

Pursuant to Article 19, paragraph 3 of the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (Official Gazette of the RS, No. 94/17),

The Minister of Trade, Tourism and Telecommunications has passed the following

## **RULEBOOK**

### **on the register of electronic identification service providers and electronic identification schemes**

#### **Subject Matter of the Rulebook**

##### Article 1

This Rulebook shall prescribe the contents and method of maintaining the Register of electronic identification service providers and electronic identification schemes, method of submitting applications for entry into Register, required documentation to be enclosed with the application, application form and publication method of information from the Register.

The Register of providers of electronic identification service and electronic identification schemes (hereinafter: the Register) shall be maintained by the Ministry in charge of information society (hereinafter: the Ministry).

#### **Contents of the Register**

##### Article 2

The Register shall comprise the following information:

- 1) serial number of the entry in the Register;
- 2) business name of the provider of the electronic identification service and electronic identification schemes (hereinafter: service provider);
- 3) number of the decision on entry in the Register;
- 4) date of entry in the Register;
- 5) company registration number;
- 6) tax identification number (TIN);
- 7) seat (street and number, place, postal code and country);
- 8) website address of the service provider;
- 9) telephone number of the service provider;
- 10) information on entry of the service provider in the Business Register or in another relevant Register maintained in compliance with the law, and specifically:
  - (1) the name of the Register,
  - (2) number of the decision on entry in the Register,

- (3) date of entry,
- (4) organisational form,
- (5) business activity code,
- (6) description of business activity;

11) information on the responsible person that is representing the service provider and on the scope of their powers, and specifically:

- (1) name, surname,
- (2) name of the function,
- (3) scope of powers,
- (4) official telephone number,
- (5) official electronic address;

12) information on the service provider's customer relations service, and specifically:

- (1) name of the service,
- (2) address,
- (3) telephone,
- (4) electronic address;

13) information on the type and level of electronic identification schemes that the service provider performs;

14) information on entry of modifications in the Register, and specifically:

- (1) number of the decision on entry of modifications in the Register,
- (2) date of entry of modifications in the Register;

15) information on deletion from the Register, and specifically:

- (1) number of the decision on deletion from the Register,
- (2) date of deletion from the Register.

All the modifications of information referred to in paragraph 1 of this Article shall be entered in the Register.

### **Register Maintenance Method and Publication Method of Information from the Register**

#### Article 3

The Register shall be kept in hardcopy and in electronic form.

The Register in electronic form shall be publicly available on the website of the Ministry.

The Register in electronic form shall be signed by the advanced electronic seal of the Ministry.

### **Submission Method for Applications for Entry in the Register**

#### Article 4

The application for entry in the Register (hereinafter: application) shall be submitted electronically to the Ministry, in Form 1, which is printed with this Rulebook and is an integral part hereof and which shall be published on the website of the Ministry.

The application referred to in paragraph 1 of this Article and documentation to be enclosed with the application shall be delivered in the form of an electronic document in original or in the form of an authenticated digitalized act, in compliance with the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (hereinafter: the Law), at the electronic address of the Ministry.

The application can additionally be submitted in written form, directly or by mail, in Form 1, and the documentation to be enclosed with the application shall be submitted in original form or alternatively a copy thereof authenticated by the competent authority shall be enclosed.

### **Required Documentation to be Enclosed with the Application**

#### Article 5

The applicant shall enclose the following with the application:

- 1) an excerpt or a decision of the competent authority on the entry in the Register referred to in Article 2, paragraph 1, item 10) of this Rulebook, providing that the information on registration is not kept within the official records;
- 2) General Conditions for the provision of the service;
- 3) Service Provision Policy;
- 4) Practice statement for service provision;
- 5) Privacy Protection Policy;
- 6) a document on the organisational structure of the applicant;
- 7) proof of, i.e. statement on compliance with the requirements referred to in Article 13, paragraph 2, items 6) through 12) of the Regulation on more detailed regulation of mandatory requirements for electronic identification schemes for specific levels of reliability (Official Gazette of the RS, No. 60/18);
- 8) proof of payment of administrative duty, in compliance with the Law on Administrative Duties (Official Gazette of the RS, No. 43/03, 51/03 – corrigendum, 53/04, 42/05, 61/05, 101/05 – other law, 42/06, 47/07, 54/08, 5/09, 54/09, 35/10, 50/11, 70/11, 55/12, 93/12, 47/13, 65/13 – other law, 57/14, 45/15, 83/15, 112/15, 50/16, 61/17, 113/17, 3/18 – corrigendum and 50/18).

The statement on compliance with the requirements referred to in paragraph 1, item 7 of this Article shall be completed in Form 3, which is printed with this Rulebook and is an integral part hereof and which shall be published on the website of the Ministry.

### **Modification of Information Entered in the Register**

#### Article 6

Application for modification of information entered in the Register shall be submitted, within eight days from the date of the change, in Form 2, which is printed with this Rulebook and is an integral part hereof and which shall be published on the website of the Ministry, in the manner referred to in Article 4 of this Rulebook.

### **Date of Entry in the Register**

#### Article 7

The Ministry shall enter the service provider in the Register on the date of passing of the decision on the entry in the Register.

### **Final Provision**

#### Article 8

This Rulebook shall enter into force on the eighth day from the date of its publication in the Official Gazette of the Republic of Serbia.

Number 110-00-15/2018-12

In Belgrade, on August 21, 2018

Minister,

**Rasim Ljajić, PhD,**

own signature

Ministry of Trade, Tourism and Telecommunications  
 Nemanjina 22-26 Street  
 11000 Belgrade

**APPLICATION  
 FOR ENTRY INTO REGISTER OF ELECTRONIC IDENTIFICATION SERVICE  
 PROVIDERS AND ELECTRONIC IDENTIFICATION SCHEMES**

<b>Applicant information</b>		
Name of the applicant		
Company registration number		
Tax identification number (TIN)		
Address	Street and number	
	Place	
	Postal code	
	Country	
Website address		
Telephone number		
<b>Information on applicant's entry into the Business Register or some other relevant Register maintained in compliance with the law</b>		
Name of the Register		
Number of the decision on entry into Register		
Date of entry		
Organisational form		
Business activity code		
Description of business activity		
<b>Responsible persons with the Applicant</b>		
Name and surname		
Title		
Scope of powers		
Telephone number		
Business electronic mail address (e-mail) of the responsible person		

Name and surname	
Title	
Scope of powers	
Telephone number	
Business electronic mail address (e-mail) of the responsible person	

**Applicant's Customer Relations Service**

Name	
Address	
Phone number	
Electronic mail address (e-mail)	

**Electronic Identification Schemes**

Type of the electronic identification scheme	Level of the electronic identification scheme	
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>

**Documentation enclosed with the application**

1) excerpt or decision of the competent authority on entry into Register, providing that data on registration is not kept within the official records	<input type="checkbox"/>
2) General Conditions on service provision	<input type="checkbox"/>
3) Service Provision Policy	<input type="checkbox"/>
4) Practice Statement for the provision of services	<input type="checkbox"/>
5) Privacy Protection Policy	<input type="checkbox"/>
6) document on organizational structure of the Applicant	<input type="checkbox"/>
7) proof of and/or statement on compliance with the requirements referred to in Article 13, paragraph 2, items 6) through 12) of the Regulation on more detailed regulation of mandatory requirements for electronic identification schemes for specific levels of reliability	<input type="checkbox"/>
8) proof of administrative duty payment, in compliance with the law on administrative duties	<input type="checkbox"/>
9) other	<input type="checkbox"/>

Applicant

In Belgrade, date: \_\_\_\_\_

Ministry of Trade, Tourism and Telecommunications  
 Nemanjina 22-26 Street  
 11000 Belgrade

**APPLICATION**  
**FOR MODIFICATION OF INFORMATION ON ENTRY INTO REGISTER OF**  
**ELECTRONIC IDENTIFICATION SERVICE PROVIDERS AND ELECTRONIC**  
**IDENTIFICATION SCHEMES**

<b>Information on the provider of electronic identification service and electronic identification schemes</b>	
<b>Information</b>	<b>New information</b>
Name of the provider of electronic identification service and electronic identification schemes	
Company registration number	
Tax Identification Number (TIN)	
Address:	
Website address	
Telephone number	

<b>Information on entry of providers of electronic identification service and electronic identification schemes in the Business Register or in another relevant register kept in compliance with the law</b>	
<b>Information</b>	<b>New information</b>
Name of the Register	
Number of decision on entry in the Register	
Date of entry	
Organisational form	
Business activity code	
Description of business activity	
<b>Responsible persons that are representing the provider of electronic identification service and electronic identification schemes</b>	



Information	Information in the Register	New information
Name and surname		
Title		
Scope of powers		
Telephone number		
Business electronic mail address (e-mail) of the responsible person		
Name and surname		
Title		
Scope of powers		
Telephone number		
Business electronic mail address (e-mail) of the responsible person		
<b>Customer relations service of the provider of electronic identification service and electronic identification schemes</b>		
Name		
Address		
Telephone number		
Electronic address		
<b>Electronic identification schemes</b>		
Type of electronic identification scheme	Level of electronic identification scheme	
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>
	Basic	<input type="checkbox"/>
	Medium	<input type="checkbox"/>
	High	<input type="checkbox"/>

Applicant

In Belgrade, date: \_\_\_\_\_

Ministry of Trade, Tourism and Telecommunications  
Nemanjina 22-26 Street  
11000 Belgrade

**STATEMENT**

Under penalty of perjury, I hereby declare that \_\_\_\_\_ complies with the following criteria: (Applicant's name)

- 1) maintains the records and keeps information on significant events related to operational work of the provider and to the security presumptions for the registered electronic identification scheme;
- 2) maintains the records on the use of electronic identification means and keeps information from the records where that is necessary for the needs of auditing, inquiry in the case of information security breach and for the needs of data retention, in compliance with the law;
- 3) provides for the accurate time source that is synchronized with the reference time source determined by the Ministry in charge of information society and reliably integrates information on accurate time into the data records on electronic identification means issuance, records on significant events related to the provider's operational work and to the security presumptions of the electronic identification scheme and in the records on use of electronic identification means;
- 4) ensures that their employees and subcontractors and trained and qualified to carry out the tasks pertaining to electronic identification service;
- 5) provides adequate number of employees and subcontractors for appropriate provision of the service;
- 6) ensures direct supervision and protection of the facilities used for provision of services, from the damage caused by atmospheric conditions, unauthorized access and other causes that may impact the security of the service;
- 7) ensures that, in the facilities used for provision of service, access to areas where personal, cryptographic or other confidential data is located or processed can be granted only to the duly authorized employed persons or subcontractors;

In \_\_\_\_\_, on \_\_\_\_\_

Signature of the responsible person

\_\_\_\_\_