



Checklist for document submission for the new and/or renewal application of Certification Authority (CA) Licence/Recognition for Repository/Recognition for Date-Time Stamp (DTS) Services under the Digital Signature Act 1997 (“DSA 1997”) and the Digital Signature Regulations 1998 (“DSR 1998”)

The submission process **must** adhere to the following:

1. Ensure all supporting documents in the checklist are submitted alongside Form 1 for DSR 1998.
2. Organise the documents based on the respective segments, following the checklist.
3. Submit the completed checklist along with all required information.

Note. This checklist serves as guidance. MCMC may, at any time and at any stage of the application, request additional information, documents, demonstrations, assessments, or tests to be submitted or performed within a stipulated timeline.

Name of Organisation:	
Submission Date:	
Application for: (Please tick <input checked="" type="checkbox"/> the relevant)	<input type="checkbox"/> Establishment Stage <input type="checkbox"/> Operation Stage <input type="checkbox"/> Renewal of: <input type="checkbox"/> CA Licence <input type="checkbox"/> Recognition for Repository <input type="checkbox"/> Recognition for Date/Time Stamps (DTS) Service

1. FORM 1 REQUIREMENT

ITEM	REMARKS
<input type="checkbox"/> 1.1 Completed Form 1	
1.2 - PART A: Particulars of the applicant <i>(certified true copies of forms as per Companies Regulation 1966 [P.U.173/1966])</i>	
<input type="checkbox"/> i. Form 9 (Certificate of Incorporation of Company)	
<input type="checkbox"/> ii. Form 13 (Certificate of incorporation on change of name of company) <i>(if applicable)</i>	
<input type="checkbox"/> iii. Form 24 (Return of allotment of shares)	
<input type="checkbox"/> iv. Form 32A (Form of transfer of securities) <i>(if applicable)</i>	
<input type="checkbox"/> v. Form 44 (Notice of situation of registered office and of office hours and particulars of changes)	
<input type="checkbox"/> vi. Form 49 (Return giving particulars in register of directors, managers and secretaries and changes of particulars)	
<input type="checkbox"/> vii. any other relevant documents (under the Companies Act 2016 of the applicant, which have been filed with the Registrar of Companies)	
1.3 - PART B: Operational costs <i>(e.g. list of fixed assets, working capital, insurance coverage as in form 1)</i>	
<input type="checkbox"/> i. Working capital \geq RM 6 million Note. Ratio and difference between a company's current assets and current liabilities	
<input type="checkbox"/> ii. A certified true copy of insurance coverage	
<input type="checkbox"/> iii. Business Plan (approved and signed off by the management) Note. The business plan should outline the overall strategy, financial projections, and funding requirements for operational sustainability. It should include details on working capital needs, pre-operational costs, and financial models that demonstrate the feasibility of the project.	
1.4 – PART C: Financing <i>(an indicator of the company's financial performance)</i>	
<input type="checkbox"/> i. SSM form on the company profile (certified true copy)	
<input type="checkbox"/> ii. SSM form on the financial comparison for five (5) years (certified true copy)	
<input type="checkbox"/> iii. The latest audited accounts (indicating the \geq RM6 million working capital)	

ITEM	REMARKS
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1.5 – PART D: Manpower

- i. Organisation/ functional chart indicating reporting structure.
- ii. List staff with qualifications (include the certified true copies of relevant certificates)

1.6 – PART E: Operating Procedure

- i. Certification practice statement (CPS)
- ii. Compliance audit report

Audit Period	:	
<i>(i.e. 1 Jan 2024 - 31 Dec 2024)</i>		
Audit Report Date	:	
Name of Qualified Auditor	:	

Audit result:
<input type="checkbox"/> Full Compliance
<input type="checkbox"/> Substantial Compliance
<input type="checkbox"/> Partial Compliance
<input type="checkbox"/> Non-Compliance

Notes:

1. The audit result shall be in the categorisation as per Regulation 42 of the DSR 1998.
2. The report shall be from a registered, qualified auditor and based on the DSA 1997 and DSR 1998.
3. Report is not required for New Application: Establishment Stage
4. For RENEWAL application: Required annual compliance audit report for the relevant year or years

- iii. Architecture diagram
- iv. Document of arrangements with a recognised repository and/or recognised DTS if the services are not provided by the applicants.
- v. Operating procedure and flow chart (shall explain the main process, which includes the following)

1.6.1 Certification Authority

- i. Measures to be taken to check the identity of the subscribers.
- ii. Particulars of the trustworthy system to be used, in particular, the standard and technical components.
- iii. Particulars of the approved digital signature scheme to be used.
- iv. Details of the database to be maintained, including form and structure.

1.6.2 Repository

- i. Procedures for processing newly published certificates and notices of suspension and revocation.
- ii. Processes to account for the usage of the repository and access to the information published in it.

1.6.3 Date/time stamp services

- i. Procedures for processing documents received.
- ii. Processes to account for the usage of the service.
- iii. National Metrology Institute of Malaysia (NMIM) Calibration Report.

1.7 – PART F: Source of Technical Know-How

(e.g. particulars of suppliers, years of experience, name of other company with similar know-how)

- i. List of software, hardware and/or services used and/or obtained from suppliers and/or third-party service providers. (The list shall include the following:)

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1.7.1 Master list of sources of technical know-how (signed off by the management)

- i. Clearly define the roles and responsibilities of both parties
- ii. Statement of Work (SOW): the specific responsibilities and deliverables assigned.
- iii. Service Level Agreements (SLAs) on the agreed-upon service levels, including response times, resolution times, and performance metrics.

1.8 – PART G: List of Services *(list of services including fees and charges including reliance limit applied)*

- i. Proposed list of services, including fees and charges (including the cost of certificates per class of the service).
- ii. Amount of reliance limit of the services listed per class of certificates.

2. PRESCRIBED FEE(S) *(applicable for both new and renewal applications)*

<u>ITEM</u>	<u>REMARKS</u>
<input type="checkbox"/> 2.1 Proof of payment for CA Licence application: RM2,500.00 <i>(as per Reg.7 of the DSR 1998, non-refundable)</i>	
<input type="checkbox"/> 2.2 Proof of payment for Recognised Repository application: RM2,500.00 <i>(as per Reg.51 of the DSR 1998, non-refundable)</i>	
<input type="checkbox"/> 2.3 Proof of payment for Recognised DTS Service application: RM2,500.00 <i>(as per Reg.64 of the DSR 1998, non-refundable)</i>	

3. ADDITIONAL INFORMATION *(applicable for renewal applications)*

<u>ITEM</u>	<u>REMARKS</u>
<input type="checkbox"/> Types and quantities of certificates issued (e.g., local individual, corporate, government) over the past three (3) years. <i>Note. Please provide the detailed information in a separate attachment.</i>	

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Date Received:	
Recommendation:	Approved/ Not Approved/ Approved with condition