APPLICATION PROCEDURE

FOR

SECURE ELECTRONIC SIGNATURE PROVIDERS

(CERTIFICATION AUTHORITY)

ACCREDITATION

August 2017

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INTRODUCTION

The document outlines the process to apply for accreditation with the Botswana Communications Regulatory Authority (BOCRA) as an Accredited Certification Authority (Secure Electronic Signature Provider). A Certification Authority (CA) is a Secure Electronic Signature Provider accredited in accordance with section 25 of the Electronic Communications and Transactions Act, 2014.

BOCRA as the Accreditation Authority has adopted an Accreditation Framework depicted by Figure 1: "Certification Authority Accreditation frame work in Botswana". The applicant will submit the following to the offices of BOCRA by hand delivery:

- a completed application form,
- audit report carried out in accordance with the Accreditation Certification Standard (ACS),
- Financial Audit report,
- Certificate practice statement,
- Certificate Policy and any other information that may be required as outlined in the **Act**, **Regulations** and ACS.

Foreign CAs may also apply for accreditation, a foreign CA will be required to satisfy the accreditation requirements.

The application process is outlined in Figure 2.

The application form, panel of auditors, accreditation requirements and the application process are published on the BOCRA website.

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1. Certification Authority Accreditation Framework in Botswana

Figure 1.

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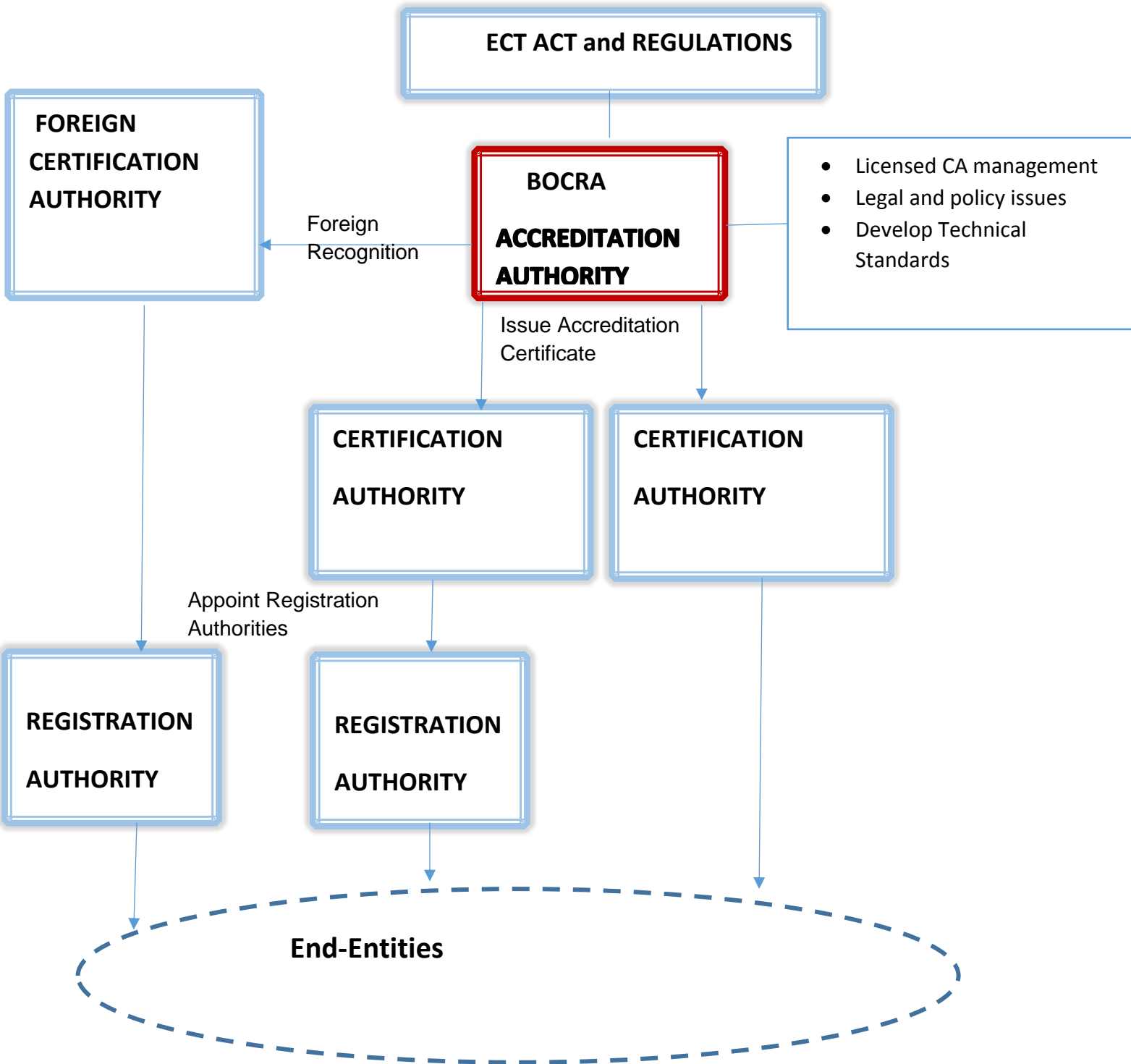TEL: +267 3957755 FAX: +267 3957976
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Accreditation authority

BOCRA serves as the Accreditation Authority. The Authority is responsible for the accreditation and management of CAs within the Republic of Botswana.

Certification authority (CA)

A certification authority (CA) is an entity that may issue and/or sign public-key certificates (electronic signatures) for other entities. A public-key certificate is a digital document that binds a public key to the identity of the subject of the public-key certificate. CA certifies that the information within the public-key certificate is reliable with some degree of certainty depending on the conditions under which the public-key certificate was issued.

The degree of checking by CA of the information provided in the public-key certificate and the level of trust in CA determine the level of confidence in the public-key certificate.

Registration authority

Some of the responsibilities of CA may be delegated to a registration authority, which may or may not be under the same management as CA. A registration authority is responsible for validating the information to be included in a public-key certificate. As an example, a registration authority may check that the entity that is subject for the public-key certificate is entitled to use the suggested name and that the suggested name uniquely identifies the subject.

End-entities

An end-entity is an entity to which a public-key certificate may be issued and this is called an end-entity public-key certificate. An end-entity is not permitted to issue public-key certificates to other entities.

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2. **Application Process Flow Diagram**

Figure 2.

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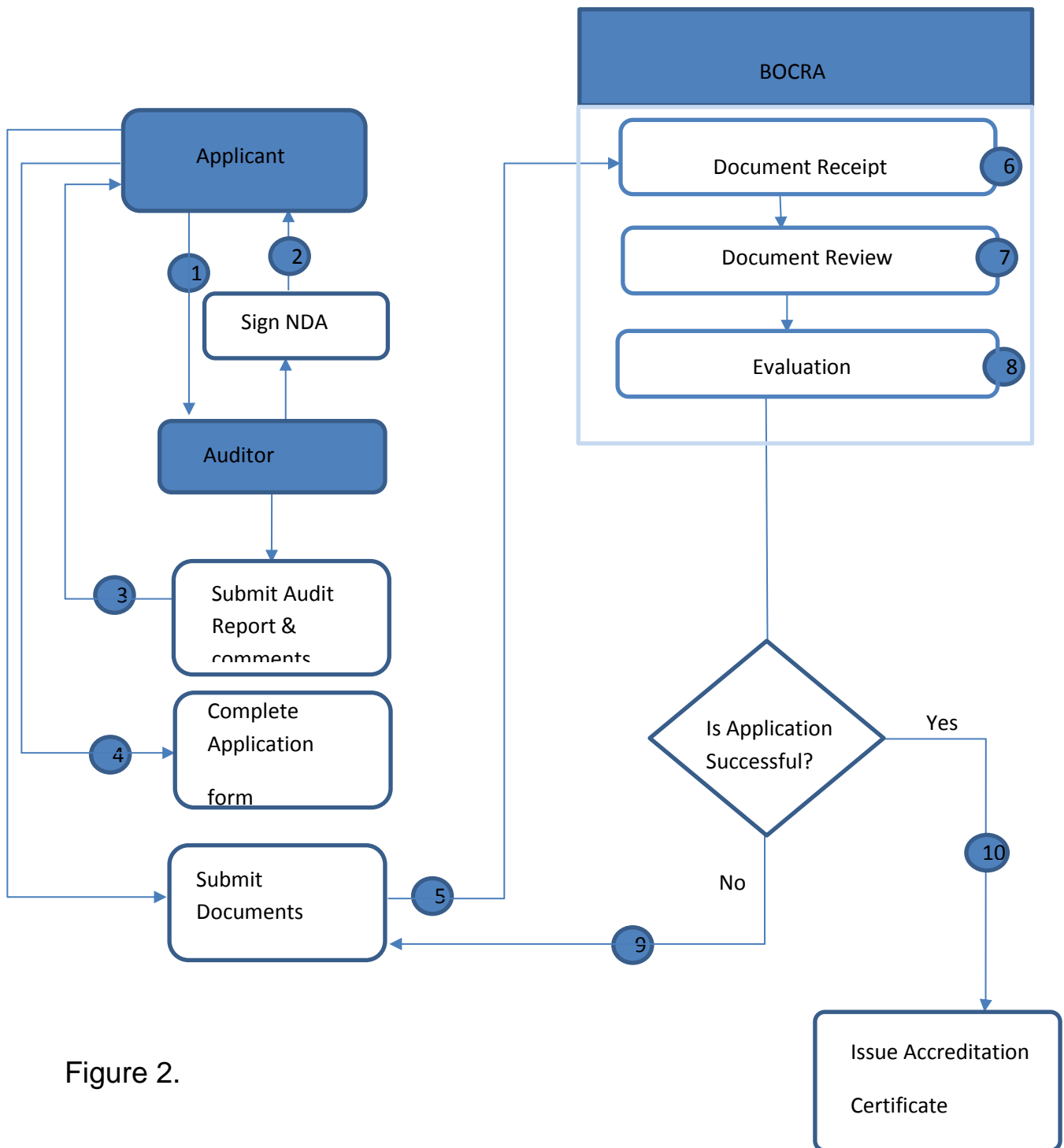TEL: +267 3957755 FAX: +267 3957976
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3. Accreditation Process

3.1. BOCRA has appointed a panel of auditors who can perform an independent audit of the applicant's security, technology and procedures according to the ACS standard and checklist.

3.2. Any applicant who wishes to operate as a Certification Authority in Botswana will download and complete the application form from the BOCRA website. The applicant will select an auditor from the panel of auditors appointed by BOCRA to do an audit of the applicant's security, technology and procedures according to the ACS standard and checklist.

3.3. The applicant is responsible for the payment of the audit fee as stipulated by the auditor.

3.4. The auditor will sign a non-disclosure agreement (NDA) concerning the confidentiality of the applicant's business with the applicant, but the agreement must acknowledge the auditor's responsibility to report fully to BOCRA.
The audit performed by the auditor should establish:
- If the applicant complies with all the legal requirements in the ECT Act and Regulations.
- If the applicant fully complies with the ACS standard and checklist and
- If the applicant's operations comply with its Certificate Practice Statement(CPS) and Certificate Policy

3.5. On completion of the audit, the audit report and any comments or actions will be given to the applicant. A sealed copy of the audit report and comments will also be given to the applicant for submission to BOCRA.

3.6. The audit will be done once during application and annually for the period of the license.

3.7. BOCRA will check the application and the other information submitted for completeness. If all information required was received BOCRA will inform the applicant (by registered mail) that the application was complete and that the evaluation will commence.

3.8. If the application or the information received was not complete, BOCRA will inform the applicant (by registered mail) of the fact

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that the application was incomplete. BOCRA will also provide details of incomplete or missing information.

3.9. BOCRA will evaluate the application and produce an evaluation report with a final accreditation decision. BOCRA will then either:

- issue a certificate valid for 2 years to allow the applicant to operate
- inform the applicant by letter (sent by registered mail) that the application was unsuccessful, providing reasons for the decision.

3.10. The letter will refer to the applicant's rights to make representations within 30 days if it wants to remedy the circumstances that lead to BOCRA's decision and apply for re-evaluation. If the application was unsuccessful, BOCRA will grant 30 days for the applicant to comply.

3.11. If the application was successful, the name of the applicant, its details and the date of its accreditation will be published in the BOCRA website.

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