ИНФОРМАЦИОННО ОБСЛУЖВАНЕ АД

ISO 9001:2008 Certified
ISO IEC 27001:2005 Certified

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BULSTAT: 831641791

Providing certification services
"Information Services" Plc

USER MANUAL

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1 Contents

You can send your comments on this User Manual for providing certification services to the E-mail address support@mail.stampit.org or send them by mail to:
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TERMS

Author	Author of the electronic statement - individual in the statement as its performer
Electronic signature	Electronic signature is any information in electronic form, added or logically associated with the electronic statement to establish his authorship
LEDES	Law on Electronic Document and Electronic Signature
EABAS	Executive Agency "Bulgarian Accreditation Service"
CCR	Commission for Communications Regulation
IO Plc/Provider	„"Information Services" Plc in its capacity of an accredited certification service provider, entered into trusted lists of Communications Regulation Commission
RACSP	Regulation of the activity of certification service providers
OAAES	The Ordinance on the algorithms for advanced electronic signature
ORCSP	Ordinance on the registration of certification service providers
Manula	Document containing Practice supplier for the provision of certification services and supply-side policies in the provision of certification services
Practice	Practice in the provision of certification services for qualified electronic signature (Certification Practice Statement - CPS)
Policy	Policy for providing certification services for qualified electronic signature (Certification Policy - CP)
RA	Registration Authority
CA	Certification Authority
Holder	Holder of the electronic statement - the person on whose behalf the electronic statement is made.
QES	Qualified electronic signature - an advanced electronic signature: 1. accompanied issued by a certification service provider certificate for qualified electronic signature which meets the requirements of Art. 24 of LEDES and certifying the relationship between the author and the public key to verify the signature, and 2. was created by a device for secure signature creation 3. has the meaning of a handwritten signature for all
CQES	Certificate for qualified electronic signature - electronic document issued and signed by the "Information Services" Plc as a provid-

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er of certification services, which include:

1. indication that the certificate is issued for qualified electronic signature;
2. the name and address of the certification services, and an indication of the country in which established its business;
3. the name or pseudonym of the author of the electronic signature;
4. special attributes associated with the author, where the certificate is issued for a specific purpose, under-supported IO Plc policy for issuance of certificates of registration of such attributes;
5. public key corresponding author held by a private key for creating qualified electronic signature;
6. advanced electronic signature of the Supplier;
7. the duration of the certificate;
8. restrictions of the signature on the objectives and / or value of transactions where the certificate is issued with restrictions certification action;
9. the unique identification code of the certificate.

AESES

Advanced electronic signature is an electronic signature:

1. allows the identification of the author;
2. is connected in a unique way with the author;
3. was created by means that are under the control of the author;
4. is associated with the electronic statement in a way that ensures the establishment of any subsequent changes

CAES

Certificate for advanced electronic signature - electronic document issued and signed by the "Information Services" Plc as a certification service provider stating the relationship between the holder / owner of the electronic signature and the public key

Time Stamp

Time Stamp Certificate - signed by IO Plc electronic document containing a minimum:

1. ID policy for issuing certificates for the time contained in the owner's manual;
2. given to the supplier electronic signature of the signed electronic document;
3. identifiers of the algorithms used to create an electronic signature;
4. time of presentation of the electronic signature;

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	5. the unique identification number of the certificate of time; 6. certificate for the qualified electronic signature of the Provider or corresponding reference to it.
RSA Rivers-Shamir-Adelman	Cryptographic algorithm (asymmetric)
SHA1 Secure Hash Algorithm 1	HASH function
SHA1RSA Signature algoriithm	Algorithm for the creation of qualified electronic signature of IO Plc
SSCD	Device for creation and verification of electronic signature
URL Uniform Resource Locator	Resource locator / web address

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I Practice supplier for providing certification services

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1. Overview of the practice in the provision of certification services

This section provides an overview of the practice of providing certification services "Information Services" Plc.

1.1 Certification Service Provider

"Information services" PLC is an accredited provider of certification services and works in accordance with the Law on Electronic Document and Electronic Signature Act and regulations issued on its implementation. "Information Services" AD provides certification services through the Certification Authority and a network of Registration Authorities. Certification Authority and registration authorities carry out their activities in the provision of certification services on behalf of the "Information Services" Plc.

1.1.1 Certification Authority

StampIT e Certification Authority of the "Information Services" Plc, which issues certificates for qualified electronic signature (Quialified Electronic Certificate) natural or legal persons and individual time of submission of electronic signature created for a certain electronic document (Certificates of time). Certification Authority carries out activities include publishing Quialified Electronic Certificate and certificates time and renewal, suspension, renewal and termination of Quialified Electronic Certificate, keeping a register and providing access to it.

1.1.2 Registration Authorities

Certification Authority Quialified Electronic Certificate issued after verification of the identity of the subscriber. In this regard, "Information Services" Plc provides its services to subscribers through a network of Registration Authorities that have the following functions:

- accept check, approve or reject applications for a Quialified Electronic Certificate;
- register addressing requests for certification services StampIT;
- participate in all stages of the identification of subscribers as defined by StampIT, depending on the type Quialified Electronic Certificate that issue;
- refer to the official, notarized or other specified documents to verify the request submitted by the applicant;
- after approval of the request, notify StampIT to initiate the issuance of Quialified Electronic Certificate;
- register requests for renewal, termination, suspension and reactivation of Quialified Electronic Certificate.

Registration authorities acting with the approval and after authorization by the "Information Services" PLC, in accordance with its practices and procedures.

1.2 Quialified Electronic Certificate

Electronic signature certificate represents formatted data linking certain author with his public key. Quialified Electronic Certificate allows a person involved in an electronic transaction to prove its identity to other participants in this transaction. Quialified Electronic Certificate can be used for activities that include identification, signature, authentication and encryption.

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StampIT Doc Certificate and StampIT DocPro Certificate have the status of qualified electronic signature under the Electronic Document and Electronic Signature Act.

1.3 Time stamp

Time certificate signed by StampIT formatted electronic document that contains the identifier of the policy issue of udosotvereniya time, submit an electronic signature of the signed electronic document identifier algorithms to create a digital signature, time of presentation of the electronic signature, the unique identification number of the time certificate and the certificate of a qualified electronic signature of StampIT.

1.4 Interaction with consumer choice of certification services

StampIT assist customers on selecting the appropriate certification service. Subscribers should carefully define their requirements to specific electronic signature applications, security levels are protected and encrypted communications, etc., Before submitting a request for the issuance of the type Qualified electronic signature.

1.5 Subscribers

Subscribers are natural or legal persons who have applied and after successful completion of the procedure, have been issued Qualified electronic signature. Prior to inspection and that it be given Qualified electronic signature subscriber only applicant for services StampIT.
The subscriber is the holder and author of the electronic signature in cases where Qualified electronic signature is issued to an individual.
Subscriber is signatory when Qualified electronic signature was issued at the request of a legal person, and the author of the electronic signature stored private key and is authorized to represent the holder and to act in his name and on his behalf.
Relations between the "Information Services" AD as a certification service provider and the subscriber shall be governed by a written contract.

1.6 Relying parties

Relying parties are natural or legal persons using certification services with Qualified electronic signature issued by StampIT and trust these Qualified electronic signature and / or electronic signature, which can be verified by the public key stored in the subscriber Qualified electronic signature.

To confirm the validity of Qualified electronic signature they receive, relying parties must turn to StampIT directory, which includes revocation list Qualified electronic signature each time before deciding whether to trust the information referred to in Qualified electronic signature.

1.7 Practice provider in the provision of certification services (Certification Practice Statement)

"Practice the supplier of certification services", called for short Practice the supplier of certification services is a public statement of the StampIT and conditions of the issuance, suspension, termination, etc. of Qualified electronic signature and issuing

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certificates time issued in the hierarchy of UES of StampIT. In accordance with the activities of the Certification Authority that Practice the supplier of certification services is divided broadly into the following sections: Technical, organizational and legal.

This Practice the supplier of certification services was developed in accordance with generally accepted international specifications RFC 3647 and RFC 3628 and Bulgarian legislation.

This Practice the supplier of certification services is publicly available and can be found at

http://www.stampit.org/repository/

E-mail: support@mail.stampit.org

And by mail to the following address:

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2 Technology

This section describes certain aspects of the technology infrastructure and PKI services of StampIT.

2.1 Issuance and Management Qualified electronic signature

Management Qualified electronic signature issued by StampIT generally refers to functions that include the following:

- verifying the identity of the applicant;
- issuing and renewal of Qualified electronic signature;
- termination, suspension and renewal of Qualified electronic signature;
- neutralize the corresponding private keys through a process involving the termination of Qualified electronic signature;
- entry of Qualified electronic signature in the register of issued certificates;
- publication of Qualified electronic signature;
- storage Qualified electronic signature.

StampIT place overall management of Qualified electronic signature directly or through their representatives.

2.2 StampIT directories, storage and revocation list Qualified electronic signature

Directly or through third party services, StampIT provide public access and manage directories issued, suspended and terminated Qualified electronic signature, to increase the level of confidence in its services. The list of discontinued Qualified electronic signature such directory. Users and relying parties are informed that you should always check directories issued and revoked Qualified electronic signature before deciding whether to trust the information recorded in a Qualified electronic signature. StampIT updated revocation list UES automatically every event or every three hours.

StampIT publishes and provides access to repositories containing data and documents concerning certification services, including this Practice the supplier of certification services, as well as any other information considered important for its services.

2.3 Reliable System

StampIT use reliable and reserved systems in the provision of their services. Reliable system is computer hardware, software and procedures that provide an acceptable level of protection against risks related to security, provide a reasonable level of performance, reliability, proper operation and enforcement of security requirements.

2.4 Types StampIT Qualified Electronic signature

StampIT offers a range of Qualified electronic signature and related services that can be used in such a way as to meet the requirements of consumers are protected and encrypted personal and business communications.

StampIT may update or expand your list of products and services, including the type of Qualified electronic signature that issue in accordance with the regulations.

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Issued, suspended or terminated Qualified electronic signature and issued certificates to time be published in the relevant directories of the Certification Authority.

2.4.1 Personal Qualified electronic signature

2.4.1.1 StampIT Doc Certificate

StampIT Doc Qualified electronic signature be issued to individuals and can be used to identify the subscriber-protected and encrypted mailing and protected and encrypted communication, access to information and On-Line Internet transactions of any kind, such as Internet subscription services.

StampIT Doc Qualified electronic signature provide a high level of identity by requiring the applicant to prove identity, appear in person or through a representative duly authorized by a notarized power of attorney to the registration authority. The validity of these Qualified electronic signature one year (365 days) or three (1095 days) years from the date of issue.

2.4.1.2 StampIT DocPro Certificate

StampIT DocPro Qualified electronic signature be issued to individuals who are authorized to represent legal entities. They can be used to identify the subscriber-protected and encrypted mailing and protected and encrypted communication, access to information and On-Line Internet transactions.

StampIT DocPro Qualified electronic signature provide a high level of identity by requiring the applicant to prove his identity, appear in person or through a representative duly authorized by a notarized power of attorney to the registration authority. The validity of these Qualified electronic signature one year (365 days) or three (1095 days) years from the date of issue.

2.4.2 StampIT TimeStamp Certificate

StampIT TimeStamp time certificates are issued to natural and legal persons who are holders / authors or relying party. Certificate during an official certification after its entry into force in leading by StampIT register, available at https://tsa.stampit.org

2.5 Approval of software and hardware

Certification Authority of StampIT approved directly or through authorized consultants hardware and software, which he uses to provide certification services.

2.6 Extensions

2.6.1 Extensions in Qualified Electronic certificate (Certificate Extensions)

StampIT using X.509, version 3 based formats issued by him Qualified Electronic certificate In accordance with X.509v3 Certification Authority may define extensions to the basic structure of Qualified electronic signature.

2.6.2 Include information extensions Qualified electronic signature

Extensions are reflected in Qualified electronic signature subscriber. They may also be partially defined in Qualified electronic signature, and the rest may be a docu-

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ment to which reference is made by the subscriber Qualified electronic signature. Information to be included in this way is publicly available.

2.7 The process of generating private keys of StampIT

StampIT used to generate reliable process to generate private keys. StampIT shared private keys of three (3) secret parts. StampIT is the legal owner and holder of the private key, which uses the procedure for the allocation of secret parts. StampIT has the right to transfer such secret parts of various persons who are expressly authorized.

2.7.1 Generating keys of StampIT

StampIT generated in a secure manner and protects its own private keys, using a reliable system and take the necessary measures to prevent the compromise or unauthorized use. StampIT implements and documents the procedure for generating the keys in accordance with this Practice the supplier of certification services. StampIT implement European and recognized in international practice standards for reliable systems, including security standards and doing everything possible to observe them.

2.7.2 Sharing the secret parts

StampIT used triple sharing secret parts and distribute them between authorized persons who care for the preservation of the secret parts, in order to increase confidence in the Certification Authority with a high level of security and to ensure the restoration of the keys.

2.8 Profiles Qualified electronic signature of StampIT

Qualified electronic signature profile contains the fields indicated below:

2.8.1 Field - Key Usage

Field Key Usage - defines the purpose of the key contained in Qualified electronic signature. This field is used when a key can be used for more than one operation and its use should be limited.

The possible use of keys, set the standard X.509v3, are as follows:

a) **Digital Signature** - verification of electronic signatures which are authentication of entities and verify the integrity of the data and are intended for purposes other than that specified in paragraph. b), e) or f).

b) **Non-repudiation** – for verification of electronic signatures used in providing services irrevocability that provide protection in the event that the signature is trying to deny certain actions (such as exception signing Qualified electronic signature or CRL as in t. e) and f) below).

c) **Key encipherment** – encryption keys or other proprietary information, such as the transportation of keys.

d) **Data encipherment** – for encryption of data, but not keys and other proprietary information, as specified in item. c) above.

e) **Key Certificate signing** – to verify the signature of the Certification Authority on Qualified electronic signature (only used in Qualified electronic signature the Certification Authority).

f) **CRL signing** – to verify the signature of the Certification Authority on the list of revoked and suspended Qualified electronic signature (CRL).

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2.8.2 Basic Constraints extension

Basic Constraints extension specifies whether the subject of Qualified electronic signature a Certification Authority or end user. This extension should always be noted as critical, otherwise some applications will ignore it and allow to be used Qualified electronic signature, which was released end-user as Qualified electronic signature of the Certification Authority.

2.8.3 ID policy for providing certification services

ID policy is a unique number that identifies a clear policy and consistent with the statement of CSP, stating the prescribed use of Qualified electronic signature in the context of its issuance.

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3 Structure of the object identifier

Object identifier (OID) is a sequence of integers, which is assigned to a registered object and is unique among all object identifiers within a specific area.

Object Identifier					
Information Services Plc.	StampIT	Roots	Sub CAs	End Entity	Certificates
1.3.6.1.4.1.11290	1	1	1	1	StampIT Doc Pro
				2	StampIT Server
				3	StampIT Object
				4	StampIT Enterprise
				5	StampIT Doc

3.1 Values of the object identifier

	Policy Identifier
Information Services Plc.	1.3.6.1.4.1.11290
StampIT	1.3.6.1.4.1.11290.1
StampIT Primary Root CA	1.3.6.1.4.1.11290.1.1
StampIT Qualified CA	1.3.6.1.4.1.11290.1.1.1
StampIT Time Stamping	1.3.6.1.4.1.11290.1.1.2
StampIT OCSP Validation	1.3.6.1.4.1.11290.1.1.3
StampIT DocPro Certificate	1.3.6.1.4.1.11290.1.1.1.1
StampIT Doc Certificate	1.3.6.1.4.1.11290.1.1.1.5

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4 Organisation

This part of the document describes the organization and the conditions for reliance on StampIT.

4.1 Infrastructure of StampIT

StampIT seeks to maintain an adequate organization, technology and operational framework of the published practices and procedures.

4.2 Compliance with this Practice the supplier of certification services

StampIT observe that Practice the supplier of certification services and other obligations it undertakes in negotiating when providing services.

4.3 Termination of the activities of the Certification Authority

In the event of termination of activities of the Certification Authority, for whatever reason, StampIT have time to notify and transfer its responsibilities for the maintenance of records of the host countries. Prior to cease operations as a Certification Authority, StampIT performs the following actions:

- inform intentions Regulation Commission and subscribers who have valid Qualified electronic signature later than four months before the date of termination of their activity;
- terminate all Qualified electronic signature that have not yet been terminated or are still valid at the end of the four month period of time without asking the consent of the subscribers - if the activity will be transferred to another provider;
- perform the necessary actions for keeping records in accordance with this Practice the supplier of certification services and regulatory requirements - if the activity will be transferred to another provider;
- in case the transferred business to another provider, StampIT will deliver the host country all documentation relating to its activities in the CSP and the right to use public key infrastructure of StampIT, to manage the already issued certificates for qualified electronic signature for a period not exceeding six months.

4.4 Format archives

StampIT keep archives of electronic and / or paper. StampIT may request the Registration Authority, subscribers or their representatives to provide documents in compliance with this requirement.

4.5 Period of storage of archives

StampIT reserves reliably archives Qualified electronic signature and certificates for time and all relevant documentation of StampIT for a term not less than ten (10) years. The retention period starts from the date of receipt of the information. Such records may be kept in electronic or paper format or any other suitable format.

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4.6 Logs activities

StampIT maintained reliably logs the following events:

- generate keys;
- key management.

4.7 Audit of the basic functions

StampIT allows to audit its infrastructure (other than those specified in the Law on Electronic Document and Electronic Signature) by persons authorized by it in a certain order. StampIT not obliged to sign or approve the content, conclusions and recommendations of such audit reports and may consider these reports as an opportunity to further protect the certification services. StampIT implement the recommendations at its discretion, in accordance with the applicable internal and publicly available policies and procedures.

4.8 Action Plans in force majeure events and subsequent recovery of activities

To maintain the integrity of their services StampIT implemented, documented and periodically test appropriate plans and procedures for dealing with force majeure events and subsequent recovery of activities.

4.9 Availability of Qualified electronic signature of StampIT

StampIT may provide to third parties copies of Qualified electronic signature where StampIT subject, as well as any data to end Qualified electronic signature to be verified signature through his Qualified electronic signature.

4.10 Publication of information issued Qualified electronic signature and time certificates

StampIT publish any issued certificates Qualified electronic signature and time, all information about terminated and suspended Qualified electronic signature or the validity of those certificates.

4.11 Confidentiality of information

StampIT abide by all applicable rules for the protection of information collected with regard to the activity. StampIT considered confidential information contained in:

- certification services contract;
- archives of applications Qualified electronic signature and time stamp;
- records of transactions;
- records of internal and external audits and reports;
- contingency plans and disaster recovery;
- internal tracking and recording operations infrastructure StampIT, management Qualified electronic signature, services and data entry.

StampIT not disclose or may be required to disclose confidential information without being authenticated available substantiated request by an authorized party, which indicated the following:

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- country which StampIT imposes the responsibility for protecting the confidentiality of information;
- party requesting such information;
- order or decision of the authorized bodies, if any.

StampIT can determine the administrative fee for processing when such disclosure of confidential information.

4.12 Physical protection

Physical access to the protected part of the systems of StampIT is limited and it is only accessible to duly authorized employees, depending on their functional duties. Steps have been taken to protect against accidents or compromise of assets, leading to discontinuation of business activities as well as to detect and prevent attempts to compromise or theft of information and information devices processing information.

4.13 Management Practices staff

Management practices of personnel include measures that guarantees reliability and competence of staff for the performance of their duties.

4.13.1 Confidential Information

All employees who have access to information are obliged to observe strict confidentiality requirements.

4.13.2 Privacy statement

Employees of the supplier who have access to confidential information to sign confidentiality statements.

4.14 Publication of information

Access to certification services of StampIT and storage of StampIT can be obtained via the following means of communication:

WWW: http://www.stampit.org/repository/

By e-mail: support@mail.stampit.org

Post:

"Information Services" PLC - StampIT

"Lacezar Stanchev" 13 street, Izgrev,

1797 Sofia, Bulgaria

Phone: + 359 2 9656 291

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E-mail: support@mail.stampit.org

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5 Rules and Procedures

This part of the document presents the rules and procedures for providing certification services StampIT.

5.1 Requirements for applicants

Qualified electronic signature be issued at the request of the author or a person duly authorized by him.When seeking entry into Qualified electronic signature holder of claim should be based on the applicant or by a duly authorized person.

Before or during the application process of certification services applicants perform the following steps:

- submit a request to issue and accept the terms of the certification service and this Practice the supplier of certification services;
- provide proof of identity (when required by a standard set of procedures StampIT).

5.1.1 Authorization

Application for certification service may be made in person or by proxy / representative, depending on the type of service and the terms of its provision. Authorization shall be evidenced by a notarized power of attorney document current status and other documents defining the relationship between principal and agent / representative and his rights.

5.1.2 Generating key pair

Registration Authorities of StampIT are fully responsible for the safe generation of key pair of the subscriber. For this purpose, the protective mechanism for the creation of an electronic signature. Depending on the type of Qualified electronic signature and conditions for its issuance, the subscriber may be present in the process of generation.

5.1.3 Protection of the key pair

Subscribers have full responsibility to prevent compromise, loss, disclosure, modification, or otherwise unauthorized use of their private keys through the proper protection of your personal identification number (PIN) to work with the key pair and / or physical access to the media that stores the key pair.

5.1.4 Delegation of responsibilities to the private key

Subscribers have full responsibility for the actions or omissions of persons authorized by them or their partners that they use to generate, keep, store or destroy their private keys.

5.2 Identification of applicants

5.2.1. Before issuing Qualified electronic signature StampIT defined controls that establish the identity of the prospective subscriber. Such controls are performed by the registration authorities of StampIT. Registration Authority of StampIT implement these procedures on the basis of instructions given by StampIT.

5.2.2. Before issuing the certificate during StampIT determined controls that establish the identity of the subscriber. Such controls are performed by the Certification Authority of StampIT.

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5.3 Confirmation of the information in the applications for issuance of Qualified electronic signature

Requests for issuance of Qualified electronic signature of StampIT accompanied by appropriate documentation to establish the identity of the applicant, as described in the product information below.

StampIT may modify the information requirements regarding the application of the persons to meet its requirements, the business context of the use of Qualified electronic signature or recommendations of the law.

Such documentation may include the following elements of identification in accordance with the type of Qualified electronic signature and conditions of issue:

- name of the applicant;
- nickname of the applicant (if desired entry alias);
- personal identification number (if any author);
- name of the authorized representative and number of document empowerment;
- name of the holder;
- city, country;
- technical contact and billing or authorized representative;
- identification code BULSTAT/ Unique identification code;
- payment information;
- document current status, notarized power of attorney from the Rector or Director (for schools), an official letter from the head of a state authority or local government;
- properly completed and signed registration form;
- signed request for a Qualified electronic signature;
- signed contract for certification services.

5.4 Requirements Validation of requests Qualified electronic signature

5.4.1. Upon receipt of an application for a Qualified electronic signature, based on information provided StampIT confirm the following information:

- the applicant is the same person who is entered in the application for the Qualified electronic signature;
- applicant for Qualified electronic signature holds the private key corresponding to the public key contained in the certificate;
- information to be published in Qualified electronic signature is accurate, unless unconfirmed subscriber information;
- representative, who said the issue of Qualified electronic signature must be duly authorized to do so.

StampIT monitor the accuracy of the published information to be provided by the subscriber at the time of issuance of Qualified electronic signature.

In all cases and for all types of StampIT Qualified electronic signature subscriber has a continuing duty to monitor the correctness of the information and notify StampIT for any changes after the issuance of the certificate.

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5.4.1 Identification of the applicant Qualified electronic signature

To connect the subscriber's public key StampIT requires physical identification of the applicant by the Registration Authority for all types Qualified electronic signature.

5.4.2 Confirmation of details of a legal person by a third party

StampIT may require a third party to confirm the information on the entity which declares Qualified electronic signature. StampIT recognized confirmation of organizations which are third party databases to a third party, including government bodies, it can examine the recommendations and to other third parties, whose business is connected with that of the applicant.

Controls of StampIT may include checking the Commercial Register or other databases that confirm the registration of the legal entity.

StampIT can use all means of communication available to establish the identity of the entity.

5.4.3 Determining the serial number of Qualified electronic signature

Only StampIT may identify Relative Distinguished Names (RDNs) and serial numbers included in Qualified electronic signature issued by StampIT.

5.5 Time for issuing Qualified electronic signature

StampIT made legally allowed inspections publicly available records to confirm the information in the documents submitted for the issuance of Qualified electronic signature and issue the requested certificate within a reasonable time, but not later than five (5) working days from the date of acceptance of the documents.

5.6 Satisfaction and rejection of applications for issuance of Qualified electronic signature

After successful completion of all required confirmations, StampIT satisfy an application for a Qualified electronic signature.

If the process of confirming the application for issuance of Qualified electronic signature unsuccessful, StampIT reject the application. StampIT immediately notify the applicant and the reason for rejection of the application. Applicants whose applications have been rejected, may again submit an application for issuance of Qualified electronic signature.

5.7 Issue of Qualified electronic signature and consent of the subscriber

StampIT Qualified electronic signature issued in satisfaction of the application for the certificate. Qualified electronic signature enter into force at the time the rep published in the register of issued certificates. Issuance of the certificate means that StampIT satisfied application Qualified electronic signature.

StampIT Qualified electronic signature issued in accordance with the consent of the applicant. Consent for Release of Qualified electronic signature demonstrated by making a request.

Provider immediately publish issued Qualified electronic signature maintained in its registry.

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5.8 Validity of Qualified electronic signature

Qualified electronic signature are valid for issue of StampIT through their publication in the register of certificates.

5.9 Removal of deficiencies and errors in Qualified electronic signature

If issued Qualified electronic signature contain deficiencies or errors, author, the holder may object within 3 days of its publication in the register of issued certificates. They are immediately removed from the supplier through the issuance of a new certificate without charge, unless due to misrepresentation.

5.10 Adoption of Qualified electronic signature of Subscriber

It is assumed that Qualified electronic signature accepted by the subscriber, if in three (3) days over a period of publication the author, the holder has not objected to that same incomplete or contains errors.

5.11 Publication of issued Qualified electronic signature

StampIT issued Qualified electronic signature published in the register of issued certificates. StampIT may publish Qualified electronic signature and other records it deems appropriate, but is not responsible for the validity, accuracy and availability of directories maintained by third parties. Subscribers themselves can also publish Qualified electronic signature issued by StampIT in other registers.

5.12 Restricting access to published Qualified electronic signature

At the request of the subscriber, StampIT limited access to information in the published Qualified electronic signature containing personal data.

5.13 Verification of electronic signatures

The purpose of verification of the electronic signature is to establish that:

- electronic signature was created with a private key corresponding to the public key listed in the signer Qualified electronic signature;
- the message has not been altered after it was electronically signed.

5.14 Trust on electronic signatures

Final decision on whether to trust or not the electronic signature must be fully taken by the examiner. The electronic signature can be trusted if:

- electronic signature was created at a time when Qualified electronic signature was valid and this can be verified by referring to the validity of the certificate;
- reliance is reasonable under the circumstances.

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5.15 Renewal

The period of validity of StampIT Qualified electronic signature is indicated in the relevant field certificate and can be one year (365 days) or three (1095 days) years from the date of renewal. As the renewal requirements may differ from those in initial issue, StampIT publish and update conditions renewal of Qualified electronic signature issued by it. Renewal can be done if all data Qualified electronic signature remain unchanged as the original request. Renewal of Qualified electronic signature be carried out in accordance with the conditions prevailing at the time of renewal and the requirements of the laws and regulations currently in force. The subscriber must constantly monitor the correctness and accuracy of the information contained in the renewed Qualified electronic signature. Application for renewal must be received by StampIT before the date of expiry of validity, entered in the certificate.

Renewal of Qualified electronic signature be carried out in accordance with the conditions prevailing at the time of renewal and the requirements of the laws and regulations currently in force.

The subscriber must constantly monitor the correctness and accuracy of the information contained in the renewed Qualified electronic signature. Application for renewal must be received by StampIT before the date of expiry of validity, entered in the certificate.

5.16 Notice of expiry of the validity of Qualified electronic signature

To ensure the ability of users of Qualified electronic signature to sign electronically, StampIT will do everything possible to notify subscribers by means of communication that it considers appropriate, including email, phone, fax, etc, approximately thirty (30) days before the impending expiry of the validity of the certificates.

5.17 Suspension and termination of Qualified electronic signature

Suspension of Qualified electronic signature aims to be suspended its use. Termination of Qualified electronic signature stops permanently the certificate. StampIT suspends or revokes the Qualified electronic signature in:

- there are compelling circumstances and evidence which shows that there is a loss, theft, alteration, unauthorized disclosure or other compromise of the private key;
- the holder of Qualified electronic signature (whether it is StampIT or subscriber) has breached its obligations under this Practice the supplier of certification services;
- implementation of an obligation under this Practice the supplier of certification services was delayed or was not fulfilled due to natural disaster, damage to computers or communications or any other cause which is beyond human control and as a result information of another person is threatened or compromised;
- there is a change in the information contained in Qualified electronic signature the subscriber;
- at the request of out in normative act.

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5.17.1 Application for suspension or termination

Subscriber or authority referred to in a normative act may require suspension or revocation of Qualified electronic signature. The identity of the applicant and his representative authority will be confirmed, depending on the nature of the requested action.

5.17.2 Effect of suspension or termination

For the period of the suspension or termination of its validity Qualified electronic signature immediately considered terminated. The certificate shall be renewed upon expiration of the period of suspension, if the grounds for suspension or upon request of the subscriber in accordance with the regulations. Resumption of the certificate deleted the legal consequences of suspension.

5.17.3 Notification of suspension and termination of Qualified electronic signature

StampIT notify the subscriber termination or suspension of Qualified electronic signature and the reasons for termination or suspension by means of communication that it considers appropriate.

5.18 Procedures for managing Qualified electronic signature

5.18.1 Renewal of StampIT Qualified electronic signature

Renewal of Qualified electronic signature issued by StampIT, can only be done if all the data in the certificate are the same as in the original application for the issue. The content of the renewed Qualified electronic signature is identical to that of the current certificate with the exception of the period of validity, starting from the renewal date entered in the certificate.

In accordance with the requirements for renewal of StampIT Registration Authority may require relevant documents proving the accuracy and veracity of the information included in the content of Qualified electronic signature to the current moment. The applicant declares that the data provided in the initial issue and those listed in Qualified electronic signature are accurate, true and unchanged at this time.

In case of changes in the data and circumstances regarding the physical and / or legal person, the applicant should submit the request for a new Qualified electronic signature.

5.18.1.1 Documents for renewal of StampIT Qualified electronic signature:

Documents which may be requested by the subscriber policies to which they are applicable, are as follows:

1. Certificate of good standing - original or notarized copy. **This document is required if the legal entity is not registered / re-registered in the Commercial Register of the Registry Agency**
2. Proof of identity of the individual who declares renewal of Qualified electronic signature - original.
3. Notarized power of attorney from whom the representative power of the individual to legal entity - original. This document is required if the rea-

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son for empowerment not included in other documents the status of legal entity or provided at the initial issue authorization has expired.

4. Signed renewal request Qualified electronic signature.
5. A document certifying the payment of the service.

5.18.1.2 Procedure for renewal of Qualified electronic signature

The following steps describe the process of renewal of Qualified electronic signature:

1. The applicant shall submit an "Application for renewal", accompanied by the renewal of Qualified electronic signature by appearing in person, through a duly authorized representative or electronically using their valid Qualified electronic signature.
2. Check, the identity of the applicant and that the particulars and circumstances concerning the subscriber at the time of renewal.
3. The operator of the Registration Authority or the automated system of StampIT examined the documents and filed an application for renewal of Qualified electronic signature to the Certification Authority.
4. Certification Authority renews Qualified electronic signature, which is sent back to the Registration Authority or the automated system of StampIT notify subscribers about the presence of renewed Qualified electronic signature.
5. Qualified electronic signature record of security device for creating an electronic signature.
6. The renewed Qualified electronic signature published in StampIT supported by a public register.

Renewal of Qualified electronic signature can be done only for certificates that are valid at the time of application to the Certification Authority. Therefore, the request for renewal and the necessary documents must be received in the Registration Authority before expiry of the validity of Qualified electronic signature.

5.18.2 Termination of Qualified electronic signature

Lapse of Qualified electronic signature performed by StampIT after filing an application for termination by the Registration Authority. To make this request, the operator of the Registration Authority is obliged to verify the identity and representative authority of the applicant. Request for termination may be submitted to the registration authority of the author or the duly authorized representative of the principal.

5.18.2.1 Reasons for termination

The grounds for termination of Qualified electronic signature can be, but are not limited to the following:

1. There are well-founded information and circumstances from which it is apparent that there is a loss, theft, alteration, unauthorized disclosure or other compromise of the private key.
2. Termination of the representative power of the individual to a legal person registered in the contents of the certificate.
3. Termination of the legal entity of the subscriber.
4. Death or incapacity of the individual.
5. Establish that Qualified electronic signature was issued based on false data.
6. When the information is submitted and initially contained in Qualified electronic signature subscriber.

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7. If the obligations of the subscriber contract for certification service.
8. At the request of the subscriber, after verification of identity and representation of the applicant.

Operation of all Qualified electronic signature issued by StampIT, be terminated unconditionally in cessation of StampIT.

5.18.2.2 Documents for termination of StampIT Qualified electronic signature:

Documents which may be requested by the subscriber when the request for termination of Qualified electronic signature include, but are not limited to the following:

1. Proof of identity of the individual who declares termination of the certificate - the original.
2. For legal entities - a document that derives representative power of the individual to legal entity - original or certified copy - this document is provided on request on behalf of the holder.
3. Signed "Application for termination" certificate.

5.18.2.3 Procedure for termination of Qualified electronic signature

The following steps describe the process for terminating the Qualified electronic signature:

1. The applicant appears personally before the Registration Authority and submit an "Application for termination", together with documents proving his identity and representative authority.
2. The operator of the Registration Authority verifies the identity of the applicant and his representative authority at the time of submission of the "Request for termination."
3. The operator of the Registration Authority filed an application for termination to the Certification Authority.
4. Certification Authority terminated Qualified electronic signature.
5. A terminated certificate is included in the supported by StampIT revocation list Qualified electronic signature that is publicly available.

5.18.3 Suspension of StampIT Qualified electronic signature

Operation of Qualified electronic signature issued by StampIT, may be suspended, subject to the grounds necessary under the circumstances, but not more than 48 hours.

The period of suspension of Qualified electronic signature, it shall be considered invalid.

5.18.3.1 Reason for stop

Operation of Qualified electronic signature issued by StampIT may be suspended:

1. At the request of the holder, respectively the author. The request may be submitted both in the registration authority of the supplier and other means of communication, including telephone, fax, e-mail.
2. At the request of the person who reasonably appears that can aware about the security of the private key, as agent, partner, employee, family member, etc.

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3. By order of the Commission for Regulation of Communications - in immediate danger to the interests of third parties or when there is sufficient evidence of a violation of law.

5.18.3.2 Procedure for suspension of Qualified electronic signature

The following steps describe the process of suspension of Qualified electronic signature:

1. Certification Authority receives the request for suspension of Qualified electronic signature.
2. Certification authority shall suspend the certificate, as it includes the list of terminated Qualified electronic signature that is publicly available.
3. Certification authority shall immediately notify the author and for the suspension of Qualified electronic signature.

5.18.4 Reactivation of Qualified electronic signature

Operation of Qualified electronic signature resumed with the expiry of the period of suspension, if the grounds for suspension or upon request of the subscriber, after StampIT, respectively Commission for Regulation of Communications is satisfied that he has learned the reason for suspension and the request for renewal is because of learning. Certification Authority resumed operation of Qualified electronic signature, removing it from the list of terminated Qualified electronic signature. Resumption of the certificate deleted effects of suspension.

5.18.4.1 Reasons for reactivation of Qualified electronic signature

1. By order of the Commission for Regulation of Communications - where the reason for the suspension is the order of the Commission for Regulation of Communications.
2. After the expiry of the suspension of the certificate.
3. At the request of the author or holder.

5.18.4.2 Procedure for reactivation of Qualified electronic signature

1. By order of the Communications Regulation Commission - StampIT receives the order of the CRC for reactivation of Qualified electronic signature. Certification Authority renewed the certificate, removing it from the list of terminated Qualified electronic signature.
2. After the expiry of the suspension - after 48 hours from the time of suspension of Qualified electronic signature, its operation is resumed automatically by the Certification Authority, if so far it has not received a valid request for termination pursuant to terminate action of Qualified electronic signature.
3. At the request of the customer - after StampIT sure that he became aware of the reason for suspension and the request for renewal is because of learning. Request for reactivation of Qualified electronic signature by the subscriber is realized by the following procedure:
    - the applicant to appear in person before the Registration Authority and submit an "Application for renewal", accompanied by the documents proving his identity and representative authority;

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- operator of the Registration Authority examined the documents and filed an application for renewal of Qualified electronic signature to the Certification Authority;
- Certification Authority resumed operation of Qualified electronic signature.

If the period of suspension of Qualified electronic signature in the Certification Authority to obtain a valid request for revocation of his certificate it StampIT terminated in accordance with approved procedures.

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6 Legal conditions for issuing Qualified electronic signature

This part of the document describes the legal guarantees grounds and limitations associated with Qualified electronic signature issued by StampIT.

6.1 Presentation of services

StampIT submit to all subscribers and relying parties its services, which are described below. StampIT reserves the right to change these services as deemed appropriate and in accordance with the legal requirements.

6.2 Information incorporated by reference in Qualified electronic signature

StampIT incorporated by reference in any Qualified electronic signature issuing the following information:

- general conditions for services delivery;
- applicable policy for providing certification services; general conditions for services delivery;
- content of extensions which are not fully explained Qualified electronic signature;
- reference to the Register of certification service providers, led by Communications Regulation Commission;
- any other information to be included in the field of Qualified electronic signature.

6.3 Pointers to incorporate information by reference

StampIT use URLs (Universal Resource Locators), OIDs (Object Identifiers) or other available means to incorporate information by reference in Qualified electronic signature.

6.4 Limitations and Liability

Qualified electronic signature of StampIT may include a short statement describing the limitations of responsibilities, limit the value of transactions that can be carried out, validation period, purpose of Qualified electronic signature and disclaimer. Such information can be displayed via a hyperlink. To show the necessary information StampIT can use:

- field State - to include information relating to the subscriber;
- right alternative object name (Subject alternative name) - the type of Qualified electronic signature;
- standard directory of resources of StampIT policy for providing certification services;
- other relevant fields in the content of Qualified electronic signature;
- private or other registered extensions.

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6.5 Publication of data Qualified electronic signature

StampIT Qualified electronic signature or published data of the certificate in any accessible repository, such as LDAP (Lightweight Directory Application Protocol) directories and lists terminated Qualified electronic signature-CRL (Certificate Revocation List) on explicit indication by the author.

StampIT manage directories Qualified electronic signature with certain characteristics in order to increase the level of confidence in the services offered. Users and relying parties should refer to these directories issued, suspended and stopped Qualified electronic signature each time before deciding whether to trust the information described in the certificates.

6.6 Obligation on the information

In all cases and for all types Qualified electronic signature issued by StampIT, subscriber (not StampIT) has a continuing obligation to ensure the accuracy, correctness and completeness of the information provided in issuing Qualified electronic signature and whenever any changes occur immediately notify StampIT about it.

6.7 Publication of information

Public information relating to the operation of StampIT, may be updated periodically. Such updates will be marked by appropriate version numbering and publication date for each new version.

6.8 Interference in the work of StampIT

Subscribers, relying parties and all other Parties shall refrain from monitoring, intervention in processes or re-engineering of information systems StampIT, including in the process of generating keys, public Web sites and repositories, unless expressly permitted by this or Practice the supplier of certification services prior written permission of StampIT.

6.9 Standards

StampIT assumed that the software is compatible with subscribers X.509v3 standard and other relevant standards and meets the requirements set by this Practice the supplier of certification services. StampIT can not guarantee that the software subscribers will maintain and implement controls required by StampIT. If necessary, the subscriber may consult appropriate.

6.10 Restrictions on the partners of StampIT

Counterparties of StampIT will refrain from actions that may jeopardize the subject of doubt or reduce confidence in the services and products of StampIT.

6.11 Limitation of Liability set of StampIT for its contractors

Network of StampIT may comprise the bodies operate under the practices and procedures of StampIT. StampIT ensure the integrity of each Qualified electronic signature issued by its own Certification Authority under the conditions set out in this Practice the supplier of certification services of StampIT.

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6.12 Secret parts

StampIT using shared secret parts to protect your private key.

6.13 Selection of cryptographic methods

The Parties agree that they are the only responsible and independent decision taken in the choice of software, hardware and algorithms for encryption / digital signature, including their respective parameters, procedures and techniques in accordance with the legal requirements.

6.14 Relying on unverified signatures

Relying Parties must check the electronic signature each time check the validity of Qualified electronic signature directory of the CRL or any other available directory, which is published by StampIT. Relying parties are alerted that an unverified digital signature can't be defined as the electronic signature of the subscriber.

StampIT informing the relying parties for the use and verification of electronic signatures by this Practice the supplier of certification services and other documents published in its public repository.

6.15 Invalid Qualified electronic signature

Subscriber granted by StampIT Qualified electronic signature that the subscriber or StampIT not accepted as valid, no right to create a digital signature using the private key corresponding to the public key included in Qualified electronic signature. In this case there are no conditions for reliance on such certificate.

6.16 Refusal to be issued Qualified electronic signature

StampIT reserves the right to refuse to issue Qualified electronic signature of any person who fails to comply with procedures for issuing and / or does not provide the necessary data and documents for the issuance of the certificate, without incurring any liability for damages that may arise from such refusal.

6.17 Obligations of subscriber

Unless this Practice the supplier of certification services otherwise stated, subscribers of StampIT are fully responsible for the following:

- have knowledge of the use of Qualified electronic signature;
- to provide true, accurate and complete information StampIT;
- to learn and accept the terms and conditions of this Practice the supplier of certification services of StampIT and related documents published in the repository StampIT;
- use Qualified electronic signature issued by StampIT only for lawful purposes and in accordance with this Practice the supplier of certification services of StampIT;
- notify StampIT or the Registration Authority of StampIT changes and omissions in the information provided;
- suspend use of Qualified electronic signature if some of the information is prove obsolete, altered, inaccurate or false;

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- suspend use of Qualified electronic signature if the same has expired and remove it from applications or devices in which it was installed;
- to prevent the compromise, loss, disclosure, modification or other unauthorized use of the private key corresponding to the public key published in Qualified electronic signature by reliable protection of the personal identification number (PIN) to work with the key pair and / or physical access to the media, keeping the key pair;
- declare termination of Qualified electronic signature in case there are doubts about the integrity of the certificate issued;
- declare termination of Qualified electronic signature if some of the information included in the certificate be obsolete, changed, inaccurate or false;
- for the acts and omissions of agents who used to control, manage or dispose of their private keys;
- to refrain from submitting to StampIT materials, defamatory, obscene, pornographic, abusive, bigoted or racist.

6.18 Obligations of the Registration Authorities of StampIT

Registration Authorities of StampIT have the following obligations:

- accept applications for issuance and renewal of Qualified electronic signature of StampIT in accordance with this Practice the supplier of certification services;
- carry out all actions that are prescribed by the procedures of StampIT and this Practice the supplier of certification services;
- received, verified and provide StampIT requests for termination, suspension and reactivation of Qualified electronic signature issued by StampIT in accordance with the procedures of StampIT and this Practice the supplier of certification services.

6.19 Information about the Relying Party

Party which trusts Qualified electronic signature issued by StampIT should adhere to the following generally recognized in international practice rules:

- have knowledge of using Qualified electronic signature;
- to examine the restrictions on the use of Qualified electronic signature;
- to examine the conditions of Practice the supplier of certification services of StampIT;
- check Qualified electronic signature issued by StampIT using among other eligible funds and CRL (including StampIT CRL);
- to trust Qualified electronic signature only to the extent reasonable under the circumstances.

6.20 Accuracy, fidelity and completeness of information

The subscriber shall bear full responsibility for the truthfulness, accuracy and completeness of the information provided for use in issuing Qualified electronic signature according to this Practice the supplier of certification services.

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6.21 Responsibility of the subscriber to the Relying Party

Without being limited other obligations of the subscriber listed in this Practice the supplier of certification services subscribers are liable for any false statements made by them in Qualified electronic signature to third parties that reasonably rely on the information referred to therein, having checked one or more electronic signatures Qualified electronic signature.

6.22 Obligation to the supervision of the subscriber

The subscriber has a continuing duty to control the data that its representative provides StampIT. Subscriber must immediately notify StampIT for misstatement or omission made by its representative.

6.23 Use of agents

For Qualified electronic signature issued at the request of a representative of the subscriber and the subscriber's representative are jointly and severally liable StampIT and its agents and contractors.

6.24 Conditions for use of the repository and website StampIT

Parties (including subscribers and relying parties) who have access to the repository and website StampIT, accept the terms of this Practice the supplier of certification services and conditions of use indicated by StampIT, except for the information to be provided in the demonstration and test Qualified electronic signature. The parties accept the terms of use when inquire about the status of Qualified electronic signature or use or rely on the information provided or services. Conditions for using the repository of StampIT include:

- Information provided as a result of search Qualified electronic signature;
- providing an opportunity to check the status of digital signatures created with a private key that corresponds to the public, included in Qualified electronic signature;
- information published on the website of StampIT;
- any other services that StampIT might advertise or provide through its web site.

6.25 Relying on your own risk

Responsibility for the assessment and reliance on the information in the repository and website is StampIT countries that use this information.

The Parties agree that they have received the necessary information to decide whether to trust the information referred to in Qualified electronic signature.

6.26 Accuracy of information

StampIT, appreciating trusted position, make every effort to ensure that the parties who have access to storage, accurate, updated and correct information.

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6.27 Failure to comply with conditions

Failure to comply with conditions of storage and use of the website of StampIT may result in termination of the relationship between StampIT and the country.

6.28 Obligations of StampIT

To the level specified in the relevant section of Practice the supplier of certification services, StampIT shall:

- comply with this Practice the supplier of certification services and its internal or public policies and procedures;
- comply with applicable laws and regulations;
- provides infrastructure and certification services, including the construction and operation of the repository and website StampIT to perform certification services;
- provides reliable mechanisms, including the mechanism for the generation of keys, secure mechanism for electronic signature creation and allocation procedures of the secret parts with respect to its own infrastructure;
- inform the parties in the event of a compromise of private keys;
- provides procedures for public expressions of different types Qualified electronic signature;
- issue and renew Qualified electronic signature in accordance with this Practice the supplier of certification services duties and referred to therein;
- upon receiving a request from the Registration Authority, issue and renew Qualified electronic signature in accordance with this Practice the supplier of certification services;
- upon receiving a request for termination of Qualified electronic signature by the Registration Authority terminates the certificate in accordance with this Practice the supplier of certification services;
- Qualified electronic signature published in accordance with this Practice the supplier of certification services;
- provides support to subscribers and relying parties as described in this Practice the supplier of certification services;
- terminate, suspend and resume Qualified electronic signature in accordance with this Practice the supplier of certification services;
- provide information on the expiry of validity and renewal of Qualified electronic signature in accordance with this Practice the supplier of certification services;
- provide copies of this Practice the supplier of certification services and current documents for public access.

StampIT states that no further obligations under this Practice the supplier of certification services.

6.29 Responsibility of StampIT

StampIT responsible to the author or with the holder of the qualified electronic signature and all third parties for damage caused by:

- Failure of the statutory requirements to the CSP;
- Failure of the statutory obligations of CSP governing the issuance, management and content Qualified electronic signature;

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- from incorrect or missing data in the certificate at the time of issuance;
- from algorithmic mismatch between private key and public key entered in the certificate;

6.30 Compliance with specified purpose

StampIT disclaims all warranties and responsibilities in the event that the products and / or services are not used as defined their purpose and all warranties as to the accuracy of information supplied, but unconfirmed information.

6.31 Other guarantees

Except what is specified in the Bulgarian legislation on electronic signature, StampIT no guarantees for:

- accuracy, authenticity, completeness or consistency of any unverified information contained in Qualified electronic signature StampIT or distributed by or on behalf of, as specified in the relevant product description in this Practice the supplier of certification services of StampIT;
- accuracy, authenticity, completeness or consistency of any information contained in test or demonstration Qualified electronic signature issued by StampIT;
- presentation of information in Qualified electronic signature unless otherwise specified in the relevant product description in this Practice the supplier of certification services;
- although StampIT has obligations for termination of Qualified electronic signature, he is not responsible, if it can't terminate it due to reasons beyond his control;
- validity, accuracy and availability of directories Qualified electronic signature issued and lists of revoked Qualified electronic signature maintained by third parties, unless this is explicitly stated by StampIT.

6.32 Unconfirmed subscriber information

Unconfirmed information is that which is beyond the scope of mandatory data included in the content of Qualified electronic signature under Art. 24 of the Act electrons documents and e, and can not be confirmed by the supplier on the basis of official documents or otherwise allowed by law way. The scope of the unconfirmed information may include, but is not limited to:

- E-mail;
- Phone and/or fax;
- Organizational Unit;
- Position of the authorized individual.

6.33 Limitation of Liability of StampIT

Except in the case of negligence, StampIT not responsible for:

- lost profits;
- loss of data;

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- other consequential damages arising out of or in connection with the use, operation or inability to act of Qualified electronic signature and electronic signatures;
- any other damages, other than those associated with reliance on the information listed in this Qualified electronic signature based on confirmed information in the certificate;
- error in confirmed information due to fraud or willful false statement of the applicant;
- use of Qualified electronic signature, which has not been issued or used in accordance with this Practice the supplier of certification services;
- using Qualified electronic signature, which is not valid;
- use of Qualified electronic signature in which exceeded specified limits specified therein or in this Practice the supplier of certification services;
- security use, the integrity of products, including hardware and software, which the subscriber uses;
- compromise of the private key of the subscriber.

6.34 Limitations of damages

Under no circumstances (except in case of negligence) overall responsibility of StampIT to all parties, including without limitation the subscriber, applicant, recipient or relying party for all electronic signatures and transactions related to such Qualified electronic signature will not exceed the limit for such certificates, which is defined in this Practice the supplier of certification services.

6.35 Application of Practice the supplier of certification services

When this Practice the supplier of certification services contrary to other rules, guidelines or policies will apply the terms of this Practice the supplier of certification services and it will be binding on the subscriber, except for contracts entered into before publication of this Practice the supplier of certification services.

6.36 Intellectual Property Rights

StampIT has intellectual property rights relating to the database, web sites Qualified electronic signature of StampIT and any other publications that have been committed by StampIT, including this Practice the supplier of certification services.

6.37 Disorders and damage

Subscribers of StampIT are required when providing of StampIT and use domain and distinguished name (and any other information on application) does not violate the rights of third parties in respect of their trade marks, trade names or other intellectual property rights. StampIT subscribers are obliged not to use domain and distinguished names for illicit purposes, unfair competition and does not provide information confusing or misleading a person, whether natural or legal.

Subscribers are required to compensate StampIT of losses and damages that may result of any such violations.

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6.38 Ownership

Qualified electronic signature owned StampIT. StampIT Qualified electronic signature allowed to be reproduced and distributed without the exclusive right, provided that they are reproduced and distributed in full. This does not apply to Qualified electronic signature that should not be published in any publicly accessible repository or directory without explicit written permission of StampIT.

The scope of this restriction is to protect subscribers from unauthorized publication of their personal data referred to in Qualified electronic signature.

Private and public keys are the property of subscribers who use them and store properly.

Secret parts of the private keys of StampIT owned StampIT.

6.39 Applicable law

This Practice the supplier of certification services is issued by and construed in accordance with the Bulgarian legislation. The choice of law is made to ensure consistent interpretation of this Practice the supplier of certification services regardless of the domicile or seat of a subscriber or its use Qualified electronic signature, or other products and services provided by StampIT. Bulgarian legislation applies to all contractual relations StampIT, where this Practice the supplier of certification services can be applied in connection with products and services StampIT, when StampIT acting as a supplier, customer or otherwise.

6.40 Jurisdiction

Settlement of all disputes that may arise out of or in connection with this Practice the supplier of certification services or provision of certification services of StampIT will be referred to the competent court in this city. Sofia, Bulgaria.

6.41 Settlement of Disputes

Where disputes arise in connection with the issuance, renewal, suspension or revocation of Qualified electronic signature of StampIT, interested persons may submit complaints.

Complaints must be submitted in writing to the Executive Director of the "Information Services" Plc at the town. Sofia - 1504, region "Oborishte" street "Panayot Volov" № 2.

Executive Director of "Information Services" Plc rule on the appeal within fourteen days of its receipt, which shall notify the applicant.

6.42 Succession

The rights and obligations set out in this Practice the supplier of certification services may be transferred by the parties by mutual agreement, by law (including as a result of the conversion) or otherwise, provided that such transfer is undertaken in accordance with the terms of this Practice the supplier of certification services and provided that such transfer does not impact the assumption of other obligations that the losing party owes to third parties at the time of transfer.

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6.43 Separation conditions

If any provision of this Practice the supplier of certification services or its application is invalid or unenforceable somewhat or for any reason, the remainder of the terms of this Practice the supplier of certification services (and application of the clause concerning other persons or circumstances) shall be interpreted in such a way to meet the original intentions of the parties.

Each of the provisions of this Practice the supplier of certification services which provides limitation of liability, rejection or limitation of warranties or other obligations or exclude damages is regarded by the parties as a separate and independent from the other clauses and should be administered as such.

6.44 Interpretation

This Practice the supplier of certification services will be interpreted in accordance with generally accepted business practices in the circumstances and use the product or service as intended. In interpreting this Practice the supplier of certification services parties will have the scope and application of the products and services of StampIT and its network of Registration Authorities and the principles of good will and trust, which are applied in trade relations.

The headings and titles in this Practice the supplier of certification services recognized in this way for convenience only and references and should not be used in the interpretation or implementation of some of the clauses in this Practice the supplier of certification services.

Applications and definitions in this Practice the supplier of certification services are binding and integral part of this Practice the supplier of certification services.

6.45 Denial of execution

This Practice the supplier of certification services will be implemented as a whole and if any of the persons fail to perform any provision of this Practice the supplier of certification services, it will not be considered as a waiver of future enforcement of that or of the other clauses.

6.46 Notification

StampIT receive communications concerning this Practice the supplier of certification services by digitally signed messages or in paper form. Upon receipt of a valid electronic signature confirmation of receipt of the e-mail from StampIT, the message sender, adopt that communication is established. If the sender does not receive such confirmation within 5 (five) days, he must send a written communication on paper by courier to confirm delivery or by registered letter or letter with acknowledgment of receipt, addressed as follows:

"Information Services" Plc - StampIT
street "Lacezar Stanchev" 13, Izgrev,
1797 Sofia, Bulgaria
Phone: + 359 2 9656 244
Fax: + 359 2 9656 212
E-mail: support@mail.stampit.org

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office@is-bg.net www.is-bg.net

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6.47 Prices

StampIT determine prices for the use of products and services StampIT, which are published on its website. StampIT reserves the right to change these prices.

6.48 Continuation of Practice the supplier of certification services

Obligations and restrictions contained in points: Confidentiality of information Obligations of StampIT, Limitation of Liability of StampIT and Obligations of the Subscriber remain in effect after the repeal of this Practice the supplier of certification services.

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7 Products and services provided by StampIT

7.1 General

Qualified electronic signature of StampIT offer a guarantee of identity, which requires physical appearance before the registration authorities in issuing the certificates.

Qualified electronic signature of StampIT be issued to natural or legal persons.

The usual term of validity of StampIT Qualified electronic signature one year (365 days) or three (1095 days) years .

7.2 Provided documents for identifying the applicant

In all cases, the applicant must submit to the Registration Authority of StampIT, signed registration form, signed request for a Qualified electronic signature signed contract for certification service and an identity document, as noted in the procedure of issuance. Depending on the type of Qualified electronic signature, the applicant must provide additional documents and identifying the legal entity basis for empowerment, etc.

StampIT may request additional evidence to verify the identity of the applicant and / or legal person.

For Qualified electronic signature issued to individuals who are authorized to represent legal entities, the applicant must submit to the Registration Authority of StampIT signed registration form, a request for a Qualified electronic signature signed contract for certification service documents for the legal entity and all other required documents for this purpose.

For Qualified electronic signature issued to government organizations and educational institutions, besides the documents referred to above, the applicant must submit to the Registration Authority of StampIT order which is authorized to make an application for a Qualified electronic signature.

7.3 Time for confirmation of the data

StampIT efforts to confirm the information in the application for Qualified electronic signature and issue a certificate within a reasonable time, but not later than (5) working days.

7.4 List of discontinued Qualified electronic signature

StampIT maintained and updated automatically at an event or in three hours revocation list Qualified electronic signature, which is publicly available at http://www.stampit.org/crl/stampit_qualified.crl .

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7.4.1 Profile of the revocation list Qualified electronic signature:

StampIT CRL		
Version	Version 2	
Issuer Name	CN	
	C	
	O	
	OU	
Effective date	[Date of CRL issuance]	
Next Update	[Next update]	
Signature algorithm	Sha1/RSA	
CRL Number	[CRL number]	
Authority key identifier	[Issuing Authority Key ID]	
Revocation List	CRL Entries	
	Certificate Serial Number	[Certificate Serial Number]
	Date and Time of Revocation	[Date and Time of Revocation]
	Reason code	[Revocation reason code] (optional)

7.4.2 Codes for suspension / termination of Qualified electronic signature:

1. **Key Compromise** – is compromised private key corresponding to the public key included in the content of Qualified electronic signature therefore no grounds for trusting the certificate.
2. **CA Compromise** – is compromised private key of the Certification Authority used for signing Qualified electronic signature subscribers.
3. **Affiliation Changed** – changes in the company / association - the subject entered in Qualified electronic signature already has a changed status of the legal person.
4. **Superseded** – Qualified electronic signature is replaced by another Qualified electronic signature.
5. **Cessation of Operation** – discontinued activities are related to initial issuance of Qualified electronic signature.
6. **Certificate Hold** – operation of Qualified electronic signature is stopped (Qualified electronic signature is invalid now).
7. **Unspecified** – Qualified electronic signature e terminated without indication of reason, when available valid request for termination.

7.4.3 Limitation of the effects of Qualified electronic signature

This section sets out the specific restrictions on the operation of Qualified electronic signature in relation to the amount of compensation payable by the supplier of certification services, respectively. insurer for damages incurred due to the issuance and use of electronic signatures with Qualified electronic signature issued by StampIT.

The supplier is responsible for damage to the author or with the holder of the Qualified electronic signature and all third parties in accordance with the provisions of art. 29 of the Law on Electronic Document and Electronic Signature.

7.5 Limits on compensation and transaction limits

The maximum limits of compensation item in point 7.11 are maximum limits for transactions using Qualified electronic signature of StampIT.

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7.6 Demonstration and test Qualified electronic signature

StampIT not responsible for the usage of demonstration and test Qualified electronic signature, which may be provided for purposes including demonstration, training and testing.

7.7 Scope of insurance

Subject of the insurance provider is the responsibility of the "Information Services" Plc as a provider of certification services in accordance with Art. 29 of the Law on Electronic Document and Electronic Signature.

7.8 Limitation of the effects of Qualified electronic signature

StampIT reduce the effects of Qualified electronic signature and is not responsible for damages incurred as a result of:

- specific commitments of subscriber, such as taking responsibility for third party contractual penalties, etc .;
- benefits for legal, administrative or disciplinary sanctions and awarded costs to the subscriber;
- bankruptcy of a subscriber or a third party;
- delay or inability of subscribers to submit an application for revocation of Qualified electronic signature of StampIT;
- failure to lay by the subscribers due diligence to prevent the loss or compromise of the private key;
- failure by subscribers requirements and obligations referred to in "The practice of the supplier of certification services" (Practice the supplier of certification services);
- non-application of the electronic signature verification of the subscriber;
- non-application of appropriate security measures before and during the creation and further processing of encrypted messages;
- illegal actions of third parties and subscribers. StampIT entitled to compensation for damages suffered as a result of such unlawful acts;
- damage beyond the control of StampIT, including the energy or telecommunications failures beyond the control of StampIT;
- use of Qualified electronic signature for the operation of sensitive equipment, including, but not limited to: nuclear equipment, navigation or communication systems in aircraft control systems, air traffic management systems of weapons and all cases that may lead to death , bodily injury or to cause damage to the environment;
- abuse by third parties and subscribers to the Internet, telecommunications networks or added value, including through the use or reproduction of computer viruses;
- force majeure.

7.9 Term

The deadline for submitting a claim of subscribers or relying parties to StampIT or insurer is 7 (seven) days from the date of knowledge of the occurrence of the injury.

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7.9.1 Period of insurance

Claims in the preceding paragraph must be brought to the attention of StampIT during the period of insurance. The period of insurance is the time between the start and end date of the Qualified electronic signature.

7.9.2 Extension of the period of insurance

StampIT insurance also covers written claims that are brought in StampIT a period of 15 (fifteen) days after the closing date of the Qualified electronic signature and are based on damages occurred during the validity of the certificate.

7.10 Obligations of subscribers

Subscribers must:

- to immediately send written notice of the open error and damage by registered mail or courier services;
- assist StampIT and Insurer of StampIT, to establish the facts confirming the claim for compensation.

7.11 Maximum limit of indemnity

In order to limit the effects of Qualified electronic signature, StampIT sets a maximum limit of compensation for damages caused by the use of Qualified electronic signature issued by it.

Limits are set according to the type of Qualified electronic signature, as indicated in the table below:

Maximum limit of indemnity	
StampIT Doc Certificate	600,000 (six hundred thousand) lv. for each affected person from each event
StampIT DocPro Certificate	600,000 (six hundred thousand) lv. for each affected person from each event

StampIT has the right to refuse to pay the amount that exceeds the maximum limit of compensation for damages.

7.12 Applicable insurance

In relations of StampIT with subscribers and all third countries apply these limits to compensation and conditions in force at the date the damage occurred.

7.13 Force Majeure

Force majeure, resulting in cancellation of the rights arising from this Practice the supplier of certification services.

ИНФОРМАЦИОННО ОБСЛУЖВАНЕ АД

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ISO 9001:2008 Certified
ISO IEC 27001:2005 Certified

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II User Manual

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8 Overview of the policy for provision of certification services

The policy of providing certification services "Information Services" Plc is a public statement of policy StampIT in issuing Qualified electronic signature and types of services provided by it.

This section has been developed in accordance with generally accepted international specifications and Bulgarian legislation.

This section is open to the public and can be found at:
http://www.StampIT.org/repository

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9 Personal StampIT Doc Qualified electronic signature

StampIT Doc УКЕП be issued to individuals (including individuals holding registration BULSTAT - freelancers and others.) and can be used to identify protected and encrypted mailing and protected and encrypted communications, access to information and On-Line Internet transactions of any kind.

The content of the information published in Qualified electronic signature may include, but is not limited to the following elements:

- e-mail address of the subscriber;
- name / alias of the subscriber;
- bulstat / single subscriber identity (if applicable);
- public key;
- two-letter country code;
- issuing Certification Authority (StampIT);
- electronic signature StampIT;
- type of algorithm;
- validity of Qualified electronic signature;
- serial number of Qualified electronic signature.

9.1 Documents for issuing StampIT Doc Qualified electronic signature:

1. Identity card (ID card) of the natural person whose name is entered in the content of Qualified electronic signature - original.
2. Document BULSTAT registration - original. This document is required if the individual is registered BULSTAT and wishes Unified identification code BULSTAT be entered in the content of Qualified electronic signature.
3. Signed contract for certification service.
4. Signed request for issuance.
5. Fill in Latin and signed registration form.
6. Document certifying the payment of the service.

9.2 Procedure for issuing Qualified electronic signature

The following steps describe the application process and issuing Qualified electronic signature:

1. The applicant shall appear in person or through a duly authorized representative before the Registration Authority and submit an "Application for issuance", accompanied by a signed registration form and documents for issuing Qualified electronic signature.
2. Check the identity of the applicant / representative and the completeness of the submitted documents.
3. The operator of the Registration Authority generates the key pair on security device for creating an electronic signature (SSCD) and filed an application for the issuance of Qualified electronic signature to the Certification Authority.
4. Certification Authority after formal control of data subscriber Qualified electronic signature issue, which is sent back in the Registration Authority.
5. Qualified electronic signature overwrites security device for creating an electronic signature (SSCD).

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6. The subscriber receives the software installation and operation of Qualified electronic signature (if needed).
7. The subscriber receives code management to use for phone identification upon request to suspend Qualified electronic signature.
8. Data on the activation of the security device for creating an electronic signature (PIN code) are entered by the subscriber when issuing Qualified electronic signature or sent to an alternative channel - by courier, by registered letter with acknowledgment of receipt to the address indicated by the applicant or other appropriately.
9. Issued Qualified electronic signature published in StampIT supported by a public register.

9.3 Profile Qualified electronic signature:

Профил на StampIT Doc			
Signature Algorithm	SHA1/RSA		
Issuer	CN	StampIT Qualified CA	
	C	BG	
	O	Information Services Plc.	
	L	Sofia	
	S	B:831641791	
	STA	2 P. Volov Str.	
	Postal Code	1504	
Validity	one year (365 days) or three (1095 days) years		
Subject	*C	Country	Държава
	L	Locality	Град/Област
	*CN	Common Name	Име/псевдоним на автор
	*E	E-mail	Пощенски адрес
	S	State: EGN:[ЕГН] B:[БУЛСТАТ] PID:Персонален Идентификатор	Уникален идентификатор за автор, ако е наличен
Public Key	RSA 1024/2048 bits (в зависимост от вида на SSCD)		
Key Usage (Critical)	Digital Signature Non-Repudiation Key Encipherment Data Encipherment		
Authority Information Access	[1]Authority Info Access Access Method=On-line Certificate Status Protocol (1.3.6.1.5.5.7.48.1) Alternative Name: URL=http://ocsp.stampit.org/		
Subject Alternative Name (Non Critical)	Directory Address: CN=Qualified Certificate StampIT Doc		
Extended key usage (Non Critical)	Client Authentication E-Mail Protection		
Qualified Certificate Statement (Non Critical)	Указание, че удостоверението е издадено за квалифициран подпис		
Issuer Key Identifier (Non Critical)	*[ID]*		
Subject Key Identifier (Non Critical)	*[ID]*		
Basic constrains	End entity		

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(Critical)	
CRL Distribution Point/Non Critical/	DP Name: http://www.stampit.org/crl/stampit_qualified.crl
Certificate Policies (Non Critical)	Policy Identifier=1.3.6.1.4.1.11290.1.1.1.5 Policy Qualifier Id=CPS/1.3.6.1.5.5.2.7.1/ Qualifier=http://www.stampit.org/repository

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10 Personal StampIT DocPro Qualified electronic signature

StampIT DocPro Qualified electronic signature be issued to individuals who are authorized to represent legal entities. Qualified electronic signature can be used to identify protected and encrypted mailing and protected and encrypted communication, access to information and On-Line Internet transactions of any kind.
The content of the information published in Qualified electronic signature may include, but is not limited to the following elements:

- e-mail address of the authorized representative;
- name / alias of the authorized representative;
- public key;
- two-letter country code;
- name of the legal entity;
- data entity;
- issuing Certification Authority (StampIT);
- electronic signature StampIT;
- type of algorithm;
- validity of Qualified electronic signature;
- serial number of Qualified electronic signature.

10.1 Documents for issuing StampIT DocPro Qualified electronic signature:

1. Certificate of good standing - original or notarized copy. This document is required if the legal entity is not registered / re-registered in the Commercial Register of the Registry Agency.
2. Document BULSTAT registration - original. This document is required if the legal entity is not registered / re-registered in the Commercial Register of the Registry Agency.
3. Proof of identity of the individual who fits the content of Qualified electronic signature and is authorized to represent the legal person - original.
4. Document / proxy, hence the representative power of the individual to legal entity - original and copy, signed by the applicant. This document is required if the reason for empowerment not included in other documents the status of legal person.
5. Signed contract for certification service.
6. Signed request for a Qualified electronic signature.
7. Latin Completed and signed registration form.
8. A document certifying the payment of the service.

10.2 Procedure for issuing Qualified electronic signature

The following steps describe the application process and issuing Qualified electronic signature:

1. The applicant appears personally before the Registration authority / or by his duly authorized representative / and submit an "Application for issuance", accompanied by a signed registration form and documents for issuing Qualified electronic signature.
2. Check, the identity of the applicant and the completeness of the submitted documents.

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3. The operator of the Registration Authority generates the key pair on security device for creating an electronic signature (SSCD) and filed an application for the issuance of Qualified electronic signature to the Certification Authority.
4. Certification Authority after formal control of data subscriber Qualified electronic signature issue that is sent back to the Registration Authority.
5. Qualified electronic signature overwrites security device for creating an electronic signature (SSCD). The subscriber receives the necessary software to operate and install Qualified electronic signature. The subscriber receives code management, which can be used for phone identification upon request to suspend Qualified electronic signature.
6. Data for activation of the security device for creating an electronic signature (PIN code) are entered by the subscriber when issuing Qualified electronic signature or sent to an alternative channel - by courier or by registered letter with acknowledgment of receipt to the address indicated by the applicant or other appropriately.
7. Issued Qualified electronic signature published in StampIT supported by a public register

10.3 Profile Qualified electronic signature:

Профил на StampIT DocPro			
Signature Algorithm	SHA1/RSA		
Issuer	CN	StampIT Qualified CA	
	C	BG	
	O	Information Services Plc.	
	L	Sofia	
	S	B:831641791	
	STA	2 P. Volov Str.	
	Postal Code	1504	
Validity	One year (365 days) or three (1095 days) years		
Subject	*C	Country	Държава
	L	Locality	Област/Град
	O	Organization	Име на титуляр
	*CN	Common Name	Име/псевдоним на автор
	*E	E-mail	
	S	State: B:[БУЛСТАТ] EGN:[ЕГН] PID:Персонален Идентификатор	Уникален Идентификатор на титуляр и автор, ако е наличен
Public Key	RSA 1024/2048 bits (в зависимост от вида на SSCD)		
Key Usage (Critical)	Digital Signature Non-Repudiation Key Encipherment Data Encipherment		
Authority Information Access	[1]Authority Info Access Access Method=On-line Certificate Status Protocol (1.3.6.1.5.5.7.48.1) Alternative Name: URL=http://ocsp.stampit.org/		
Subject Alternative Name (Non Critical)	Directory Address: CN=Qualified Certificate StampIT DocPro		
Extended key usage (Non Critical)	Client Authentication E-Mail Protection		
Qualified Certificate Statement (Non Critical)	Указание, че удостоверението е издадено за квалифициран подпис		
Issuer Key Identifier	*[ID]*		

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(Non Critical)	
Subject Key Identifier (Non Critical)	*[ID]*
Basic constrains (Critical)	End entity
CRL Distribution Point /Non Critical/	DP Name: http://www.stampit.org/crl/stampit_qualified.crl
Certificate Policies (Non Critical)	Policy Identifier=1.3.6.1.4.1.11290.1.1.1.1 Policy Qualifier Id=CPS/1.3.6.1.5.5.2.7.1/ Qualifier=http://www.stampit.org/repository

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11 Authentication of time

StampIT provides its subscribers service to certify the date and time of submission of an electronic document that is signed with a private key corresponding to the public key in Qualified Electronic certificate issued by StampIT.

11.1 Certificate of subscribers and third parties

Using the service to certify the date and time of submission of an electronic document, subscribers and third parties receive assurances that this electronic document existed in this form to the certified StampIT of time.

11.2 Technology

Certification of the date and time of submission of an electronic document shall be in accordance with IETF RFC 3161 Internet X.509 Public Key Infrastructure Time-Stamp Protocol (TSP), after the subscriber submitted electronic application specified by StampIT address. The application shall be submitted to the "Information Services" AD, as a provider of certification services and activities it performs authentication time.