LAWtrust Registration Authority Charter

Version 6.0 applicable from 12 December 2015

LAWtrust

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	LAWTRUST REGISTRATION AUTHORITY CHARTER
LAWtrust information security solutions HTTPS://WWW.LAWTRUST.CO.ZA	STANDARD POLICY
	VERSION: 6.0
	EFFECTIVE DATE: 08-12-2015

DOCUMENT CONTROL

Document history

Version Number	Effective Date	Author	Summary of Changes	Status
Version 1.0: 060501	16/05/2006	Bruce Anderson	Initial Charter creation	Expired
V2.0 06-04-2010	01/12/2009	Niel van Greunen	Updated to a new format and logos. General update of certificate lifecycle function. Included audit requirement.	Expired
V3.0 10-12-2012	01/11/2012	Niel van Greunen	Changes after the 2012 KPMG audit – added suspension/un-suspension processes, added enterprise certificate recovery process.	Expired
V4.0 06-12-2013	06/12/2013	Niel van Greunen	Review – no changes	Expired
V5.0 05-12-2014	05/12/2014	Niel van Greunen	Review – changed the LAWtrust physical address and removed all references to the LAWtrust CA (1024) that has been decommissioned	Expired
V6.0 08-12-2015	08/12/2015	Bruce Anderson	Review	Current

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LAWtrust RA

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LAWtrust

Table of Contents

	LAWTRUST REGISTRATION AUTHORITY CHARTER
	STANDARD POLICY
	VERSION: 6.0
	EFFECTIVE DATE: 08-12-2015

HTTPS://WWW.LAWTRUST.CO.ZA

Introduction

LAWtrust specialises in application security solutions with a focus on strong authentication, non-repudiation and other cryptographic solutions. This includes SSL certificates, PKI, Card and Key Management, biometric and digital signature solutions, encryption and data security solutions.

In order to deliver on the technology solutions, LAWtrust will make increasing use of the electronic environment including the Internet and Information Systems. LAWtrust needs to provide their employees, contractors, suppliers and clients with a secure electronic environment to facilitate the exchange of information and documents, electronic communications, and a secure user community. In order to preserve high levels of confidentiality and integrity in this public medium, and to align with the regulations and provisions of the Electronic Communications and Transactions Act, LAWtrust has partnered with an internationally established standard in secure communication, namely, the Entrust Public Certification Services, to deliver on their PKI security solutions.

The terms contained in this Charter are subject to the terms and conditions contained in the LAWtrust Certification Practice Statement (CPS). Combined, this Charter and the LAWtrust CPS specify the digital certification process and provide the required trust in LAWtrust as a digital certificate issuer. All persons are required to adhere to the terms and conditions contained in the LAWtrust CPS as well as any other requirements imposed by LAWtrust that do not conflict with the LAWtrust CPS.

Scope

This document is part of the LAWtrust Information Security Policy and is applicable to LAWtrust as well as to all parties taking part in the LAWtrust digital certification process. LAWtrust's CIO (PA) is the final authority on all IT Information Security Management related security within the LAWtrust sphere of IT operations.

Appointment

LAWtrust is appointed a Registration Authority (LAWTRUST-RA) to:

1. Accept applications for LAWtrust Certificates.

2. Perform authentication of identities and verification of information submitted by applicants when applying for the issuance of a digital certificate by the LAWtrust2048 CA in terms of the provisions of this Charter, which has been approved by the LAWtrust Policy Authority.

3. Where such authentication and verification is successful, submit the request to the LAWtrust2048 CA, in accordance with the provisions of this Charter and the LAWtrust CPS.

The LAWTRUST-RA is appointed exclusively for the purposes of authenticating the identity and verifying supporting and ancillary information of applicants using the services provided by LAWtrust.

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Document Name and Publication

This document is called the **LAWtrust Registration Authority Charter**. The latest version of the Charter may be accessed at the LAWtrust website https://www.lawtrust.co.za/repository.

Applicant and Subscriber

In this Charter a natural person or entity applying for a LAWtrust Certificate shall be described as an "applicant" until the application for the LAWtrust Certificate has been granted. Once a LAWtrust Certificate has been issued the natural person to whom it has been issued shall be referred to as a "subscriber".

Domain of Use (Eligibility for Certification)

LAWtrust employees, non-LAWtrust natural persons and third party entities, can be digitally certified under the following conditions:

1. The subscriber has an existing or potential business relationship with LAWtrust.
2. The subscriber has a valid e-mail account.
3. The subscriber has a cellular phone number.
4. The subscriber is in good standing with LAWtrust.
5. The subscriber is fully aware of the responsibilities regarding the care and use of digital certificates and keys (as contained in the LAWtrust CPS, this Charter and any other LAWtrust governance policies).

Purpose of Certification

Digital certification is to be used to provide the subscribers with trusted identity credentials for, amongst other uses:

1. Secure e-mail.
2. Digital signature capability to send and receive secure e-mail to and from the Internet.
3. Authentication to LAWtrust business systems.
4. File and folder encryption.
5. Digitally sign documents or transactions.

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The above will ensure authentication, authorization, privacy, message integrity and non-repudiation. The subscriber may only use the LAWtrust digital certificate for legitimate business purposes.

Ownership of Charter

The LAWtrust Operations Authority is responsible for the upkeep of this Charter. Changes to this Charter are to be authorised by the LAWtrust Operations Authority and approved by the LAWtrust Policy Authority.

The LAWtrust Operations Authority takes full responsibility for the upkeep and content of this Charter, but limits its liability to the use of this Charter as described in the LAWtrust CPS, this Charter and any other LAWtrust governance policies.

The day to day business operations related to certificate lifecycle would be executed by LAWtrust Operations.

The technical operations related to certificate lifecycle would be executed by the LAWtrust Operations.

Private Key Infrastructure Hierarchy

The trust hierarchy is as follows:
- Entrust.net – Secure Server Certification Authority – Root Certification Authority (RCA)
- LAWtrust2048 CA – Local Certification and Issuing Authority (IA)
- LAWTRUST-RA – Local Registration Authority (LRA)

The root key hierarchy is as follows:
- Entrust.net – Secure Server Certification Authority – ROOT CA
- LAWtrust2048 CA (LAWtrust Certificates to be signed by this CA) – ISSUING CA

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Certificate Content

Certificate Type:

- Web dual key-pair user certificates
- Web two key pair single usage certificates
- Enterprise dual key-pair user certificates
- Enterprise two key pair single usage certificates

Certificate Content:

- Common Name (First Name & Surname)
- Serial Number
- E-mail address
- Issuing Authority: LAWtrust2048 CA
- Organization: LAWtrust RA
- Organization: LAWtrust
- Country: ZA

Application for a LAWtrust Certificate

The LAWTRUST-RA shall be entitled to accept and process applications for natural persons for the issuance of a LAWtrust Certificate.

As a minimum the LAWTRUST-RA shall require from the **natural person** applicant:

- A duly completed and signed LAWtrust certificate application form.
- A duly completed and signed Subscriber Agreement.
- Copy of the applicant's ID, Passport or Driver's License.

The LAWTRUST-RA shall retain all of the documentation relevant to the authentication of the identity of the applicant as well as the verification of supporting information securely, in conformance with the requirements of the LAWtrust Policy Authority, for a period of 3 (three) years after the expiry or revocation of the LAWtrust Certificate.

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Process of Enrolment and Request Verification

Online electronic enrolment will be done and the following enrolment fields are compulsory:

1. Common name (CN) (First Name & Surname)
2. E-mail address (E)
3. Serial Number (Serial number)

The LAWTRUST-RA appointed certificate administrator will perform the following steps to issue a certificate:

1. Receive a request, which has been authorized by the LAWtrust Operating Authority (LAWtrust OA). The LAWtrust OA is the body responsible for the LAWtrust CPS operational implementation, this includes all procedures and standards required to ensure correct implementation of the LAWtrust CPS

2. Physical verification of the applicant's identity with face-to-face verification against the user's ID, Passport or Driver's License.

3. Register the subscriber and create the reference code and authorisation code on the Certificate Management System.

4. Deliver the reference code (via email) and authorisation code (via SMS) that will enable the download of the certificate to the applicant (delivery in person or via secure courier is acceptable).

5. LAWTRUST-RA shall, if required by the applicant, provide telephonic assistance to the applicant in the activation of the LAWtrust Certificate.

Advising on the Outcome of the Application

If the application is refused the LAWTRUST-RA shall give the applicant notice of the refusal by the LAWTRUST-RA.

The notice shall be addressed to the e-mail address provided in the application, failing which in the manner deemed most expedient by the LAWTRUST-RA and shall provide the reasons for the refusal.

If the application is granted the LAWTRUST-RA, within 10 (ten) days of the receipt of the application by the LAWTRUST-RA, will advise the applicant that the enrolment for a LAWtrust Certificate can commence.

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Certificate Use Verification

· The certificate validity can be verified in the LAWtrust CRL [http://2048crl.lawtrust.co.za/CRL/lawtrust2048_ca_lawtrust_za_crlfile.crl].

· The CRL profile will be a full CRL.

· The certificate is valid for a maximum period of up to three years from date of issue.

Acceptance of Certificate

After the issuance of the LAWtrust Certificate and notification addressed to the subscriber, the subscriber shall check that the content of the LAWtrust Certificate is correct.

Unless notified to the contrary by the subscriber of any inaccuracies in the LAWtrust Certificate, the LAWtrust Certificate shall be deemed to have been accepted by the subscriber and the information contained in the LAWtrust Certificate deemed to be accurate.

Revocation of Certificates

LAWtrust Certificates may be revoked under authority from the LAWtrust Chief Technology Officer under any of the following circumstances:

1. Abuse of the digital certificate by the subscriber.

2. Subscriber's request.

3. Subscriber's formal relationship with LAWtrust ends.

4. Subscriber certificate content not valid.

5. Subscriber suspected of fraudulent activity.

6. Loss, compromise, or suspected compromise, of a subscriber's private key or workstation.

7. Non-payment of fees in respect of any services provided by LAWtrust or LAWTRUST-RA.

8. Issue or use of the certificate not in accordance with the LAWtrust CPS.

9. The LAWtrust2048 CA or Entrust CA expires.

10. Any other reason that the LAWtrust2048 CA or the LAWTRUST-RA reasonably believes may affect the integrity, security or trustworthiness of a LAWtrust Certificate.

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Revocation Processes

A request to revoke a LAWtrust Certificate may be submitted by a subscriber, the LAWTRUST-RA or the LAWtrust2048 CA if any of the above occurs.

The LAWTRUST-RA shall authenticate a request for revocation of a LAWtrust Certificate using a sub-set of the information provided by the subscriber with the certificate application.

Upon verification the LAWTRUST-RA will send a revocation request to the LAWtrust2048 CA.

The LAWtrust2048 CA shall within 48 hours of receiving a revocation request, post the serial number of the revoked LAWtrust Certificate to the CRL in the LAWtrust repository.

The LAWTRUST-RA shall make a commercially reasonable effort to notify the subscriber of the revocation.

Revocation of a LAWtrust Certificate shall not affect any of the subscriber's contractual obligations under the LAWtrust CPS or the Subscriber Agreement entered into by the subscriber or any Relying Party Agreements.

LAWtrust Certificate Suspension

The LAWTRUST-RA may suspend a LAWtrust Certificate if:

1. The subscriber is not in good standing with the LAWTRUST-RA or LAWtrust2048 CA;
2. The subscriber fails to adhere to the provisions of the LAWtrust CPS or the LAWtrust RA Charter;
3. Temporary suspension of the subscriber's role that requires the use of a LAWtrust Certificate.

The LAWTRUST-RA may request the LAWtrust2048 CA to suspend a LAWtrust Certificate without prior notice to the subscriber.

Suspension Processes

A request to suspend a LAWtrust Certificate may be submitted by a subscriber to the LAWTRUST-RA or the LAWtrust2048 CA if any of the above occurs.

The LAWTRUST-RA shall authenticate a request for suspension of a LAWtrust Certificate using a sub-set of the information provided by the subscriber with the certificate application.

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Upon verification of the subscriber identity and information, the LAWTRUST-RA will send a suspension request to the LAWtrust2048 CA.

The LAWtrust2048 CA shall within 24 hours of receiving a suspension request, post the serial number of the suspended LAWtrust Certificate to the CRL in the LAWtrust repository.

The LAWTRUST-RA shall make a commercially reasonable effort to notify the subscriber LAWtrust Certificate has been suspended.

Suspension of a LAWtrust Certificate shall not affect any of the subscriber's contractual obligations under the LAWtrust CPS or the Subscriber Agreement entered into by the subscriber or any Relying Party Agreements.

Un-suspension Processes

A request to un-suspend a LAWtrust Certificate may be submitted by a subscriber, the LAWTRUST-RA or the LAWtrust2048 CA if all parties are in agreement that the reason for the initial suspension of the certificate has been resolved.

The LAWTRUST-RA shall authenticate a request to un-suspend a LAWtrust Certificate using a sub-set of the information provided by the subscriber with the certificate application.

Upon verification of the subscriber identity and information, the LAWTRUST-RA will send a un-suspend request to the LAWtrust2048 CA.

The LAWtrust2048 CA shall within 24 hours of receiving a un-suspension request, remove the serial number of the suspended LAWtrust Certificate from the CRL in the LAWtrust repository.

The LAWTRUST-RA shall make a commercially reasonable effort to notify the subscriber LAWtrust Certificate has been un-suspended.

LAWtrust Certificate Renewal

The LAWtrust Certificate will be renewed on the impending expiry date of the certificate. The renewal of web certificates will be managed by the subscribers. The LAWTRUST-RA will issue a new reference number and a new authorisation code to the subscriber that will allow the subscriber to download a new certificate. The renewal of the enterprise (ESP) certificates will be automated and will only require the subscriber to confirm the renewal process.

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During the certificate renewal the subscriber will undergo a re-key and the new public key information will be included in the new certificate. For web certificates the LAWTRUST-RA will confirm the identity of the subscriber applying for the renewal before the new enrolment codes are distributed.

LAWtrust Enterprise Certificate Recovery

The LAWtrust enterprise (ESP) certificates can be used to encrypt data. When a user loses their epf file protecting the private decryption keys the user will not be able to decrypt data encrypted with a key in the epf file. In order for users to be able to recover their private decryption keys, there is a requirement for the CA to keep a copy of these keys securely in its database.

In order for a LAWtrust enterprise certificate user to recover their profile (epf) with the private decryption keys, the following process must be followed:

- A request to recover a LAWtrust enterprise certificate may only be submitted by the subscriber if his profile (epf) has been lost, destroyed or corrupted.

- The LAWTRUST-RA shall authenticate a request to recover a profile (epf) using a sub-set of the information provided by the subscriber with the certificate application.

- Upon verification of the subscriber identity and information the LAWTRUST-RA will send a recover (reset) request to the LAWtrust2048 CA.

- The LAWTRUST-RA certificate administrator will deliver the reference code (via email) and authorisation code (via SMS) that will enable the recovery of the profile (epf) to the subscriber's desktop/laptop (delivery of the codes in person or via secure courier is acceptable).

- The LAWTRUST-RA shall, if required by the subscriber, provide assistance to the subscriber in using the ESP recovery wizard to recover the profile (epf) and to provide a new password to protect the profile (epf).

- During the recovery of the profile the subscriber will undergo a re-key and the new public key information will be included in the new certificate generated for the subscriber.

LAWTRUST-RA Annual Audit

The LAWTRUST-RA shall be audited once per calendar year for compliance with the practices and procedures set out in this Charter and the LAWtrust CPS. If the results of an audit report recommend remedial action, the LAWTRUST-RA shall initiate corrective action within 30 (thirty) days of receipt of such audit report.

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References

1. LAWtrust References

TYPE OF REFERENCE	REFERENCE
CA Policies, Practices & Agreements:	a. LAWtrust Certificate Practices Statement (https://www.lawtrust.co.za/repository). b. LAWtrust Subscriber Agreement (https://www.lawtrust.co.za/repository). c. LAWtrust Relying Party Agreement (https://www.lawtrust.co.za/repository).

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