
Documents required to obtain Electronic Signature Certificates

- 1 Issuing electronic signature certificates in a personal capacity: (a single natural person)
 - 1.1 The applicant completes the form specified by the official authority based a valid national ID card or passport data.
 - 1.2 Verification of the applicant's identity happens instantly by at least two competent personnel who work at the authority and treated as witnesses. (enforcing the two-eye principle)
 - 1.3 The direct supervisor of the responsible personnel for the signature registration to sign off on the documents and concurs that the mentioned data is correct.

 - 2 Issuing electronic signature certificates for workers in the private sector: (a single natural person)
 - 2.1 The applicant completes the form specified by the authority based on a valid national ID or passport data.
 - 2.2 Verification of the applicant's identity happens instantly by at least two competent personnel who work at the authority and treated as witnesses. (enforcing the two-eye principle)
 - 2.3 For the owner of the company to obtain the electronic ratification certificate, he shall submit the following original documents:
 - Commercial Register
 - Tax card
 - Activity license
 - Company contract and legal form
- N.B:** All documents should illustrate the data of the applicant.

- 2.3.1 For a company employee to obtain an electronic ratification certificate in his employment capacity, he must submit a letter from the company's owner, digitally signed, explaining his job description.
- 2.3.2 The volume of permissible transactions is to be specified in the approved letter addressed by the entity/company to the licensee. This to be added to the certificates with technical specifications that are valid for adding such a statement.
- 2.3.3 The permissible limits of dealings are to be specified in the approved letter addressed by the entity/company to the licensee.
- 2.3.4 The certificate is issued according to the job title mentioned in the application for obtaining the certificate, as well as in the name of the person holding the certificate.

3 Issuing the electronic stamp: (a legal person)

- 3.1 To obtain the certificate, an application (contract) must be submitted and signed by the manager in charge of the company or its legal representative at the headquarters of the licensee/authorized person, and he must have the right to sign according to the commercial register, or under an authorization, and the request to obtain the certificate (contract) and the authorization shall be signed by the responsible manager of the company or its legal representative, and his signatures are verified with the stamp of the bank dealing with him (signature verified).
- 3.2 Required papers to obtain the electronic stamp:
To be noted that the legal representative of the company must submit all original documents for original seen and the authority will take copies only.
 - 3.2.1 A copy of the official extract of the commercial registry or the establishment / publication document.
 - 3.2.2 A copy of the tax card.
 - 3.2.3 Company's Investment Prospectus or company contract
 - 3.2.4 A copy of the identity document of the responsible manager, either a valid national ID or passport.