

Pursuant to Article 35, paragraph 8 of the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (Official Gazette of the RS, number 94/17),

The Minister of Trade, Tourism and Telecommunications is hereby passing the following

RULEBOOK
on the Register of Qualified Trust Service Providers

Subject matter of the Rulebook

Article 1

This Rulebook shall prescribe the contents and method of maintaining the Register of qualified trust service providers, method of submitting applications for entry into Register, required documentation to be enclosed with the application, application form and verification method for conformity with the requirements for the provision of qualified trust service.

The Register of qualified trust service providers (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 qualified trust services (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) the number of decision on entry in the Register,
 - (3) the 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 of the qualified trust service;
- 14) information on entry of modifications in the Register, and specifically:
- (1) the number of the decision on entry of modifications in the Register,
 - (2) the date of entry of modifications in the Register;
- 15) information on deletion from the Register, and specifically:
- (1) the number of the decision on deletion from the Registers,
 - (2) the date of deletion from the Registers.

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

Register maintenance method and Register information publication method

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 signature of the Ministry.

Application submission method 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 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, point 10) of this Rulebook, providing that the information on registration is not kept within the official records;
- 2) the report on conformity assessment issued by the conformity assessment body;
- 3) General Conditions for the provision of the service;
- 4) Practice Statement for service provision;
- 5) Service Provision Policy;
- 6) Information Security Policy;

- 7) a document on the organisational structure of the applicant;
- 8) proof of payment of administrative duty, in compliance with the law regulating Republic administrative duties.

Conformity verification method with the requirements for provision of qualified trust services

Article 6

Enclosed with the application referred to in Article 4 of this Rulebook proof of facts stated in the application shall be submitted, including the conformity assessment report issued by the conformity assessment body, whereby it has been assessed that the applicant and the qualified trust services that they intend to provide comply with the requirements from the Law.

The Ministry shall decide on the entry of the service provider in the Register within 60 days from the submission date of the complete application.

During the decision making procedure, the Ministry may request that additional proof is enclosed, as well as an additional check of the technical and security components and of the operational work.

If the service provider ceases to comply with the prescribed requirements, the Ministry shall pass a decision on their deletion from the Register.

Modification of Data Entered in the Register

Article 7

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 into the Register

Article 8

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 Provisions

Article 9

As of the date of entry into force of this Rulebook, the Rulebook on the Register of Certification Bodies for qualified electronic certificate issuance in the Republic of Serbia (Official Gazette of the RS, No. 26/08) shall cease to be in force.

Article 10

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 110-00-16/2018-12
In Belgrade, on April 11, 2018
The Minister,
Rasim Ljajić, PhD., own signature

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

**APPLICATION
 FOR ENTRY INTO REGISTER OF QUALIFIED TRUST SERVICE PROVIDERS**

Applicant Information		
Name of the applicant		
Company registration number		
Tax identification number (TIN)		
Address	Street and number	
	Place	
	Postal code	
	Country	
Website address		
Telephone number		
Information on applicant's entry into the Business Register or some other relevant Register maintained in compliance with the law		
Name of the Register		
Number of the decision on entry into Register		
Date of entry		
Organisational form		
Business activity code		
Description of business activity		

Responsible persons with the Applicant	
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)	
Types of qualified trust services	
1) issuance of qualified certificates for electronic signature	<input type="checkbox"/>
2) qualified electronic signature creation device management service	<input type="checkbox"/>
3) qualified electronic signature validation service	<input type="checkbox"/>
4) issuance of qualified certificates for electronic seal	<input type="checkbox"/>
5) qualified electronic seal creation device management service	<input type="checkbox"/>
6) qualified electronic seal validation service	<input type="checkbox"/>
7) issuance of qualified electronic time stamps	<input type="checkbox"/>
8) qualified electronic delivery service	<input type="checkbox"/>
9) qualified website authentication certificate issuance service	<input type="checkbox"/>
10) qualified electronic document preservation service	<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) conformity assessment report issued by the conformity assessment body	<input type="checkbox"/>
3) General Conditions for service provision	<input type="checkbox"/>
4) Practice Statement for the provision of services	<input type="checkbox"/>
5) Service Provision Policy	<input type="checkbox"/>
6) Information Security Policy	<input type="checkbox"/>
7) document on organizational structure of the Applicant	<input type="checkbox"/>
8) proof of administrative duty payment, in compliance with the law on administrative duties	<input type="checkbox"/>
9) other proof	

Applicant

In Belgrade, date: _____

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

**APPLICATION
 FOR MODIFICATION OF INFORMATION ENTERED INTO THE REGISTER OF
 QUALIFIED TRUST SERVICE PROVIDERS**

Applicant Information		
Information	New information	
Name of the qualified trust service provider		
Company registration number		
Tax identification number (TIN)		
Address	Street and number	
	Place	
	Postal code	
	Country	
Website address		
Telephone number		
Information on entry of the qualified trust service provider into the Business Register or some other relevant Register maintained in compliance with the law		
Information	New information	
Name of the Register		
Number of the decision on entry into Register		
Date of entry		
Organisational form		
Business activity code		
Description of business activity		

Responsible persons with the Applicant		
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		
Customer Relations Service of the qualified trust service provider		
Name		
Address		
Electronic mail address (e-mail)		
Phone number		

Types of qualified trust services	
1) issuance of qualified certificates for electronic signature	<input type="checkbox"/>
2) qualified electronic signature creation device management service	<input type="checkbox"/>
3) qualified electronic signature validation service	<input type="checkbox"/>
4) issuance of qualified certificates for electronic seal	<input type="checkbox"/>
5) qualified electronic seal creation device management service	<input type="checkbox"/>
6) qualified electronic seal validation service	<input type="checkbox"/>
7) issuance of qualified electronic time stamps	<input type="checkbox"/>
8) qualified electronic delivery service	<input type="checkbox"/>
9) qualified website authentication certificate issuance service	<input type="checkbox"/>
10) qualified electronic document preservation service	<input type="checkbox"/>

Applicant

In Belgrade, date: _____