



Suruhanjaya Komunikasi Dan Multimedia Malaysia
Malaysian Communications and Multimedia Commission

**LICENSING GUIDEBOOK
DIGITAL SIGNATURE**

30 April 2025

Notice:

The information contained in this Guidebook is provided for general guidance purposes only and shall not be construed as replacing, superseding, or in any way derogating from the requirements set forth under the Digital Signature Act 1997 (“DSA 1997”) and the Digital Signature Regulations 1998 (“DSR 1998”). This Guidebook is intended solely to provide further explanation and clarification to assist in understanding and complying with the said regulatory requirements. In the event of any inconsistency, the provisions of the DSA 1997 and DSR 1998 shall prevail.

For this reason, it should not be relied on as legal advice or regarded as a substitute for legal advice in specific cases. Parties should still refer to the legislative provisions contained in the law.

**Malaysian Communications and Multimedia Commission
MCMC Tower 1, Jalan IMPACT, Cyber 6
63000 Cyberjaya, Selangor Darul Ehsan
MALAYSIA**

T: +60 3 86 88 80 00

F: +60 3 86 88 10 02

W: www.mcmc.gov.my

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1.0 Introduction

- 1.1. The Malaysian Communications and Multimedia Commission (MCMC) took over the role of the Controller of Certification Authority (“CA”) on 1 November 2001 and is empowered to exercise, discharge and perform the duties, powers and functions conferred on it under the Digital Signature Act 1997 (“DSA 1997”) and the Digital Signature Regulations 1998 (“DSR 1998”).
- 1.2. The DSA 1997 and the DSR 1998 primarily provide the licensing and recognition framework for digital signatures in Malaysia:
 - 1.2.1 **Licence for CA** – a licence granted upon application and satisfaction of the DSA 1997 and DSR 1998 requirements for a CA to issue digital certificates to its subscribers.
 - 1.2.2 **Recognition of Repository** – a repository will contain information pertaining to the certification practices, including but not limited to the certification authority’s disclosure records, certificates, list of suspension and revocation.
 - 1.2.3 **Recognition of Date/Time Stamp (“DTS”) Service** – A digital date/time stamp is a cryptographically unforgeable digital declaration that can be used as evidence of the date and time a computer record was created.
 - 1.2.4 **Recognition of Foreign CA** – a foreign CA will be recognised subject to standards and technical requirements prescribed under the DSA 1997 and the DSR 1998 in the event that an international treaty, agreement or convention concerning the recognition of its certificates has been concluded to which Malaysia is a party. An application to be a recognised foreign CA may be made in writing to MCMC.
- 1.3. All persons intended to operate as a CA, recognised repository or recognised DTS service in Malaysia are required to hold a valid licence or recognition. Failure to do so is an offence and may be liable to a penalty imposed under the DSA 1997 and the DSR 1998.
- 1.4. This Licensing Guidebook for Digital Signature (“Guidebook”) is developed based on the provisions stipulated under the DSA 1997 and the DSR 1998 to provide information on the process involved in all licence and recognition applications concerning digital signature in Malaysia and the criteria applied by MCMC in evaluating such applications.

1.5. This Guidebook may be revised, varied or revoked by MCMC at any time.

2.0 Terms and Definitions

2.1 For the purposes and context of this Guidebook, the terms used herein shall bear the same meaning as provided under the DSA 1997 and the DSR 1998 unless explicitly stated otherwise within this Guidebook. This Guidebook will not reiterate the terms already defined in the DSA 1997 and the DSR 1998.

Certificate classes

Class 1¹ certificate means a certificate that only confirms that a subscriber's name and electronic mail address form an unambiguous subject name within the Register of Certificates kept and maintained by a licensed CA and is not intended to authenticate the identity of the holder of the certificate or for commercial use if proof of identity is required.

Class 2² certificate means a certificate that confirms that the information provided by the subscriber when applying for the certificate does not conflict with information accessible in widely recognised consumer databases and provides a reasonable level of assurance as to the subscriber's identity, based on an automated online process.

Class 3 certificate means a certificate that provides a higher level of confirmation and a higher level of assurance as to the subscriber's identity than Class 1 and Class 2 certificates, which include in-person and supervised remote proofing.³ The application for the Class 3 certificate **must be certified by a notary public duly appointed under the Notaries Public Act 1959.**

Date/Time Stamp (DTS) : Data in electronic form which binds other electronic data to a particular date/time, establishing evidence that these data existed at that particular date/time.

¹ P.U.(A) 352/98 - Digital Signature (Certification by Notary Public) (Exemption) Order 1998

² P.U.(A) 352/98 - Digital Signature (Certification by Notary Public) (Exemption) Order 1998

³ "A remote identity proofing process that employs physical, technical and procedural measures that provide sufficient confidence that the remote session can be considered equivalent to a physical, in-person identity proofing process." NIST SP 800-63-3

Establishment Stage : The initial phase of setting up all the requirements, including infrastructure and procedure, for the readiness to enter the operational stage.

Operating without an operation stage of the licence or recognitions is an offence punishable by fine or imprisonment.

Guidelines : Guidelines developed for audit activities under Regulation 85 of the DSR 1998.

Operation Stage : The phase where licence or recognitions allowing for operation have been issued.

Repository : A system for storing and retrieving certificates and other information relevant to digital signatures.

Working Capital : The total amount of available capital invested in a company's operating cycle (day-to-day operations) also represents the ratio and difference between a company's current assets and current liabilities.

Current assets are short-term assets which can be liquidated within 12 months, which may include the following:

- a) Cash and cash equivalent – such as cash at the bank and in hand, short-term fixed deposit with the licensed bank;
- b) Trade receivables – such as the amount due from the customer on contract;
- c) Tax recoverable or current tax assets;
- d) Other receivables – such as prepayment, amount due from related company or ultimate holding company, sundry receivables and deposits; and
- e) Inventories – such as smart cards and crypto tokens.

Current liabilities are a company's short-term financial obligations that are due within one year or

a normal operating cycle, which may include the following:

- a) Loans – such as short-term loans and bank overdrafts;
- b) Trade payables – such as the amount due to customer contracts, the amount due to vendors;
- c) Current tax liabilities; and
- d) Other payables and accruals include dividend payables, the amount due to related companies, the amount due to the holding company, accrued liabilities, and sundry payables.

All licensed certification authorities, recognised repositories and recognised DTS services shall at all times maintain a working capital amounting to RM 6 million.

3.0 Qualification Requirements

3.1 General Requirements

The general requirements that applicants must meet in order to apply for a licence or recognition are as follows:

3.1.1 Organisational Structure and Governance

- (a) Body corporate incorporated in Malaysia or partnership within the meaning of the Partnership Act 1961;
- (b) Maintains a registered office in Malaysia; and
- (c) Employs as operative personnel only individuals who, within the past fifteen (15) years, have not been convicted of any offence involving fraud, false statement, or deception, and who have demonstrated the requisite knowledge and proficiency in complying with the provisions of the DSA 1997 and the DSR 1998.

3.1.2 Financial Capability

Has financial resources and working capital reasonably sufficient and adequate to ensure stability and to meet its operational and regulatory obligations (according to requirements of MCMC).

3.1.3 Using Secured Technology and Processes

- (a) Operates by means of a trustworthy system; and
- (b) Complies with licensing, certification, standards and technical requirements under the DSA 1997 and the DSR 1998.

3.1.4 Complies with such other requirements as MCMC thinks fit.

3.2 Specific Requirements for CA Licence

To apply for a CA licence, applicants must also meet the following requirements:

3.2.1 uses an approved digital signature scheme;

3.2.2 has an operating procedure that includes a certification practice statement;

3.2.3 upon approval of the operating licence, file with MCMC a suitable guarantee, provided that the amount so specified shall not be less than RM 2 million throughout the duration of the licence; and

3.2.4 shall provide a recognised repository and a recognised DTS service for its own use and for the use of its subscribers, OR if it does not provide such service, it is required to make, keep and maintain the necessary arrangements with a recognised repository and a recognised DTS service.

3.3 Specific Requirements for Recognition for Repository

To apply for a recognition for repository, applicants must also meet the following requirements:

3.3.1 must ensure that the repository includes a database that is capable of containing of information that includes a database that containing disclosure records, certificates to be published, notices

of suspension or revoked, termination or suspension, advisory statements;

- 3.3.2 must ensure that the repository contains no significant amount of information that MCMC finds is known or likely to be untrue, inaccurate or not reasonably reliable;
- 3.3.3 must ensure that the repository contains certificates published by certification authorities; and
- 3.3.4 must ensure that the repository keeps and maintains an archive of certificates.

3.4 Specific Requirements for Recognition for DTS Services

To apply for recognition for DTS services, applicants must also meet the following requirements:

- 3.4.1 uses a reasonably secure and tamper-proof mechanism; and
- 3.4.2 keeps and maintains an archive of documents that have been time-stamped.

4.0 Application Procedure

All applications shall be submitted to the MCMC together with the following:

- (a) A duly completed Form 1, annexed hereto as **Annexure 1**, accompanied by a non-refundable application fee in the amount of RM2,500.00;
- (b) The requisite information, as summarised in Table 1, with full particulars set out in the checklist annexed hereto as **Annexure 2**;
- (c) The completed checklist referenced above, duly marked to indicate compliance with the submission requirements necessary for processing of the application; and
- (d) Such additional information or documents as may be requested by MCMC to be submitted within a stipulated timeline. Failure to submit within the stipulated timeline shall result in the application being withdrawn without affecting the right of the applicant to make a fresh application.

Table 1. Summary of the mandatory information required.

Documents Required	New Application		Renewal
	Establishment	Operational	
Duly Completed Form 1	✓	✓	✓
Particulars of the applicant <i>(e.g. Form 9. Certificate Of Incorporation of Private Company, complete sets of Form 24. Return of Allotment of Shares, Form 44. Notice of Situation of Registered Office and Office Hours and Particulars of Changes, and Form 49. Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Business Registration Certificate, etc.)</i>	✓	✓	✓
Operational costs <i>(e.g. list of fixed assets, working capital, insurance coverage)</i>	✓	✓	✓
Financial position, including source of funding <i>(e.g., the latest audited accounts)</i>	✓	✓	✓
Manpower <i>(e.g. list of staff and workers, qualification, copies of relevant certificates, declaration, organisation chart)</i>	✓	✓	✓
Proposed operating procedure <i>(e.g. operating flow chart, certification practice statement, measures to be taken to check the identity of subscribers, repository or DTS service to be used, particulars of the trustworthy system to be used, particulars of the approved digital signature scheme, details of database to be maintained)</i>	✓	✓	✓
Sources of technical know-how <i>(e.g. particulars of suppliers, years of experience, name of other company with similar know-how)</i>	✓	✓	✓
The proposed list of services, including fees and charges	✓	✓	✓
An audit report issued by the registered qualified auditors	NA	✓	✓

4.1 New Application

The new application process shall consist of two (2) stages, as explained below. **Figure 1** summarises and illustrates the process overview.

4.1.1 Establishment Stage

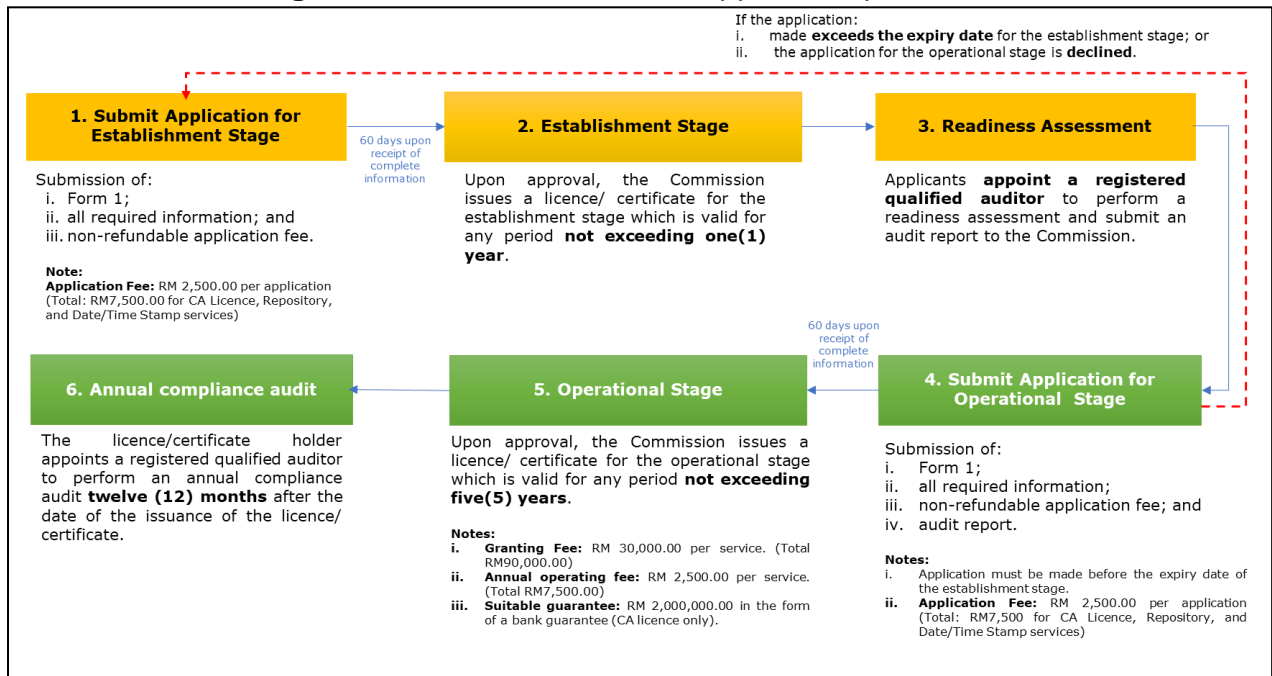
The establishment stage of a licence or recognition may be issued for any period as determined by MCMC with a maximum period of one (1) year.

4.1.2 Operation Stage

4.1.2.1 Application to enter the operation stage shall be made before the expiry date of the establishment stage.

4.1.2.2 No applicant shall operate as a licensed CA, recognised repository or recognised DTS service unless the applicant is issued with a valid licence or recognition(s) at the operation stage.

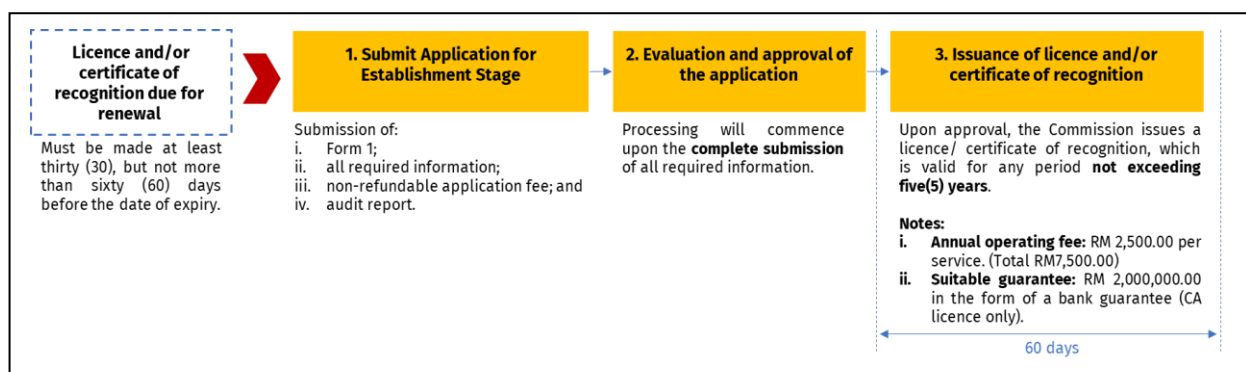
Figure 1. Overview of the new application process



4.2 Renewal Application

The renewal application must be made at least thirty (30) but not more than sixty (60) days before the expiry date of the licence or the certification of recognitions. The overview of the process is summarised and illustrated in **Figure 2**.

Figure 2. Overview of the renewal application process



5.0 Processing of Application

- 5.1 All information provided as part of the application shall be treated as highly confidential by MCMC.
- 5.2 Notwithstanding the above, MCMC may request that additional information, documents, demonstrations, assessments or tests be submitted or performed within a stipulated timeline at any time during the application stage.
- 5.3 The application shall not be considered as complete if:
(a) the required information is not submitted or not available;
(b) it contains misleading or false information; or
(c) it is defective in any way.
- 5.4 The applicant may withdraw the application at any time by emailing notice to MCMC. If the applicant decides to reapply, the application must be resubmitted and shall be treated as a fresh application without prejudice.
- 5.5 MCMC reserves the right to decline or not proceed with an application at any time and for any reason. The applicant further acknowledges that MCMC may reject any application that it is prohibited from considering by law or policy.

6.0 Issuance of the Licence or Recognitions

- 6.1 The licence or recognitions shall be issued within **sixty (60) days** of receiving all relevant and complete information.
- 6.2 In addition to the above, the licence and recognitions approved at the operation stage shall be issued subject to the following:

- 6.2.1 payment of the prescribed granting fee amounting to RM30,000.00 (for new application);
 - 6.2.2 payment of the annual operating fees amounting to RM2,500.00 per licence and recognition; and
 - 6.2.3 submission of any additional information, documents, demonstration, assessment or test to be submitted or performed as requested by MCMC within a stipulated timeline.
- 6.3 The licence will be issued in accordance with Form 2 (**ANNEXURE 3**), whilst the recognitions for repository and DTS service will be issued in accordance with Form 5 (**ANNEXURE 4**).
- 6.4 The licence and recognitions shall be issued with or without conditions. MCMC may, at any time, impose, in writing, conditions on any licence or recognitions issued to any applicant whenever necessary. Any contravention of the conditions is non-compliance under the DSA 1997 and the DSR 1998, and regulatory actions can be initiated for such contravention.
- 6.5 In the event that MCMC refuses to grant a licence, the applicant will be notified in writing of its refusal.

7.0 Audit

- 7.1 All applications, except for application at the establishment stage, shall be subject to an audit to certify that the applicants have fulfilled all the requirements specified in the DSA 1997 and the DSR 1998 guided by the Guidelines issued under Regulation 85 of the DSR 1998.
- 7.2 A finding of non-compliance concluded in the audit report may be grounds for a refusal of the licence or recognition application.
- 7.3 The audit shall only be conducted by an established, qualified auditor registered with MCMC. A list of the qualified auditors is updated and published on MCMC's website.

8.0 Prescribe Fees and Payment Method

- 8.1 Every application must be accompanied by the following fees as prescribed in the Second Schedule of the DSR 1998, tabulated as follows:

Table 2. Prescribed Fees

Prescribed Fees and Amount	New Application		Renewal
	Establishment	Operational	
Upon Application			
Application fee RM2,500.00 per category	✓	✓	✓
Upon Approval			
Granting Fee (<i>one time off</i>) RM30,000.00	✗	✓	✗
Annual Operating Fee (<i>Annually</i>) RM2,500.00 per category	✗	✓	✓

8.2 All prescribed fees shall be made payable by cheque to “**Suruhanjaya Komunikasi dan Multimedia Malaysia**” or via online/telegraphic transfer, with proof of payment to be submitted.

9.0 Submission of Application

9.1 Applicant is required to submit all information as per the application form and all relevant supporting documents in soft copy via email to neam@mcmc.gov.my.

9.2 Where the supporting documents are unavailable in soft copy, the applicant must notify MCMC and submit a physical copy of the responses and supporting documents (by hand, mail or courier) to MCMC at the following address:

Head,

Numbering and Electronic Addressing Management Department

Licensing and Monitoring Division

Malaysian Communications and Multimedia Commission

Level 11, MCMC Tower 1, Jalan IMPACT, Cyber 6,

63000 Cyberjaya, Selangor Darul Ehsan

Tel No. : +603 8688 8000

Fax No. : +603 8688 1002



SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
MALYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION

BORANG 1/FORM 1

[Peraturan 7, 12, 51, 54, 64 dan 67/
Regulation 7, 12, 51, 54, 64 and 67]

AKTA TANDATANGAN DIGITAL 1997/
DIGITAL SIGNATURE ACT 1997

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998/
DIGITAL SIGNATURE REGULATIONS 1998

PERMOHONAN BAGI LESEN/PERAKUAN PENGIKTIRAFAN DAN
 PEMBAHARUAN LESEN/PERAKUAN PENGIKTIRAFAN*
*APPLICATION FOR LICENCE/CERTIFICATION OF RECOGNITION
 AND RENEWAL OF LICENCE/CERTIFICATION OF RECOGNITION**

Tandakan () di ruang yang berkenaan.
Tick () whichever is relevant.

(a) Permohonan untuk
Application for

(i) Lesen
Licence

(ii) Perakuan pengiktirafan bagi/
Certification of recognition for

(A) repositori
repository

(B) perkhidmatan penanda tarikh/masa
date/time stamp service

(b) Jenis permohonan
Type of application

(i) Permohonan baru
New application

(A) peringkat penubuhan
Establishment stage

(B) peringkat pengendalian
operation stage

(ii) pembaharuan
renewal

A. BUTIR-BUTIR PEMOHON
PARTICULARS OF APPLICANT

1. Nama pemohon dan alamat surat-menyurat
Name of applicant and correspondence address

.....
.....
.....

No. telefon No. faks Orang untuk dihubungi
Telephone no. Fax no. Contact person

Alamat mel elektronik
E-mail address

Jawatan
Designation

2. Nama pembezaan pemohon
Distinguished name of applicant

.....

3. Tarikh diperbadankan/dibentuk
Date of incorporation/formation

.....

4. Tempat diperbadankan/dibentuk
Place of incorporation/formation

.....

5. Alamat pejabat berdaftar
Address of registered office

.....
.....
.....

No. telefon No. faks.....
Telephone no. Fax no.

Alamat mel elektronik
E-mail address

6. Alamat pejabat lain (jika ada)
Address of other offices (if any)

No. telefon No. faks
Telephone no. Fax no.

Alamat mel elektronik
E-mail address

7. Butir-butir pengarah/pekongsi
Particulars of directors/partners

<i>Nama dan alamat kediaman Name and residential address</i>	<i>Kerakyatan Nationality</i>	<i>% saham yang dipegang dalam syarikat/ % pekongsian % of shares held in company/ % of partnership</i>

8. Pengakuan
Declaration

(a) Adakah penerima, atau penerima dan pengurus, pernah dilantik berkenaan dengan apa-apa harta pemohon?
Has a receiver, or a receiver and Manager, been appointed in respect of any of the applicant's assets?

Ya/Tidak
Yes/No

(b) Adakah pemohon telah mencapai kata sepakat atau membuat perkiraan dengan pemiutang?
Has the applicant entered into a compromise or arrangement with creditors?

Ya/Tidak
Yes/No

(c) Adakah petisyen telah dikemukakan ke mahkamah untuk menggulungkan pemohon?
Has a petition been presented in a court for the winding up of the applicant?

Ya/Tidak
 Yes/No

B. KOS PENGENDALIAN
OPERATIONAL COSTS

1. Harta tetap (sila nyatakan) <i>Fixed assets (please specify)</i>	Jumlah <i>Total</i> <i>RM</i>
(a)
(b)
(c)
Jumlah harta tetap <i>Total fixed assets</i>	=====
2. Perbelanjaan sebelum pengendalian <i>Pre-operational costs</i>
3. Modal kerja <i>Working capital</i>
4. Perlindungan insurans <i>Insurance coverage</i>
Jumlah <i>Total</i>	=====

Nota : Jika tanah, bangunan atau kelengkapan disewa/dipajak, nyatakan kos sewaan/pajakan tahunan
Note : If the land, building or equipment is rented/leased, specify the annual cost of rental/lease.

C. SUMBER KEWANGAN
FINANCING

	RM	%
1. Modal dibenarkan <i>Authorised capital</i>	-----	-----
2. Modal dibayar <i>Paid-up capital</i>	-----	-----
(a) Perkongsian <i>Partnership</i>	-----	-----
(b) Syarikat yang diperbadankan di Malaysia* <i>Companies incorporated in Malaysia*</i>	-----	-----
(c) Syarikat/perkongsian asing (Nyatakan nama dan negara) <i>Foreign company/partnership (Specify name of country)</i>	-----	-----
Jumlah (a), (b) dan (c) <i>Total of (a), (b) dan (c)</i>	=====	100%

*Bagi 2(b) nyatakan struktur ekuiti seperti berikut: For 2(b)
provide equity structure as follows:

Nama syarikat	Nama syarikat
<i>Name of company</i>	<i>Name of company</i>
<i>Bumiputra</i>%	<i>Bumiputra</i>%
<i>Bumiputra</i>	<i>Bumiputra</i>
<i>Bukan Bumiputra</i>%	<i>Bukan Bumiputra</i>%
<i>Non Bumiputra</i>	<i>Non Bumiputra</i>
<i>Rakyat asing</i>%	<i>Rakyat asing</i>%
<i>Foreign national</i>	<i>Foreign national</i>

3. Pinjaman Loan	RM
Tempatan Domestic
Asing Foreign
Jumlah Total

4. Sumber lain (sila nyatakan) Other source (please specify)	RM
.....
.....
.....
Jumlah Total	=====
Jumlah 2, 3 dan 4 Total 2,3 and 4	=====

5. Berikan nama mana-mana syarikat lain yang menjalankan/mengendalikan kegiatan yang seupamanya yang dalamnya mana-mana pemegang saham syarikat pemohon/pekongsi pekongsian pemohon atau syarikat pemohon/pengkongsian pemohon mempunyai penyertaan ekuiti.

State the names of any other company carrying on/operating a similar activity in which any shareholders of the applicant company/partners of the applicant partnership or the applicant company/applicant partnership has equity participation.

.....

.....

Nota: Sertakan sesalinan akaun terakhir yang diaudit
Note : Attach a copy of the latest audited accounts.

**BAGI PIHAK BERKUASA PEMERAKUAN SAHAJA.
FOR CERTIFICATION AUTHORITY ONLY.**

6. Jaminan sesuai yang difaalkan dengan Pengawal
(Untuk peringkat pengendalian sahaja).
*Suitable guarantee to be filed with the Controller.
(For operation stage only)*

RM.....

*Nota : Sertakan jaminan sesuai yang berkenaan
Note : Attach relevant suitable guarantee.*

**D. GUNA TENAGA
MANPOWER**

1. Kakitangan dan pekerja
Staff and workers

Golongan <i>Category</i>	Pekerjaan sepenuh masa <i>Full-time employment</i>		
	Rakyat Malaysia <i>Malaysian national</i>	Rakyat asing <i>Foreign national</i>	Jumlah <i>Total</i>
1. Kakitangan pengurusan dengan <i>Managerial staff with</i> a. Kelulusan teknikal <i>technical qualifications</i> b. Kelulusan sains <i>science qualifications</i> c. Kelulusan/pengalaman lain <i>other qualifications/experience</i>			
2. Kakitangan teknikal dan penyeliaan dengan <i>Technical and supervisory staff with</i> a. Kelulusan teknikal <i>technical qualifications</i> b. Kelulusan sains <i>science qualifications</i> c. Kelulusan/pengalaman lain <i>other qualifications/experience</i>			
3. Pekerja jualan, perkeranian dan pekerja lain <i>Sales, clerical and other workers</i>			
4. Pekerja lain <i>Other workers</i>			

a. Mahir <i>Skilled</i>			
b. Tidak mahir <i>Unskilled</i>			
Jumlah <i>Total</i>			

2. Butir-butir kakitangan yang berijazah sains dan teknikal atau yang berkelayakan yang setaraf dengannya*
*Particulars of staff holding science and technical degrees or an equivalent qualification**

Jawatan <i>Designation</i>	Fungsi Tugas <i>Job function</i>	Kelayakan <i>Qualification</i>	Bilangan <i>Number</i>
		Jumlah <i>Total</i>	

*Tidak termasuk diploma dan sijil kelulusan lain yang lebih rendah.
Excluding diplomas and other lower level certificates.

Nota : Sertakan salinan sijil yang berkenaan. *Note :*
Attach copies of relevant certificates.

3. Pengakuan
Declaration

- (a) Adakah pemohon atau mana-mana orang yang diambil kerja oleh atau selainnya berkaitan dengan pemohon
Has the applicant or any person employed by or otherwise associated with the applicant
- (i) Pernah disabitkan dalam 15 tahun yang lepas atas kesalahan yang melibatkan fraud, kenyataan palsu atau perdayaan?
been convicted within the past 15 years of an offence involving fraud, false statement or deception?
- Ya/Tidak
Yes/No

- (ii) Pernah didapati berliabiliti kerana pelanggaran kewajipan fidusiari atau kecuaiian ikhtisas atau salah nyata dalam apa-apa prosiding sivil?
Been found liable of a breach of fiduciary duty or Professional negligence or misrepresentation in any civil proceedings? Ya/Tidak
Yes/No
- (iii) Pernah melanggar mana-mana undang-undang bertulis yang bertujuan melindungi orang awam daripada kerugian kewangan akibat kecurangan, ketidakcekapan atau amalan salah oleh orang yang membekalkan perkhidmatan kewangan atau pengurusan syarikat atau daripada kerugian kewangan akibat tindakan bankrap yang dilepaskan atau tak dilepaskan?
contravened any written law designed to protect the public from financial loss due to the dishonesty, incompetence or malpractice of persons providing financial services or the management of companies or against financial loss due to the conduct of a discharged or undischarged bankrupt? Ya/tidak
Yes/No
- (iv) Pernah dikenakan apa-apa prosiding tatatertib atau tindakan lain oleh mana-mana badan ikhtisas atau kawalselia?
Been subjected to any disciplinary proceeding or other action by any professional or regulatory body? Ya/Tidak
Yes/No
- (b) Adakah apa-apa prosiding undang-undang terhadap pemohon atau mana-mana orang yang diambil kerja oleh atau selainnya berkaitan dengan pemohon yang masih belum selesai yang boleh menghasilkan dapatan dalam subperenggan (a)(i), (ii) atau (iii)?
Is any legal proceeding pending against the applicant or any person employed by or otherwise associated with the applicant that could result in a finding in subparagraph (a)(i), (ii) or (iii)? Ya/Tidak
Yes/No

Nota : Adalah disyorkan supaya siasatan yang perlu dijalankan sebelum pengakuan ini dibuat.

Note : *It is recommended that the necessary inquiries be carried out before this declaration is made.*

4. Berikan carta organisasi yang dicadangkan dan tandakan kedudukan jawatan-jawatan yang dinyatakan dalam D2.
Provide the proposed organization chart and indicated the position of the posts specified in D2.

E. TATACARA PENGENDALIAN
OPERATING PROCEDURE

1. Berikan carta aliran proses pemerakuan/pengendalian dan terangkan proses-proses utama.
Provide the certification/operating process flow chart and explain the main processes.

Nota : Dalam hal repositori, masukkan-

- (a) Tatacara bagi memproses perakuan yang baru disiarkan serta notis pengantungan dan pembatalan; dan
- (b) Proses untuk mengambil kira penggunaan repositori dan jalan masuk kepada maklumat yang disiarkan di dalamnya.

Dalam hal perkhidmatan penanda tarikh/masa, masukkan-

- (a) Tatacara bagi memproses dokumen yang diterima; dan
- (b) Proses untuk mengambil kira penggunaan perkhidmatan.

Note : In the case of a repository, include-

- (a) procedures for processing newly published certificates and notice of suspension and revocation; and
- (b) processes to account for usage of the repository and access to the information published in it.

In the case of a date/time stamp service, include-

- (a) procedures for processing documents received; and
- (b) processes to account for usage of the service.

2. Berikan salinan pernyataan amalan pemerakuan /pengendalian yang dicadangkan.
Provide a copy of the proposed certification /operating practice statement.

3. Nyatakan langkah-langkah untuk memeriksa identiti pelanggan. Specify the measures to be taken to check the identity of subscribers.

4. Nyatakan repositori yang akan digunakan.
Specify the repositories to be used.

Dikendalikan sendiri
Self-operated

Lain-lain (sila nyatakan)
Others (please specify)

.....
.....

5. Nyatakan perkhidmatan penanda tarikh/masa yang akan digunakan.
Specify the date/time stamp services to be used.

Dikendalikan sendiri
Self-operated

Lain-lain (sila nyatakan)
Others (please specify)

.....
.....

6. Nyatakan butir-butir sistem boleh dipercayai yang akan digunakan, khususnya piawaian dan komponen teknikal.
Specify the particulars of the trustworthy system to be used, in particular the standards and technical components.

7. Nyatakan butir-butir skim tandatangan digital diluluskan yang akan digunakan.
Specify the particulars of the approved digital signature scheme to be used.

8. Berikan butir-butir mengenai pangkalan data yang akan disenggarakan, termasuk bentuk dan struktur.
Provide details of the data base to be maintained, including form and structure.

9. Nyatakan kriteria untuk menentukan-

- (a) dalam hal repositori, siapa yang boleh menyiarkan maklumat dalam repositori dan cara kriteria ini akan dikuatkuasakan di sisi undang-undang; dan
- (b) dalam hal perkhidmatan penanda tarikh/masa, keutamaan penandaan masa dokumen yang diterima.

Specify the criteria for determining-

- (a) in the case of a repository, who may publish information in the repository and the legal means by which such criteria are given effect; and
- (b) in the case of a date/time stamps service, the priority of time-stamping of documents received

10. Berikan laporan daripada juruaudit yang layak.
(Untuk peringkat pengendalian sahaja)
Provide a report from a qualified auditor
(For operation stage only)

F. SUMBER PENGETAHUAN FIZIKAL
SOURCE OF TECHNICAL KNOW-HOW

Nama dan alamat pembekal	Tempoh dan jenis pengalaman	Nama syarikat lain di dunia yang mempunyai pengetahuan seumpamanya	Hubungan dengan pemohon (cth.: syarikat induk/ bersekutu)
Name and Address of Supplier	Years and type of experience	Name of other company in the world With similar Know-how	Relationship with applicant (e.g.: parent/ associate company)
.....
.....
.....
.....
.....

G. SENARAI PERKHIDMATAN
LIST OF SERVICES

Perkhidmatan Service	Fi dan caj Fees and charges (RM)

H. PENGAKUAN
DECLARATION

Saya,, mengaku bahawa sebaik-baik yang saya tahu dan percaya butir-butir yang diberikan dalam permohonan ini adalah benar.

I,, declare that to the best of my knowledge and belief the particulars furnished in this application are true.

Saya juga mengaku bahawa saya faham dan membenarkan penzahiran apa-apa maklumat yang terkandung dalam permohonan ini sebagaimana yang didapati perlu oleh Pengawal Pihak Berkuasa Pemerakuan.

I also declare that I understand and consent to the disclosure of any information contained in this application as the Controller of Certification Authorities considers necessary.

Tarikh :
Date

.....
(Tandatangan pemohon)/
(Signature of applicant)

.....
(Jawatan)/(Designation)

ANNEXURE 2 (Checklist)



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								
1.5 – PART D: Manpower									
<input type="checkbox"/> i. Organisation/ functional chart indicating reporting structure.									
<input type="checkbox"/> ii. List staff with qualifications (include the certified true copies of relevant certificates)									
1.6 – PART E: Operating Procedure									
<input type="checkbox"/> i. Certification practice statement (CPS)									
<input type="checkbox"/> ii. Compliance audit report									
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Audit Period</td> <td style="width: 40%;">:</td> </tr> <tr> <td colspan="2"><i>(i.e. 1 Jan 2024 - 31 Dec 2024)</i></td> </tr> <tr> <td>Audit Report Date</td> <td>:</td> </tr> <tr> <td>Name of Qualified Auditor</td> <td>:</td> </tr> </table>	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
Audit Period	:								
<i>(i.e. 1 Jan 2024 - 31 Dec 2024)</i>									
Audit Report Date	:								
Name of Qualified Auditor	:								
Notes:									
1. The <u>audit result</u> 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 <u>not required</u> for New Application: Establishment Stage									
4. For <u>RENEWAL</u> application: Required annual compliance audit report for the relevant year or years									
<input type="checkbox"/> iii. Architecture diagram									
<input type="checkbox"/> iv. Document of arrangements with a recognised repository and/or recognised DTS if the services are not provided by the applicants.									
<input type="checkbox"/> v. Operating procedure and flow chart (shall explain the main process, which includes the following)									
1.6.1 Certification Authority									
<input type="checkbox"/> i. Measures to be taken to check the identity of the subscribers.									
<input type="checkbox"/> ii. Particulars of the trustworthy system to be used, in particular, the standard and technical components.									
<input type="checkbox"/> iii. Particulars of the approved digital signature scheme to be used.									
<input type="checkbox"/> iv. Details of the database to be maintained, including form and structure.									
1.6.2 Repository									
<input type="checkbox"/> i. Procedures for processing newly published certificates and notices of suspension and revocation.									
<input type="checkbox"/> 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									
<input type="checkbox"/> i. Procedures for processing documents received.									
<input type="checkbox"/> ii. Processes to account for the usage of the service.									
<input type="checkbox"/> iii. National Metrology Institute of Malaysia (NMIM) Calibration Report.									
1.7 – PART F: Source of Technical Know-How									
<i>(e.g. particulars of suppliers, years of experience, name of other company with similar know-how)</i>									
<input type="checkbox"/> 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:)									
1.7.1 Master list of sources of technical know-how (signed off by the management)									
<input type="checkbox"/> i. Clearly define the roles and responsibilities of both parties									
<input type="checkbox"/> ii. Statement of Work (SOW): the specific responsibilities and deliverables assigned.									
<input type="checkbox"/> 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 <i>(list of services including fees and charges including reliance limit applied)</i>									
<input type="checkbox"/> i. Proposed list of services, including fees and charges (including the cost of certificates per class of the service).									
<input type="checkbox"/> 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 (as per Reg.7 of the DSR 1998, non-refundable)	
<input type="checkbox"/> 2.2 Proof of payment for Recognised Repository application: RM2,500.00 (as per Reg.51 of the DSR 1998, non-refundable)	
<input type="checkbox"/> 2.3 Proof of payment for Recognised DTS Service application: RM2,500.00 (as per Reg.64 of the DSR 1998, non-refundable)	

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. Note. Please provide the detailed information in a separate attachment.	

FOR MCMC USE ONLY

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

BORANG 2/FORM 2
[Peraturan 10/Regulation 10]

AKTA TANDATANGAN DIGITAL 1997
DIGITAL SIGNATURE ACT 1997

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998
DIGITAL SIGNATURE REGULATIONS 1998

LESEN PIHAK BERKUASA PEMERAKUAN
CERTIFICATION AUTHORITY LICENCE

Peringkat:
Stage

ASAL
ORIGINAL

No. Siri:
Serial No.:

No. Lesen:
Licence No.

MENURUT SEKSYEN 8 AKTA TANDATANGAN DIGITAL 1997
PURSUANT TO SECTION 8 OF THE DIGITAL SIGNATURE ACT 1997

Saya memberi lesen kepada
I license (Nama pemohon/Applicant's name)

untuk mengendalikan sebagai
to operate as a

PIHAK BERKUASA PEMERAKUAN BERLESEN mulai dari
LICENSED CERTIFICATION AUTHORITY as from (Tarikh/date)

di pejabat atau pejabat-pejabat yang beralamat seperti berikut:
At the following office or offices:

.....
.....

tertakluk kepada mana-mana peraturan, garis panduan, arahan dan perintah pentadbiran yang dikeluarkan di bawah Akta ini.
subject to any regulations, guidelines, directives and administrative orders issued under this Act.

ASAL
ORIGINAL

No. Siri:

Serial No.:

No. Lesen:
Licence No.:

1. Nama pemilik lesen
Name of the owner of the license
2. Alamat perniagaan
Business address
3. Tarikh dan masa dikeluarkan
Date and time of issue
4. Tarikh dan masa habis tempoh
Date and time of expiry
5. Rujukan fail
File reference
6. No. Resit
Receipt No.
7. Amaun dibayar
Amount paid

.....
Pengawal Pihak Berkuasa Pemerakuan/
Controller of Certification Authorities

Tarikh:
Date

BORANG 5/FORM 5

[Peraturan 54 dan 67/Regulation 54 and 67]

AKTA TANDATANGAN DIGITAL 1997
DIGITAL SIGNATURE ACT 1997

PERATURAN-PERATURAN TANDATANGAN DIGITAL 1998
DIGITAL SIGNATURE REGULATIONS 1998

PERAKUAN PENGIKTIRAFAN BAGI REPOSITORI/PERKHIDMATAN PENANDA TARIKH/MASA*
CERTIFICATE OF RECOGNITION FOR REPOSITORY / DATE/TIME STAMP SERVICE*

Peringkat:
Stage:

ASAL
ORIGINAL

No. Siri:
Serial No.:

No. Perakuan:
Certificate No.:

MENURUT SEKSYEN 68/70* AKTA TANDATANGAN DIGITAL 1997
PURSUANT TO SECTION 68/70* OF THE DIGITAL SIGNATURE ACT 1997

Saya memperakui
I certify (Nama pemohon/Applicant's name)

sebagai suatu REPOSITORI DIKITIRAF/PERKHIDMATAN PENANDA
as a TARIKH/MASA DIKITIRAF*
RECOGNISED REPOSITORY/ RECOGNISED DATE/TIME STAMP
SERVICE*

peringkat mulai dari
stage as from (Tarikh/date)

di pejabat atau pejabat-pejabat yang beralamat seperti berikut:
at the following office or offices:

.....
.....

tertakluk kepada mana-mana peraturan, garis panduan, arahan dan perintah pentadbiran yang
dikeluarkan di bawah Akta ini.

subject to any regulations, guidelines, directives and administrative orders issued under this Act.

* Potong mana-mana yang tidak berkenaan
Delete whichever is not applicable.

**ASAL
ORIGINAL**

No. Siri:
Serial No.:

No. Perakuan:
Certificate No.:

1. Nama pemilik perakuan
Name of the owner of the certificate

2. Alamat perniagaan
Business address

3. Tarikh dan masa dikeluarkan
Date and time of issue

4. Tarikh dan masa habis tempoh
Date and time of expiry

5. Rujukan fail
File reference

6. No. Resit
Receipt No.

7. Amaun dibayar
Amount paid

.....
Pegawal Pihak Berkuasa Pemerakuan/
Controller of Certification Authorities

Tarikh:
Date

