUAN PENGIKTIRAFAN*
*APPLICATION FOR LICENCE/CERTIFICATION OF RECOGNITION
AND RENEWAL OF LICENCE/CERTIFICATION OF RECOGNITION**

Tandakan (/) di ruang yang berkenaan.
Tick (/) whichever is relevant.

(a) Permohonan untuk
Application for

(i) Lesen
Licence

☐

(ii) Perakuan pengiktirafan bagi/
Certification of recognition for

(A) repositori
repository

☐

(B) perkhidmatan penanda tarikh/masa
date/time stamp service

☐

(b) Jenis permohonan
Type of application

(i) Permohonan baru
New application

(A) peringkat penubuhan
Establishment stage

☐

(B) peringkat pengendalian
operation stage

☐

(ii) pembaharuan
renewal

☐

A. BUTIR-BUTIR PEMOHON
PARTICULARS OF APPLICANT

1. Nama pemohon dan alamat surat-menyurat
Name of applicant and correspondence address

No. telefon No. faks Orang untuk dihubungi
Telephone no. Fax no. Contact person

Alamat mel elektronik
E-mail address

Jawatan
Designation

2. Nama pembezaan pemohon
Distinguished name of applicant

3. Tarikh diperbadankan/dibentuk
Date of incorporation/formation

4. Tempat diperbadankan/dibentuk
Place of incorporation/formation

5. Alamat pejabat berdaftar
Address of registered office

No. telefon No. faks
Telephone no. Fax no.

Alamat mel elektronik
E-mail address

6. Alamat pejabat lain (jika ada)
Address of other offices (if any)

.....
.....
.....

No. telefon No. faks
Telephone no. Fax no.

Alamat mel elektronik
E-mail address

7. Butir-butir pengarah/pekongsi
Particulars of directors/partners

<i>Nama dan alamat kediaman Name and residential address</i>	<i>Kerakyatan Nationality</i>	<i>% saham yang dipegang dalam syarikat/ % pekongsian % of shares held in company/ % of partnership</i>

8. Pengakuan
Declaration

- (a) Adakah penerima, atau penerima dan pengurus, pernah dilantik berkenaan dengan apa-apa harta pemohon?
Has a receiver, or a receiver and Manager, been appointed in respect of any of the applicant's assets? Ya/Tidak
Yes/No
- (b) Adakah pemohon telah mencapai kata sepakat atau membuat perkiraan dengan pemiutang?
Has the applicant entered into a compromise or arrangement with creditors? Ya/Tidak
Yes/No

(c) Adakah petisyen telah dikemukakan ke mahkamah untuk menggulungan pemohon?
Has a petition been presented in a court for the winding up of the applicant?

Ya/Tidak
 Yes/No

B. KOS PENGENDALIAN
OPERATIONAL COSTS

	Jumlah Total RM
1. Harta tetap (sila nyatakan) <i>Fixed assets (please specify)</i>	
(a)
(b)
(c)
Jumlah harta tetap <i>Total fixed assets</i>	=====
2. Perbelanjaan sebelum pengendalian <i>Pre-operational costs</i>
3. Modal kerja <i>Working capital</i>
4. Perlindungan insurans <i>Insurance coverage</i>
Jumlah <i>Total</i>	=====

Nota : Jika tanah, bangunan atau kelengkapan disewa/dipajak, nyatakan kos sewaan/pajakan tahunan

Note : If the land, building or equipment is rented/leased, specify the annual cost of rental/lease.

C. SUMBER KEWANGAN
FINANCING

	RM	%
1. Modal dibenarkan <i>Authorised capital</i>	_____	_____
2. Modal dibayar <i>Paid-up capital</i>	_____	_____
(a) Perkongsian <i>Partnership</i>	_____	_____
(b) Syarikat yang diperbadankan di Malaysia* <i>Companies incorporated in Malaysia*</i>	_____	_____
_____	_____	_____
_____	_____	_____
(c) Syarikat/perkongsian asing (Nyatakan nama dan negara) <i>Foreign company/partnership (Specify name of country</i>	_____	_____
_____	_____	_____
_____	_____	_____
Jumlah (a), (b) dan (c) <i>Total of (a), (b) dan (c)</i>	=====	100%

*Bagi 2(b) nyatakan struktur ekuiti seperti berikut: For 2(b)
provide equity structure as follows:

Nama syarikat	Nama syarikat
<i>Name of company</i>	<i>Name of company</i>
 Bumiputra%	 Bumiputra.....%
<i>Bumiputra</i>	<i>Bumiputra</i>
 Bukan Bumiputra%	 Bukan Bumiputra.....%
<i>Non Bumiputra</i>	<i>Non Bumiputra</i>
 Rakyat asing.....%	 Rakyat asing.....%
<i>Foreign national</i>	<i>Foreign national</i>

3. Pinjaman Loan	RM
Tempatan Domestic
Asing Foreign
Jumlah Total
4. Sumber lain (sila nyatakan) Other source (please specify)	RM
.....
.....
.....
Jumlah Total	=====
Jumlah 2, 3 dan 4 Total 2,3 and 4	=====

5. Berikan nama mana-mana syarikat lain yang menjalankan/mengendalikan kegiatan yang seupamanya yang dalamnya mana-mana pemegang saham syarikat pemohon/pekongsi pekongsian pemohon atau syarikat pemohon/pengkongsian pemohon mempunyai penyertaan ekuiti.

State the names of any other company carrying on/operating a similar activity in which any shareholders of the applicant company/partners of the applicant partnership or the applicant company/applicant partnership has equity participation.

.....

.....

Nota: Sertakan sesalinan akaun terakhir yang diaudit
Note : Attach a copy of the latest audited accounts.

**BAGI PIHAK BERKUASA PEMERAKUAN SAHAJA.
FOR CERTIFICATION AUTHORITY ONLY.**

6. Jaminan sesuai yang difaalkan dengan Pengawal
(Untuk peringkat pengendalian sahaja).
*Suitable guarantee to be filed with the Controller.
(For operation stage only)*

RM.....

*Nota : Sertakan jaminan sesuai yang berkenaan
Note : Attach relevant suitable guarantee.*

**D. GUNA TENAGA
MANPOWER**

1. Kakitangan dan pekerja
Staff and workers

Golongan <i>Category</i>	Pekerjaan sepenuh masa <i>Full-time employment</i>		
	Rakyat Malaysia <i>Malaysian national</i>	Rakyat asing <i>Foreign national</i>	Jumlah <i>Total</i>
1. Kakitangan pengurusan dengan <i>Managerial staff with</i> a. Kelulusan teknikal <i>technical qualifications</i> b. Kelulusan sains <i>science qualifications</i> c. Kelulusan/pengalaman lain <i>other qualifications/experience</i>			
2. Kakitangan teknikal dan penyeliaan dengan <i>Technical and supervisory staff with</i> a. Kelulusan teknikal <i>technical qualifications</i> b. Kelulusan sains <i>science qualifications</i> c. Kelulusan/pengalaman lain <i>other qualifications/experience</i>			
3. Pekerja jualan, perkeranian dan pekerja lain <i>Sales, clerical and other workers</i>			
4. Pekerja lain <i>Other workers</i>			

a. Mahir <i>Skilled</i>			
b. Tidak mahir <i>Unskilled</i>			
Jumlah <i>Total</i>			

2. Butir-butir kakitangan yang berijazah sains dan teknikal atau yang berkelayakan yang setaraf dengannya*
*Particulars of staff holding science and technical degrees or an equivalent qualification**

Jawatan <i>Designation</i>	Fungsi Tugas <i>Job function</i>	Kelayakan <i>Qualification</i>	Bilangan <i>Number</i>
		Jumlah <i>Total</i>	

*Tidak termasuk diploma dan sijil kelulusan lain yang lebih rendah.
Excluding diplomas and other lower level certificates.

Nota : Sertakan salinan sijil yang berkenaan. *Note :*
Attach copies of relevant certificates.

3. Pengakuan
Declaration

- (a) Adakah pemohon atau mana-mana orang yang diambil kerja oleh atau selainnya berkaitan dengan pemohon
Has the applicant or any person employed by or otherwise associated with the applicant
- (i) Pernah disabitkan dalam 15 tahun yang lepas atas kesalahan yang melibatkan fraud, kenyataan palsu atau perdayaan?
been convicted within the past 15 years of an offence involving fraud, false statement or deception?
- Ya/Tidak
Yes/No

- (ii) Pernah didapati berliabiliti kerana pelanggaran kewajipan fidusiari atau kecuaihan ikhtisas atau salah nyata dalam apa-apa prosiding sivil?
Been found liable of a breach of fiduciary duty or Professional negligence or misrepresentation in any civil proceedings? Ya/Tidak
Yes/No
- (iii) Pernah melanggar mana-mana undang-undang bertulis yang bertujuan melindungi orang awam daripada kerugian kewangan akibat kecurangan, ketidakcekapan atau amalan salah oleh orang yang membekalkan perkhidmatan kewangan atau pengurusan syarikat atau daripada kerugian kewangan akibat tindakan bankrap yang dilepaskan atau tak dilepaskan?
contravened any written law designed to protect the public from financial loss due to the dishonesty, incompetence or malpractice of persons providing financial services or the management of companies or against financial loss due to the conduct of a discharged or undischarged bankrupt? Ya/tidak
Yes/No
- (iv) Pernah dikenakan apa-apa prosiding tatatertib atau tindakan lain oleh mana-mana badan ikhtisas atau kawalselia?
Been subjected to any disciplinary proceeding or other action by any professional or regulatory body? Ya/Tidak
Yes/No
- (b) Adakah apa-apa prosiding undang-undang terhadap pemohon atau mana-mana orang yang diambil kerja oleh atau selainnya berkaitan dengan pemohon yang masih belum selesai yang boleh menghasilkan dapatan dalam subperenggan (a)(i), (ii) atau (iii)?
Is any legal proceeding pending against the applicant or any person employed by or otherwise associated with the applicant that could result in a finding in subparagraph (a)(i), (ii) or (iii)? Ya/Tidak
Yes/No

Nota : Adalah disyorkan supaya siasatan yang perlu dijalankan sebelum pengakuan ini dibuat.

Note : *It is recommended that the necessary inquiries be carried out before this declaration is made.*

4. Berikan carta organisasi yang dicadangkan dan tandakan kedudukan jawatan-jawatan yang dinyatakan dalam D2.
Provide the proposed organization chart and indicated the position of the posts specified in D2.

E. TATACARA PENGENDALIAN
OPERATING PROCEDURE

1. Berikan carta aliran proses pemerakuan/pengendalian dan terangkan proses-proses utama.
Provide the certification/operating process flow chart and explain the main processes.

Nota : Dalam hal repositori, masukkan-

- (a) Tatacara bagi memproses perakuan yang baru disiarkan serta notis pengantungan dan pembatalan; dan
- (b) Proses untuk mengambil kira penggunaan repositori dan jalan masuk kepada maklumat yang disiarkan di dalamnya.

Dalam hal perkhidmatan penanda tarikh/masa, masukkan-

- (a) Tatacara bagi memproses dokumen yang diterima; dan
- (b) Proses untuk mengambil kira penggunaan perkhidmatan.

Note : In the case of a repository, include-

- (a) procedures for processing newly published certificates and notice of suspension and revocation; and
- (b) processes to account for usage of the repository and access to the information published in it.

In the case of a date/time stamp service, include-

- (a) procedures for processing documents received; and
- (b) processes to account for usage of the service.

2. Berikan salinan pernyataan amalan pemerakuan /pengendalian yang dicadangkan.
Provide a copy of the proposed certification /operating practice statement.

3. Nyatakan langkah-langkah untuk memeriksa identiti pelanggan. Specify the measures to be taken to check the identity of subscribers.

4. Nyatakan repositori yang akan digunakan.
Specify the repositories to be used.

Dikendalikan sendiri
Self-operated

☐

Lain-lain (sila nyatakan)
Others (please specify)

☐

.....
.....

5. Nyatakan perkhidmatan penanda tarikh/masa yang akan digunakan.
Specify the date/time stamp services to be used.

Dikendalikan sendiri
Self-operated

Lain-lain (sila nyatakan)
Others (please specify)

.....
.....

6. Nyatakan butir-butir sistem boleh dipercayai yang akan digunakan, khususnya piawaian dan komponen teknikal.
Specify the particulars of the trustworthy system to be used, in particular the standards and technical components.
7. Nyatakan butir-butir skim tandatangan digital diluluskan yang akan digunakan.
Specify the particulars of the approved digital signature scheme to be used.
8. Berikan butir-butir mengenai pangkalan data yang akan disenggarakan, termasuk bentuk dan struktur.
Provide details of the data base to be maintained, including form and structure.
9. Nyatakan kriteria untuk menentukan-

- (a) dalam hal repositori, siapa yang boleh menyiarkan maklumat dalam repositori dan cara kriteria ini akan dikuatkuasakan di sisi undang-undang; dan
- (b) dalam hal perkhidmatan penanda tarikh/masa, keutamaan penandaan masa dokumen yang diterima.

Specify the criteria for determining-

- (a) in the case of a repository, who may publish information in the repository and the legal means by which such criteria are given effect; and
- (b) in the case of a date/time stamps service, the priority of time-stamping of documents received

10. Berikan laporan daripada juruaudit yang layak.
(Untuk peringkat pengendalian sahaja)
Provide a report from a qualified auditor
(For operation stage only)

F. SUMBER PENGETAHUAN FIZIKAL
SOURCE OF TECHNICAL KNOW-HOW

Nama dan alamat pembekal	Tempoh dan jenis pengalaman	Nama syarikat lain di dunia yang mempunyai pengetahuan seumpamanya	Hubungan dengan pemohon (cth.: syarikat induk/ bersekutu)
Name and Address of Supplier	Years and type of experience	Name of other company in the world With similar Know-how	Relationship with applicant (e.g.: parent/ associate company)
.....
.....
.....
.....
.....

G. SENARAI PERKHIDMATAN
LIST OF SERVICES

Perkhidmatan Service	Fi dan caj Fees and charges (RM)

H. PENGAKUAN
DECLARATION

Saya, _____, mengaku bahawa sebaik-baik yang saya tahu dan percaya butir-butir yang diberikan dalam permohonan ini adalah benar.

I, _____, declare that to the best of my knowledge and belief the particulars furnished in this application are true.

Saya juga mengaku bahawa saya faham dan membenarkan penzahiran apa-apa maklumat yang terkandung dalam permohonan ini sebagaimana yang didapati perlu oleh Pengawal Pihak Berkuasa Pemerakuan.

I also declare that I understand and consent to the disclosure of any information contained in this application as the Controller of Certification Authorities considers necessary.

Tarikh : _____
Date

(Tandatangan pemohon)/
(Signature of applicant)

(Jawatan)/(Designation)

ANNEXURE 2 (Form 2)

BORANG 2/FORM 2
[Peraturan 10/Regulation 10]

AKTA TANDATANGAN DIGITAL 1997 *DIGITAL SIGNATURE ACT 1997*

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998 *DIGITAL SIGNATURE REGULATIONS 1998*

LESEN PIHAK BERKUASA PEMERAKUAN *CERTIFICATION AUTHORITY LICENCE*

Peringkat:
Stage

ASAL
ORIGINAL

No. Siri:
Serial No.:

No. Lesen:
License No.

MENURUT SEKSYEN 8 AKTA TANDATANGAN DIGITAL 1997 *PURSUANT TO SECTION 8 OF THE DIGITAL SIGNATURE ACT 1997*

Saya memberi lesen kepada
I license (Nama pemohon/Applicant's name)

untuk mengendalikan sebagai
to operate as a

PIHAK BERKUASA PEMERAKUAN BERLESEN mulai dari
LICENSED CERTIFICATION AUTHORITY as from (Tarikh/date)

di pejabat atau pejabat-pejabat yang beralamat seperti berikut:
at the following office or offices:

.....
.....

tertakluk kepada mana-mana peraturan, garis panduan, arahan dan perintah pentadbiran yang dikeluarkan di bawah Akta ini.
subject to any regulations, guidelines, directives and administrative orders issued under this Act.

**ASAL
ORIGINAL**

No. Siri:
Serial No.:

No. Lesen:
License No.:

1. Nama pemilik lesen
Name of owner of license
2. Alamat perniagaan
Business address
3. Tarikh dan masa dikeluarkan
Date and time of issue
4. Tarikh dan masa habis tempoh
Date and time of expiry
5. Rujukan fail
File reference
6. No. Resit
Receipt No.
7. Amaun dibayar
Amount paid

.....
Pengawal Pihak Berkuasa Pemerakuan/
Controller of Certification Authorities

Tarikh:
Date

ANNEXURE 3 (Form 5)

BORANG 5/FORM 5

[Peraturan 54 dan 67/Regulation 54 and 67]

AKTA TANDATANGAN DIGITAL 1997 *DIGITAL SIGNATURE ACT 1997*

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998 *DIGITAL SIGNATURE REGULATIONS 1998*

PERAKUAN PENGIKTIRAFAN BAGI REPOSITORI/PERKHIDMATAN PENANDA TARIKH/MASA* *CERTIFICATE OF RECOGNITION FOR REPOSITORY / DATE/TIME STAMP SERVICE**

Peringkat:
Stage:

ASAL
ORIGINAL

No. Siri:
Serial No.:

No. Perakuan:
Certificate No.:

MENURUT SEKSYEN 68/70* AKTA TANDATANGAN DIGITAL 1997 *PURSUANT TO SECTION 68/70* OF THE DIGITAL SIGNATURE ACT 1997*

Saya memperakui
I certify (Nama pemohon/Applicant's name)

sebagai suatu
as a **REPOSITORI DIKITIRAF/PERKHIDMATAN PENANDA
TARIKH/MASA DIKITIRAF***
*RECOGNISED REPOSITORY/ RECOGNISED DATE/TIME
STAMP SERVICE**

peringkat mulai dari
stage as from (Tarikh/date)

di pejabat atau pejabat-pejabat yang beralamat seperti berikut:
at the following office or offices:

.....
.....

tertakluk kepada mana-mana peraturan, garis panduan, arahan dan perintah
pentadbiran yang dikeluarkan di bawah Akta ini.
*subject to any regulations, guidelines, directives and administrative orders issued
under this Act.*

* Potong mana-mana yang tidak berkenaan
Delete whichever is not applicable

**ASAL
ORIGINAL**

No. Siri:
Serial No.:

No. Perakuan:
Certificate No.:

1. Nama pemilik perakuan
Name of owner of certificate
2. Alamat perniagaan
Business address
.....
3. Tarikh dan masa dikeluarkan
Date and time of issue
4. Tarikh dan masa habis tempoh
Date and time of expiry
5. Rujukan fail
File reference
7. No. Resit
Receipt No.
7. Amaun dibayar
Amount paid

.....
Pengawal Pihak Berkuasa Pemerakuan/
Controller of Certification Authorities

Tarikh:
Date