Rules of Procedure on the admission of the trusted Certificate Authorities

In accordance with Article 46 of the Electronic Business and Electronic Signature Act (Official Gazette of the Republic of Slovenia, No 98/04 – official consolidated text, No 61/06 – Electronic Commerce Market Act and No 46/14), Borzen, d.o.o., represented by the general manager Mr. Martin Bratanič, adopts the following

Rules of Procedure on the admission of the trusted Certificate Authorities

1. Introductory provisions

The purpose of the Rules of Procedure is to define the method of admission and use of digital certificates of the trusted Certificate Authorities (CAs) in the applications used for operating purposes of Borzen, d.o.o. The use of digital certificates in Borzen's applications varies, i.e. digital certificates are used either for logging in the application or logging in and electronic signature of documents. Digital certificates must therefore enable both functionalities (logging in and electronic signature) and must comply with the security standards described in the subsequent sections of this document. A prerequisite for the use of the digital certificate issued by a trusted Certificate Authority (CA) is the installation of the root certificate of a specific CA on Borzen's server. For this reason, it is necessary to obtain and verify the root certificate of the proposed CA prior to the installation. The initiative to start the CA verification process is given by Borzen's contractual partner. Prior to the start of the verification procedure, Borzen must verify the substantive criteria listed in Point 2 of this document. Only CAs that are not yet supported go through the verification process. The list of trusted CAs is available at the link and is updated accordingly with each change.

2. Substantive criteria before starting the Certificate Authority (CA) verification process

a. The initiative to start the verification process of the Certificate Authority (CA) can be submitted by partners who use Borzen's services that require authorisation by digital certificates. The initiative is submitted on a specifically prescribed form, which is available at the link.
b. The initiative must specify the name of the CA and which Borzen application(s) the initiator wants to access with a digital certificate of a qualified CA.
c. The Certificate Authority (CA) must be listed on the European trust service providers (TSP) list in accordance with the Regulation (EU) No 910/2014 of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation). On 11 January 2021, the list was accessible at the following link: https://webgate.ec.europa.eu/tl-browser/#/.

In the event that the substantive criteria are not met, Borzen rejects the initiator's initiative with an explanation sent by e-mail to the initiator's address.

In the event that all the substantive criteria described in this document are met, Borzen begins the process of technical verification of the CA adequacy.

3. Technical verification of the Certificate Authority (CA) adequacy

a) The initiator proposes to Borzen the use of a digital certificate issued by a qualified CA.
   The initiator must submit to Borzen the following certificates:
   - **Root certificates of the proposed CA** or the initiator suggests a method of access (e.g. the official website of the CA, a publically accessible website, such as the eIDAS Trusted List etc.). The stated text (e.g. if it is a website) must be in Slovenian or English.
   - **Digital certificate of the proposed CA** used by Borzen for testing. Any costs of creation of a digital certificate are fully covered by the initiator. The digital certificate must be:
     a. in the PKCS #12, p12 or pfx format,
     b. issued for a maximum period of 3 years,
     c. suitable for electronic authentication and electronic signature of documents.

   Borzen signs a statement (available at the link) regarding the receipt of the digital certificate and forwards it to the initiator.

b) Verification of the adequacy of the test digital certificate:
   - Borzen installs the root certificates in its test environment, which is based on the Microsoft environment.
   - Borzen performs the appropriate testing activities, depending on the functionality of the digital certificate software.
c) The initiator (user) performs the prescribed testing activities in Borzen's test environment, with which the user confirms the proper functioning of their digital certificates. The testing period is determined by agreement between Borzen and the initiator.

In the event that Borzen finds that the certificate is not adequate or fails to implement the proposed root certificate due to technical issues, Borzen reserves the right to stop the implementation process and sends the explanation to the initiator by e-mail. In case that the tests are successfully performed, Borzen sends a confirmation e-mail to the initiator.

These Rules of Procedure enter into force on the date of its adoption and shall apply from the date of their publication on Borzen's website.

The Rules of Procedure will be publicly available on Borzen's website on 10th March 2021.

In the event of any discrepancies, the Slovenian version of this Rules prevails.

Ljubljana, 1 March 2021   Borzen, d.o.o.

                                                            Martin Bratanič, General Manager