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LEGISLATION OF UKRAINE



**MINISTRY OF DIGITAL TRANSFORMATION OF UKRAINE**

**RESOLUTION**

**08.07.2020 No. 104**

**Registered at the Ministry of Justice of Ukraine on 29 July, 2020, as No. 719/35002**

**Approval of the Procedure for Maintaining the Trust List**

[According to article 35 of the Law of Ukraine "On electronic Trust Services" and paragraphs 4, 8, 10 of the Regulations of the Ministry of Digital transformation of Ukraine, approved by the Cabinet of Ministers of Ukraine Resolution dated 18 September, 2019, No. 856, and to establish the](http://search.ligazakon.ua/l_doc2.nsf/link1/KP190856.html) organizational and methodological principles for maintaining the Trust List and ensuring its functioning.

**I ORDER:**

1. To approve the attached Procedure for Maintaining the Trust List.
2. The Administrator of the information and telecommunications system of the central certification authority, the state enterprise "DIIA", to ensure the compiling, maintenance and publication on the official website of the central certification authority of the Trust List with the addition of the electronic seal of the central certification authority in a form suitable for automated processing.
3. That legal entities and individual entrepreneurs who intend to provide electronic trust services are included into the Trust List taking into account the requirements of Article 30 of the Law of Ukraine "On Electronic Trust Services" pursuant to the Procedure for Maintaining the Trust List approved by this resolution.
4. [Declare invalid the resolution of the Ministry of Digital Transformation of Ukraine dated 29 October, 2018, No. 3373/5, "Approval of the Procedure for Maintaining the Trust List",](http://search.ligazakon.ua/l_doc2.nsf/link1/RE32673.html) registered in the Ministry of Justice of Ukraine on 29 October, 2018, as No.1221/32673 (as amended).
5. To submit this resolution to the Directorate of Functional Development of Digitalization for state registration as prescribed by law.
6. This resolution comes into effect from the date of its official publication.
7. Monitoring the implementation of this resolution shall be vested in Deputy Minister L.S. Rabchynska

**Deputy Prime Minister of Ukraine -**

**Minister М. Fedorov**

AGREED:

**Head of the State Service for Special Communication and Information Protection of Ukraine**

**V. Petrov**

**Head of the National Bank of Ukraine**

**Y. Smoliy**

**APPROVED**

**Order of the Ministry**

**Of Digital Transformation**

**Of Ukraine**

**8 July, 2020, No. 104**

**Registered at the Ministry**

**of Justice of Ukraine**

**29 July, 2020,**

**As No. 719/35002**

PROCEDURE

For maintaining the Trust List

* 1. **General provisions**

1. This Procedure defines the procedure for maintaining the Trust List, entering information into the Trust List and providing round-the-clock access to the Trust List through public telecommunications networks.
2. [In this Procedure, terms are used in the meanings given in the Law of Ukraine "On Electronic Trust Services" (hereinafter referred to as Law)](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html) and other regulations adopted pursuant to the Law.
3. The Trust List is maintained in Ukrainian using Cyrillic script and in British English using Latin script. Proper names from the Ukrainian language are transliterated into Latin script in accordance with the requirements of the Resolution of the Cabinet of Ministers of Ukraine of 27 January, 2010, No. 55, "On Streamlining the Transliteration of the Ukrainian Alphabet into Latin Script".
   1. **Entering information into the Trust list**
4. Entering information on legal entities and individual entrepreneurs who intend to provide qualified electronic trust services (hereinafter referred to as applicants) into the Trust List is subject to the provisions of parts one to six and part eight of the Article 30 of the Law.
5. Information about an applicant and the qualified electronic trust services to be provided by them are entered into the Trust List on the basis of a decision by the central certification authority (hereinafter - CCA) or submission to a certification centre (hereinafter - CC) and certification by the applicant at the CCA or CC of the validity of one or several of its public keys (separately for each electronic trust service) that will be used to provide qualified electronic trust services.

Information on the applicant's certification of one or more of its public keys (separately for each electronic trust service) at a CC that will be used for the provision of qualified electronic trust services shall be indicated in the submission and sent to the CCA.

The administrator of the information and telecommunications system of the CCA - the state enterprise "DIIA" (hereinafter referred to as the CCA ITS Administrator) - notifies the CCA within three calendar days in electronic form using the CCA ITS Administrator qualified electronic signature.

1. After the CCA makes a decision to enter information into the Trust list about an applicant and the qualified electronic trust services to be provided, it shall notify the applicant of the decision (send a copy of the decision) and send the CCA ITS Administrator a copy of this decision as well as copies of documents provided for in [part two of the Article 30 of the Law.](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html)
2. The applicant, having received a copy of the decision of the CCA to enter information about them into the Trust List, submits to the CCA ITS Administrator an application for a qualified public key certificate to be used to provide qualified electronic trust services and documents attached to it pursuant to the form established by the Regulations of the Central Certification Authority (CCA), approved by the [resolution of the Ministry of Digital Transformation of Ukraine of 19 December, 2019, No. 27](http://search.ligazakon.ua/l_doc2.nsf/link1/RE34316.html), registered in the Ministry of Justice of Ukraine on 11 January, 2020, as No. 33/34316 (hereinafter, the CCA Regulations).
3. No later than the next business day after the creation of the qualified public key certificate that will be used to provide qualified electronic trust services, the CCA ITS Administrator shall enter into the Trust List information about the applicant and qualified electronic trust services to be provided together with the certificate pursuant to the scheme of the Trust List defined by the Mandatory requirements for the Trust List, approved by [the resolution of the Cabinet of Ministers of Ukraine of 26 September, 2018, No.775](http://search.ligazakon.ua/l_doc2.nsf/link1/KP180775.html)  (hereinafter - the Trust List Mandatory Requirements).
4. On the same day, the CCA ITS administrator shall inform the CCA in electronic form about the inclusion of information about the applicant and the qualified electronic trust services to be provided by them in the Trust List.
5. Information on the CCA and the certification centre, as well as on the qualified electronic trust services provided by them, shall be included in the first and all subsequent publications of the Trust List in accordance with the Trust List Mandatory Requirements.
   1. **Amendments to the Trust List**
6. Amendments to the Trust List shall be made pursuant to the requirements set forth [in part seven of Article 30 of the Law](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html).
7. Grounds for making amendments to the Trust List is a change in the information about a qualified provider of electronic trust services contained in the Trust List, defined in  [subparagraphs 3](http://search.ligazakon.ua/l_doc2.nsf/link1/KP180775.html), [4 of the paragraph 7 of the Trust List Mandatory Requirements](http://search.ligazakon.ua/l_doc2.nsf/link1/KP180775.html).
8. If grounds for making changes to the Trust List arise, a qualified provider of electronic trust services shall, within five working days from the date the grounds arise, submit to the CCA an application for amendments to the Trust List together with documents confirming the relevant changes.

The application must contain information about the qualified provider of electronic trust services that needs to be changed and information that needs to be included in the Trust List.

1. If changes in the information on qualified electronic trust service providers contained in the Trust List are related to the creation of new qualified public key certificates, before submitting an application for amendments to the Trust List, the qualified electronic trust service provider must apply for the creation of a new qualified public key certificate, which will be used for the provision of qualified electronic trust services, in accordance with the CCA Regulations.

In case of expiry or revocation of the qualified public key certificate of a qualified provider of electronic trust services, an application for amendments to the Trust List shall be submitted to the CCA in order to change the status of the qualified electronic trust service corresponding to the specified certificate.

An application for amendments to the Trust List must include the serial number of the qualified public key certificate that will be used/was used to provide qualified electronic trust services.

1. Within five calendar days, the CCA shall consider the application for amendments to the Trust List and, in if it decides to amend the Trust List, shall notify the qualified provider of electronic trust services and send to the ITS Administrator copies of the decision and the documents submitted with the application.
2. The CCA can decide to refuse to make changes to the Trust List in the case of failure to submit the documents that are grounds for making appropriate changes to the Trust List and the discovery of inaccurate information or damage in the application for changes to the Trust List and documents attached to it that do not allow unambiguous interpretation of the content, corrections or additions.

In the cases provided for in the first paragraph of this point, the CCA from the date of receipt of the application for amendments to the Trust List shall send the qualified provider of electronic trust services a reasoned refusal to amend the Trust List.

1. After receiving a copy of the decision to amend the Trust List, the CCA ITS Administrator shall, no later than the next business day, enter into the Trust List information about the applicant and the qualified electronic trust services to be provided by them together with a certificate in accordance with the Trust List scheme defined by the Trust List Mandatory Requirements.
2. The CCA ITS Administrator on the same day shall inform the CCA about the amendments to the Trust List in electronic form.
   1. **Entering information (changes) to the Trust List at the request of a certification centre**
3. A CC (certification centre) within three working days from the date of a decision to enter information about the applicant and qualified electronic trust services to be provided by them in the Trust List or receipt of an application to amend the Trust List from a qualified provider of electronic trust services sends to the CCA a submission (hereinafter - CC submission), which includes:

Notice about the decision;

information about the applicant and the qualified electronic trust services to be provided by them, including information on compliance of the specified qualified electronic trust service with the requirements to be met by qualified providers of electronic trust services included in the Trust List at the request of a certification centre, including software requirements established by the National Bank of Ukraine in accordance with the second [paragraph of the third part of Article 9 of the Law](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html);

qualified public key certificates generated by a CC that the applicant/qualified electronic trust service provider will use to provide the relevant qualified electronic trust services (if information about the applicant is entered into the Trust List or changes are made to the information about qualified electronic trust services providers contained in the Trust List associated with the formation of new qualified public key certificates).

1. In case of expiry or revocation of a qualified public key certificate of a qualified provider of electronic trust services created by a CC, the relevant submission by the CC on amendments to the Trust List shall be submitted to the CCA to change the status of the qualified electronic trust service.
2. After registering a CC submission, the CCA submits a copy to the CCA ITC Administrator.

4. After receiving a copy of a CC submission from the CCA, the CCA ITS Administrator shall, no later than the next business day, enter into the Trust List information about the applicant/qualified provider of electronic trust services and the qualified electronic trust services to be provided together with the certificates defined by the Trust List Mandatory Requirements scheme.

1. Information on qualified electronic trust services shall be entered by the CCA ITS Administrator in accordance with subpoint 10 of point 2 of section VI of this Procedure.
2. On the same day, the CCA ITS administrator informs the CCA and the CC in electronic form about the introduction of information/changes to the Trust List.
3. On the basis of a decision to exclude a qualified provider of electronic trust services from the Trust List, a CC sends the CCA a request to exclude the qualified provider of electronic trust services from the Trust List no later than one business day before the date of termination of the provision of qualified electronic trust services by a qualified provider of electronic trust services.
4. The CCA shall send the CCS ITS Administrator a copy of the CC submission to exclude a qualified provider of electronic trust services from the Trust List.
5. After receiving a copy of a CC submission to exclude a qualified provider of electronic trust services from the Trust List, the CCA ITS Administrator shall make the relevant changes to the Trust List no later than the next working day and inform the CCA and CC in electronic form.
   1. **Removal from the Trust List**
6. Removal of a qualified provider of electronic trust services from the Trust List shall be carried out taking into account the requirements specified in [part nine of Article 30 and part ten of Article 31 of the Law](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html).
7. Not later than one business day before the date of termination of the provision of qualified electronic trust services by a qualified provider of electronic trust services, the CCA shall send the CCA ITS Administrator a copy of the decision to remove the provider from the Trust List.
8. After receiving a copy of the decision to remove a provider of electronic trust services from the Trust List, the CCA ITS Administrator shall make the relevant changes to the Trust List no later than the next business day and inform the CCA in electronic form.
   1. **Filling in the Trust List**
9. The structure of the Trust List is defined in paragraph 7 of the Mandatory Requirements for the Trust List.
10. When maintaining the Trust List, information is entered into it taking into account the following features:
11. the tag format, the Trust List scheme version, the designation of the Trust List type, the date of publication and the date of the next publication of the Trust List and the type, status and date of the last change of the status of qualified electronic trust services are determined by the rules in national standard DSTU ETSI TS 119 612:2016 "Electronic signatures and infrastructures. Trust lists" (ETSI TS 119 612:2016, IDT);
12. the serial number of the Trust List for the first publication is defined as a numerical value "1" and is increased by 1 for each subsequent publication of the Trust List;
13. information on the location of the operator of the Trust List scheme is divided into subdivisions, in which the building address, the name of the city, the postal code and the country code are separately indicated in the "UA" format;
14. the official website address, including URL, where the subsequent versions of the Trust List are posted, and the e-mail address are given in the form of hyperlinks;
15. information on the legal regulations pursuant to which the Trust List is maintained is submitted in text form (information on compliance of the Trust List scheme with the Law) and in the form of hyperlinks to the section of CCA official website titled "Legal regulations" (information on the legal regulations on the basis of which the Trust List is maintained);
16. information on location, contact information, name and semantic name of an applicant or qualified provider of electronic trust services, hyperlinks to provisions on its certification practices, as well as the name of qualified electronic trust services to be provided by them must correspond to the information provided by the applicant in the application to the Trust List or a qualified provider of electronic trust services in the application for amendments to the Trust List, where the forms are established by the CCA Regulations;
17. the semantic names of applicants and qualified providers of electronic trust services who are individual entrepreneurs are entered into the Trust List in the order of the following identification data:

TINUA - registration number of taxpayer's account card (hereinafter - RNOKPP); or

PNOUA - unique record number in the Unified State Demographic Register; or

PASUA - passport number of a Ukrainian citizen in the form of a booklet (for individual entrepreneurs who due to their religious beliefs have refused to accept a RNOKPP and have notified the relevant supervisory authority about their decision and have the appropriate mark in the passport);

1. the set of identifiers of qualified electronic trust services that ensure their uniqueness includes qualified public key certificates and public key identifiers interpreted in Base64 encoding, as well as identifying the names of qualified public key certificates that will be used to provide such services;
2. to link the current status of an qualified electronic trust service provided by a provider of the electronic trust service with its previous statuses, the public key identifier used to provide such service shall be used;
3. for the identification of qualified electronic trust services, information about which is included in the Trust List on the basis of a CC decision, the following fields are used in the Trust List:

A scheme service definition URI pursuant to point 5.5.6 of the national standard DSTU ETSI TS 119 612:2016 "Electronic signatures and infrastructure. Trust lists" (ETSI TS 119 612:2016, IDT) which contains hyperlinks to web pages on the official CCA website (https://czo.gov.ua/nbulegislationua in Ukrainian and https://czo.gov.ua/nbulegislationen in English) which contains links to legal regulations, the requirements of which guide qualified providers of electronic trust services for the provision of qualified electronic trust services;

Additional Service Information Extension pursuant to point 5.5.9.4 of the national standard ДСТУ ETSI TS 119 612:2016 "Electronic signatures and infrastructure. Trust lists" (ETSI TS 119 612:2016, IDT), which contains a mark of compliance of the specified qualified electronic trust service provided with the requirements to be met by qualified providers of electronic trust services included in the Trust List at the request of a certification centre, including requirements for their software and hardware established by the National Bank of Ukraine pursuant to part [three of Article 9 of the Law](http://search.ligazakon.ua/l_doc2.nsf/link1/T172155.html) in the form of a hyperlink <https://czo.gov.ua/bankingandpayment>.

3. In the Trust List, data is stored in XML format and pursuant to the Trust List scheme.

**VII. Technical requirements for the web pages of the official website of the Central Certification body regarding the publication of the information of the Trust List**

1. On the day of amendments to the Trust List, the CCA shall publish a notice about the amendments on its official website.

2. The Trust List shall be published on the CCA official website in the relevant section and shall consist of the following parts:

a Trust List file in XML format that contains information about qualified providers of electronic trust services and their qualified electronic trust services, the provision of which involves the use of electronic signature algorithms defined by the national standard DSTU ETSI TS 119 312:2015 "Electronic signatures and infrastructure (ESI). Cryptographic kits" (ETSI TS 119 312:2014, IDT), as well as the value of the hash function of the file, calculated by the algorithm used during the application to the Trust List of the CCA electronic seal;

a Trust List file in XML format that contains information about qualified providers of electronic trust services and their qualified electronic trust services, the provision of which involves the use of electronic signature algorithms defined by the national standard DSTU 4145-2002 "Information technology. Cryptographic protection of information. Digital signature based on elliptical curves. Creation and verification", as well as the value of the hash function of the file, calculated pursuant to the algorithm used during application to the Trust List of the CCA electronic seal.

3. The Trust List file which contains information about qualified providers of electronic trust services and their qualified electronic trust services, the provision of which involves the use of electronic signature algorithms defined by the national standard DSTU ETSI TS 119 312: 2015 "Electronic signatures and infrastructures (ESI). Cryptographic kits" (ETSI TS 119 312: 2014, IDT) and the corresponding values of the hash function must be available at the appropriate direct links:

https://czo.gov.ua/download/tl/TL-UA.xml;

https://czo.gov.ua/download/tl/TL-UA.sha2.

2. The Trust List file which contains information about qualified providers of electronic trust services and their qualified electronic trust services, the provision of which involves the use of electronic signature algorithms defined by the national standard DSTU 4145-2002 "Information technology. Cryptographic protection of information. Digital signature based on elliptical curves. Creation and verification" and the corresponding values of the hash function should be available at the direct links:

<https://czo.gov.ua/download/tl/TL-UA-DSTU.xml>;

https://czo.gov.ua/download/tl/TL-UA-DSTU.dstu.

**VIII. Procedure for accessing the Trust List**

1. Access to the Trust List, which is posted on the CCA official website, is provided through public telecommunications networks around the clock.

2. The information contained in the Trust List is public.

3. Each natural person or legal entity has the right to free and unrestricted access to download the Trust List through the CAA official website for the purpose of review or automated processing.

4. Provision of information from the Trust List on written request by public authorities, other legal entities and natural persons is carried out by the CCA in the form of an information certificate from the Trust List.

5. The CCA ITS administrator shall provide an information certificate from the Trust List within no more than two working days from the date of receipt of a request from the CCA.

6. Format of the name of information files from the Trust List:

TL-UA\_РРРР-ММ-ДД.pdf or TL-UA-DSTU\_РРРР-ММ-ДД.pdf.

IX. Ensuring compliance with the requirements of this Procedure

1. The CCA ITS administrator provides:

timely entry of information into the Trust List and compliance with the information received from applicants and qualified providers of electronic trust services;

measures to maintain the Trust List software;

round-the-clock access to the Trust List through public telecommunications networks;

logistical and technological support for the Trust List;

a set of software, technological and organizational measures to protect information contained in the Trust List from unauthorized access;

backing up of the Trust List;

suitability of the Trust List for automated processing.

2. Applicants and qualified providers of electronic trust services shall ensure they submit accurate information to the CCA for inclusion in the Trust List.

3. The CCA ITS shall create a comprehensive system of information protection with confirmed compliance in accordance with Article 8 of the Law of Ukraine "On Information Protection in Information and Telecommunication systems".

**Deputy Minister of Digital**

**Transformation of Ukraine L. Rabchynska**