

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
ইলেক্ট্রনিক স্বাক্ষর সার্টিফিকেট প্রদানকারী কর্তৃপক্ষের নিয়ন্ত্রক-এর কার্যালয়
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
বিসিসি ভবন, আগারগাঁও, শেরেবাংলা নগর, ঢাকা-১২০৭
www.cca.gov.bd

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তারিখঃ ০৬/১১/২০১৪ খ্রিঃ

প্রেরকঃ

জি. ফখরুদ্দিন আহমেদ চৌধুরী

নিয়ন্ত্রক (যুগ্ম-সচিব)

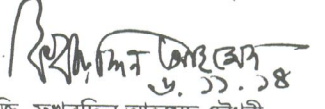
ইলেক্ট্রনিক স্বাক্ষর সার্টিফিকেট প্রদানকারী কর্তৃপক্ষের নিয়ন্ত্রক-এর কার্যালয়

প্রাপকঃ

সার্টিফিকেট প্রদানকারী কর্তৃপক্ষ (সকল)

বিষয়ঃ Guidelines for Issuance of SSL Certificate জারীকরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে এতদ্বারা জানানো যাচ্ছে যে, তথ্য ও প্রযুক্তি (সার্টিফিকেট প্রদানকারী কর্তৃপক্ষ)বিধিমালা ২০১০-এর বিধি ২০-এ প্রদত্ত ক্ষমতাবলে SSL (Secure Sockets Layer) Certificate ইস্যু করার সুবিধার্থে 'Guidelines for Issuance of SSL Certificate' শীর্ষক গাইডলাইন জারী করা হলো। এই গাইডলাইনের অধিকাংশ বিষয় টেকনিক্যাল হওয়ায় ইংরেজী ভাষায় জারী করা হলো। এই গাইডলাইন অবিলম্বে কার্যকর হবে।


জি. ফখরুদ্দিন আহমেদ চৌধুরী
নিয়ন্ত্রক (যুগ্ম-সচিব)
ফোনঃ ৮১৪৪০৪২

অনুলিপি সদয় অবগতির জন্যঃ

সচিব, তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ, আগারগাঁও, শেরেবাংলা নগর, ঢাকা।

GUIDELINES FOR ISSUANCE OF SSL CERTIFICATES

November 2014

Issued By
Controller of Certifying Authorities
Information and Communications Technology Division
BCC Bhaban, Agargoan, Dhaka 1207

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Government of the People's Republic of Bangladesh
Information and Communication Technology Division
Controller of Certifying Authorities
BCC Bhaban, Agargoan, Dhaka 1207

No. 56.03.0000.002.22.030.12.1821

Thursday, November 06, 2014

GUIDELINES FOR ISSUANCE OF SSL CERTIFICATES

1. Only authorized persons are entitled to apply for SSL certificates on behalf of an organization.
2. Apart from the authorized person verification, the additional process documentation and authentication requirements for SSL certificate shall include the following:
 - a) The organization owns the proposed Domain Name, or the organization is given the exclusive right and authority to use the Domain Name.
 - b) Proof of authorization to apply for SSL certificate on behalf of the organization in the asserted capacity.(e.g Authorization letter from organization to applicant)
3. A Certifying Authority shall not issue SSL certificates to any organizational entity unless it owns/controls that Domain Name.
4. The verification process for applicant's identity (e.g. name, office address, email, etc), authorization to apply for SSL certificate, and existence of organization should be clearly documented in the CPS without ambiguity.

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5. For Domain SSL proof of domain ownership document for .bd domain. For international gTLD, the verification will be confirmed through domain Administrative Email Address.
6. For IP SSL proof of documents from ISP of the applied IP. CAs may verify the ownership of IP-Pool from APNIC database.
7. All submitted documents should be attested by first Class Gazetted Officer or Notary Public.
8. The documents required for Domain Name ownership, proof of existence of organization and authorization to applicant to apply for a SSL certificate are given below:

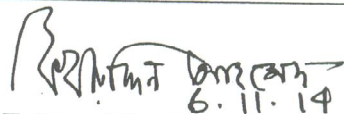
Domain Name ownership	
Individual/Proprietors ship Firm:	<ul style="list-style-type: none"> • Affidavit of ownership in the name of individual or proprietorship.
Partnership Firm:	<ul style="list-style-type: none"> • Affidavit of ownership in the name of Partnership firm or in the name of Partner and in case it is in the name of Partner, additional affidavit from Partner confirming authorization for use by firm.
Corporate Entities:	<ul style="list-style-type: none"> • Certificate of ownership in the name of company issued by statutory Auditor.
Government Organizations	<ul style="list-style-type: none"> • Domain Name ownership certified by Head of Procuring Entity or authorized signatory.
Trust Body	Affidavit of ownership in the name of Trustee Board.
Existence of Organization	
Individual/Proprietors ship Firm:	<ul style="list-style-type: none"> • Copy of valid Trade License • Copy of statement/solvency of bank account • Copy of TIN Certificate. • Utility bill for proof of address

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Partnership Firm:	<ul style="list-style-type: none"> • Copy of partnership deed (including list of partners and authorized signatories) • TIN of all partners • Copy of statement/solvency of bank account • Utility bill for proof of address
Corporate Entities:	<ul style="list-style-type: none"> • Copy of certificate of incorporation • Copy of article and memorandum of association(First two pages) • RJSC form -12. • Copy of statement/solvency of bank account • VAT registration. • Utility bill for proof of address
Government Organizations	<ul style="list-style-type: none"> • The application for SSL should be forwarded / attested / certified by the Head of Procuring Entity.
Trust Body	<ul style="list-style-type: none"> • Certified copy of Deed of Trust. • Up to date list of members of the Trustee Board. • Utility bill for proof of address • Registration From NGO Bureau or DOSW
Authorization to applicant	
Individual/Proprietors ship Firm:	<ul style="list-style-type: none"> • The applicant for SSL certificate should be individual/proprietor only
Partnership Firm:	<ul style="list-style-type: none"> • The applicant of SSL certificate should be duly authorized by the partners and his photographs as well as identity and address should be mentioned in the authorization letter
Corporate Entities:	<ul style="list-style-type: none"> • The applicant of SSL certificate should be duly authorized by the resolution of board of directors. The applicant details i.e. address, photograph of the authorized person should also be mentioned in the authorization letter.
Government Organizations	<ul style="list-style-type: none"> • The applicant of SSL certificate should be duly authorized by the Head of Procuring Entity. • Copy of applicant's valid passport or copy of National ID of authoritative signatory.

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	<ul style="list-style-type: none">• Two copies of passport size photograph of the Authoritative Signatory.
Trust Body	<ul style="list-style-type: none">• Certified copy of the Resolution of the Trustee Board for operation of Digital Signature.• Copy of applicant's valid passport or copy of National ID of authoritative signatory.• Two copies of passport size photograph of the Authoritative Signatory.


6.11.14

G. Fakhruddin Ahmed Chowdhury
Controller of Certifying Authorities