RULES AND GUIDELINES FOR

REGISTRATION AUTHORITY OFFICE

(Operating under IDRBT CA Office)

IDRBTCA/DOC/RRA/3.0

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1. Introduction

A Registration Authority ("RA") is an office appointed by the IDRBT CA that collects and processes Digital Certificate requests and Certificate revocation/suspension requests. The application form for the digital certificates is as prescribed in the IT Act, 2000 and is available at IDRBT CA website or at http://10.0.65.65/ on INFINET. The duly filled in 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

- For the creation of Registration Authority Office, senior officials (rank preferably not less than Deputy General Manager) from banks must approach the IDRBT CA Office along with the reference letter on official letter pad from his/her Superior Officer in their respective banks.
- At least two officials are required to be appointed for each RA office (One RA administrator and one/more RA Officers). The RA Officer must be an official from the bank in the rank of an Officer in the same RA Office. The Superior Officer should designate RA Administrator, RA Officer for a given RA Office of their bank.
- Officials authorized by Superior Officer of the bank concerned will be responsible for whole operations and managing Registration Authority Office.
- The authorized officials will apply for Class 3 Digital Signature Certificates in the application form (given in Appendix-1) prescribed, with

all relevant documents mentioned below, and Registration Authority Agreement form (see Appendix-2) duly signed on a non-judicial stamp paper worth Rs. 100/-.

Documents to be attached along with the application form:

- ✓ Subscriber Agreement
- ✓ Photo copies of any of the documents
  - PAN or Aadhar card and ID card of applicant attested by superior authority with seal.
  - Self attested PAN and ID card of Superior Authority to be attached to the Application form

  (Physical presence before RA Executive for personal verification and original copies to be furnished during face to face verification.)

- ✓ Forwarding letter of the RA's superior authority
- ✓ Passport size photograph to be affixed on the application form and to be signed across the Photograph.

- RA applicant will apply through IDRBT CA Certification Services through IDRBT RA Management Office and will obtain a Class 3 Certificate on a FIPS 140-1/2 Level 2 validated cryptographic modules (Smart Card/ etoken) from IDRBT CA. The cost of the Class 3 Certificate will be paid by the bank concerned. The amount must be paid by means of Electronic Fund Transfer/SBI epay for details please contact CA Help at cahelp@idrbt.ac.in

- The cost per Certificate is as specified below:
  - ✓ Class 3 Individual Certificate: Rs. 10,000/- + 18% GST per year
- RA Administrator(s) and RA Officer(s) should oblige to the responsibilities as mentioned in the IDRBT CA Certification Practice Statement (CPS) that can be downloaded from the website https://idrbtca.org.in/ and from https://10.0.65.65 on INFINET and also as per the terms and conditions mentioned in the Registration Authority Agreement.

3. RA Office requirements

RA Office is created to perform the duties and activities of Registration Authority mentioned under IDRBT CA CPS. RA Office infrastructure shall support:

- Minimum two RA Officials namely RA Administrator and RA Officer
- One Secretary (optional)
- Two computers (one optional) with USB port for operational use
- INFINET or Internet connectivity for accessing RA Services
- Maintenance of Subscriber's confidential information in separate almirah or cupboard under Lock and Key
- Personal verification of Subscribers requesting a Class3 Certificate
- Archival of Subscriber's records for a period of 7 years as per IT ACT, 2000
- Generate Self Audit reports and retain Audit reports conducted by IDRBT CA Office (if any).

3.1 Hardware/Software requirements

Operational Machines: 2 no.s

- ✓ Browses like Edge, Chrome, Firefox or Internet Explorer
- ✓ Intel Pentium IV (minimum)
- ✓ RAM: 64MB (minimum)
- ✓ CD/DVD Drive
- ✓ INFINET
- ✓ USB Port

4. Necessary Records to be kept in RA Office

- ✓ Subscriber form (see Appendix-1) filled and dully signed by subscriber and approved by RA Officer/RA Administrator.
- ✓ Certificate Revocation/Suspension form (see Appendix-3).
- ✓ Copy of Master Agreement
- ✓ Copy of papers and documents essential for verifying subscriber credentials according to Class of certificate.
- ✓ Configuration of operational machines which will be used for RA office.
- ✓ Electronic/Manual Backup of various reports generated by IDRBT CA software.
- ✓ Financial records received from subscriber.
- ✓ Necessary e-mail communication with subscriber in paper/electronic media.
- ✓ E-mail communication with IDRBT CA office in paper/electronic media.
- ✓ List of System software installed on RA operational machine with details.
- ✓ Details of Antivirus installed on RA operational machine.
- ✓ Records containing Compromised Users.

- ✓ Audit trail reports.

5. Important Rules to be followed by RA Office

5.1 Records Archival

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.
2. All information pertaining to Registration Authority operations, Subscribers' application, verification, identification, authentication and Agreements cannot be disclosed without permission of IDRBT CA Office.
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 IDRBT CA office.

5.3 Document Security

All documents listed in section-3 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

1. All media/documents containing sensitive data shall be stored in a lock and key cupboard.
2. All incoming/outgoing media/document transfers shall be authorized by RA Administrator.
3. All media/documents shall have external volume identification. Internal labels shall be fixed, where available.

5.5 Media and Document Movement

1. Proper records of all movements of computer tapes/disks /paper based document between IDRBT CA office and Registration Authority office media library must be maintained.
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.
3. Computer media/documents that are being transported to IDRBT CA office should be stored in locked carrying cases.

5.6 Other Items

- In case of any retirement, transfer, or any action leading to the removal of the personnel from the RA functionality, it should be intimated by their superior authority in written to the IDRBT CA Office for taking necessary action.
- The name in the request for the digital certificate must be same as either in Passport, Voter's Identity Card, or Income Tax PAN Card and must be submitted before the IDRBT CA Office at the time of RA Office creation.