



Scriptabl

Classification	
Reference	SCRIPTABL AeSign RA Charter 2017-09-05
Location	https://www.lawtrust.co.za/repository
Version	2.0
Policy Authority	LAWtrust PA

SCRIPTABL AeSign Registration Authority Charter

This Version is Applicable from Effective Date

Scriptabl

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Location	https://www.lawtrust.co.za/repository
Version	2.0
Policy Authority	LAWtrust PA

DOCUMENT CONTROL

Document history

Version Number	Effective Date	Author	Summary of Changes	Status
V001 2017-01-08		Rian Schoeman	Initial Draft	Draft
V002 2017-09-11	Signature	Rian Schoeman	Signature Copy	Final

MWH

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1. Introduction

Scriptabl has developed an online application for the communication of prescriptions by authorised prescribers to pharmacists. The prescriptions, approved and signed by the authorised prescriber will be dispensed to an associated patient by a pharmacist ("Scriptabl Solution").

In terms of the Medical and Related Substances Control Act No. 101 of 1965 ("the Medicines Act") read together with the Regulations published in terms of that Act ("Regulations") and read with the Electronic Communications and Transactions Act 25 of 2002 ("ECT Act") prescriptions in electronic form must be signed using an advanced electronic signature.

So too, in terms of the Medicines Act read with "Good Pharmacy Practice in South Africa" published by the South African Pharmacy Council, must prescriptions be signed by pharmacists accepting liability for the correctness of the dispensing of the medicine and confirming that the medicine was supplied.

Scriptabl has engaged LAWtrust to provide digital certificates enabling advanced electronic signatures for use in the Scriptabl Solution.

This RA Charter defines the obligations of Scriptabl relating to the appropriate information security processes that must be established and maintained by Scriptabl in fulfilling its obligations as a Registration Authority and the right of LAWtrust to require defined assurances and where it deems necessary, audit the processes established and maintained by Scriptabl to ensure that the LAWtrust hosted Certification Authority's practices as published in the CPS are adhered to on an ongoing basis.

2. Scope

This Charter, approved by the LAWtrust Policy Authority, is supplementary to the Scriptabl Information Security Policies. It applies to all parties assigned responsibilities to ensure the integrity of certificates issued by the LAWtrust AeSign CA throughout the certificate lifecycle processes delegated by LAWtrust to the Scriptabl Registration Authority.

These include, without limitation:

1. Persons applying for digital certificates (Applicants) and applicants whose application has been approved by Scriptabl and have been issued with a digital certificate (Subscribers).
2. Enrolment Officers who will authenticate the identity of Applicants, verify supplementary information required to apply for an advanced electronic signature and who will fulfil the duties described in this Charter.

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3. Enrolment of Scriptabl Enrolment Officers

1. Scriptabl will appoint Enrolment Officers.
2. The Enrolment Officers appointed by Scriptabl will be trained by LAWtrust unless LAWtrust has authorised persons within Scriptabl to conduct training of Enrolment Officers.
3. The enrolment process in which Enrolment Officers will be trained will be materially similar to the process that LAWtrust uses to enrol Applicants for the issue of digital certificates used to facilitate advanced electronic signatures.

4. Registration Authority Appointment

LAWtrust appoints Scriptabl as an Advanced Electronic Signature Registration Authority (Scriptabl AeSign RA) to:

1. Accept applications for Scriptabl AeSign Certificates;
2. Perform face to face authentication of the identities of Applicants and the verification of information submitted by Applicants (in compliance with the requirements of the ECT Act) when applying for the issuance of an advanced electronic signature certificate by the LAWtrust AeSign CA in terms of the provisions of this Charter;
3. Where such authentication and verification is successful, submit the request to the LAWtrust AeSign CA, in accordance with the provisions of this Charter and the LAWtrust AeSign CPS; and
4. Maintain the records as required in this Charter.

The Scriptabl AeSign RA is appointed exclusively for the purposes set out above.

5. Document name and publication

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

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6. Ownership of Charter

This Charter is owned by the LAWtrust Policy Authority which is responsible for the authorization of any changes of whatever nature that may be made to this Charter.

The Scriptabl Policy Authority must establish and maintain on a continuous basis the processes defined in this Charter, and in particular governing:

1. The authentication of the identity of Applicants;
2. The verification of supplementary information that may be provided by Applicants;
3. The processing of Certificate Signing Requests to the LAWtrust AeSign CA.

In addition, the Scriptabl Policy Authority must ensure that the measures necessary to monitor the proper operation, technical support for AeSign certificates, support of technical services and the processes established in this Charter required in the certificate lifecycle are established.

The incident response procedures relating to how Scriptabl and LAWtrust will respond to incidents relating to Certificate lifecycle management are documented in the AESign Digital Certificates and Digital Services Agreement concluded between LAWtrust and Scriptabl.

The LAWtrust Policy Authority shall be entitled to require appropriate certification evidencing the compliance by Scriptabl with these provisions and, where necessary, conduct audits, either by LAWtrust personnel, alternatively by third parties engaged by LAWtrust for this purpose, to allow LAWtrust to satisfy the South African Accreditation Authority that LAWtrust complies with the accreditation requirements to which it is subject.

Scriptabl will allow by prior arrangement, persons employed or engaged by LAWtrust to conduct an audit, access to premises and its records and provide its cooperation and assistance to allow the conduct of an audit as may be required by the South African Accreditation Authority.

The access contemplated for the purpose of the audit shall be subject to all reasonable information security requirements and agreements which may be required by the Scriptabl Operations Management function, pertaining to the digital certificate lifecycle.



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7. Definitions and Acronyms

This RA Charter makes use of the following defined terms, acronyms and abbreviations. The term is defined and immediately thereafter any acronyms or abbreviations derived from the term are provided. In the event of a conflict in any definitions provided or acronyms or abbreviations derived from the definitions, the LAWtrust Policy Authority shall determine the correct meaning of the provision.

Term	Definitions
<i>Bar Code</i>	<i>A machine-readable barcode that in the context of this RA Charter may be used by an applicant for a digital certificate which will be read by the mobile device to which the QR code is assigned and which may be used to validate the call for the generation of the key pair required for a digital certificate;</i>
<i>AeSign</i>	<i>LAWtrust brand name for Advanced Electronic Signature Certificate service;</i>
<i>Authorised Prescriber</i>	<i>a medical practitioner, dentist, or veterinarian or person authorised in the provision of medicines in terms of the Medicines and Related Substances Control Act No. 101 of 1965 and the Regulations in terms of that Act;</i>
<i>Certificate private key password</i>	<i>a unique secret provided by an Applicant/Subscriber and used to unlock the private key associated with the Scriptabl AeSign Certificate during the signing process;</i>
<i>Certificate Revocation List</i>	<i>a list of certificates that have been revoked that is updated on a continuous basis by the Lawtrust AESign CA;</i>
<i>Certificate Signing Request</i>	<i>a request addressed by the Scriptabl Registration Authority to the Lawtrust AESign CA to issue a Lawtrust AESign Certificate to an applicant;</i>
<i>ECT Act</i>	<i>The Electronic Communications and Transactions Act, No. 25 of 2002;</i>
<i>Enrolment Officer</i>	<i>a person appointed by Scriptabl to conduct the enrolment of Applicants wishing to use the Scriptabl Solution;</i>



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Term	Definitions
<i>Identity Document</i>	<p><i>An identity document is used to verify aspects of a person’s identity. Recognised identity documents are:</i></p> <p><i>For South African citizens,</i></p> <ol style="list-style-type: none"> <i>1. A smartcard ID;</i> <i>2. A valid barcoded "Green" Identity document;</i> <i>3. A temporary identity document issued by the South African Home Affairs department;</i> <i>4. Passport issued by the South African Home Affairs department.</i> <p><i>For non-South African Nationals,</i></p> <ol style="list-style-type: none"> <i>1. A valid Passport issued by the applicant’s country of origin’s department responsible for Identification.</i>
<i>LAWtrust Advanced Electronic Signature Certificate</i>	<i>a digital certificate issued by the LAWtrust AeSign CA to authorised prescribers and pharmacists wishing to sign electronic documents using advanced electronic signatures in accordance with the stipulations of the ECT Act 25 of 2002</i>
<i>LAWtrust Advanced Electronic Signature Certification Authority</i>	<i>the LAWtrust hosted Certification Authority that issues, signs, manages, revokes and renews Scriptabl AeSign Certificates and that has been accredited by the South African Accreditation Authority. Certificates issued from the LAWtrust AeSign CA may be used to create electronic signatures which constitute Advanced Electronic Signatures;</i>
<i>LAWtrust Advanced Electronic Signature Certification Authority Certification Practice Statement</i>	<i>the practices that the LAWtrust AeSign Certificate Authority have to employ for certificate lifecycle management, and further includes the terms and conditions under which the above CA make such services available to RA’s;</i>
<i>LAWtrust AeSign CA</i>	<i>see LAWtrust Advanced Electronic Signature Certification Authority;</i>
<i>LAWtrust AeSign CA CPS</i>	<i>see LAWtrust Advanced Electronic Signature Certification Authority Certification Practice Statement;</i>



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Term	Definitions
<i>LAWtrust AeSign Certification Services</i>	<i>the LAWtrust AeSign certification services will be used to act on the request from the approved applicant to compile the CSR and issue the digital certificate;</i>
<i>LAWtrust AeSign Subscriber Agreement</i>	<i>the terms and conditions governing the use and protection of the certificate by the Scriptabl Subscriber and accepted by the Scriptabl Subscriber through signing the document;</i>
<i>Pharmacist</i>	<i>a pharmacist as defined in the Pharmacy Act 53 of 1974 read with the Regulations to the Act and includes "Pharmacist", "Pharmacist intern" and "Pharmacist assistant";.</i>
<i>Prescription</i>	<i>a written instruction addressed by an authorised practitioner to a pharmacist requiring the dispensing of the medicine in terms of the Medicines and Related Substances Act 101 of 1965;</i>
<i>Scriptabl</i>	<i>a company duly incorporated in terms of the Companies Act No. 71 of 2008 having registration number 2015/209111/07;</i>
<i>Scriptabl Advanced Electronic Signature Certificate</i>	<i>a digital certificate issued by the LAWtrust AeSign CA to authorised prescribers wishing to sign electronic prescriptions using advanced electronic signatures in accordance with the stipulations of the ECT Act;</i>
<i>Scriptabl Advanced Electronic Signatures Registration Authority</i>	<i>the entity appointed by LAWtrust to provide certificate lifecycle functions on behalf of the LAWtrust AeSign CA;</i>
<i>Scriptabl Advanced Electronic Signatures Registration Authority Charter</i>	<i>the practices and processes that the Scriptabl AeSign RA will follow in performing the certificate lifecycle processes delegated by LAWtrust to the Scriptabl AeSign RA;</i>
<i>Scriptabl AeSign Certificate</i>	<i>see Scriptabl Advanced Electronic Signature Certificate;</i>
<i>Scriptabl AeSign RA</i>	<i>see Scriptabl Advanced Electronic Signatures Registration Authority;</i>
<i>Scriptabl Solution</i>	<i>a set of information systems working together to provide secure access to prescription signing services for authorized prescribers, as well as prescription viewing, validation services and prescription signing services for pharmacists, and patients of the authorized prescribers</i>

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Term	Definitions
<i>Scriptabl Operations Manager</i>	<i>the person appointed by the directors of Scriptabl to oversee the technical operations of Scriptabl;</i>
<i>Scriptabl Policy Authority</i>	<i>The person or persons appointed by the directors of Scriptabl to define Scriptabl’s policy and practices and ensure that they are adhered to.</i>
<i>Scriptabl Registration Authority</i>	<i>Scriptable is as an entity performing user identification processes, including enrolment of such users, for the purpose of issuing them with Scriptable Advanced Electronic Signatures. This function can be performed by a system or run as a service with human intervention or a combination thereof.</i>

Table 1: Terms and Definitions

8. Public Key Infrastructure Configuration

8.1 Applicant and Subscriber

In this Charter registered medical practitioners or Pharmacists applying for a Scriptabl AeSign Certificate shall be described as an “Applicant” until the application for the Scriptabl AeSign Certificate has been granted. Once a Scriptabl AeSign Certificate has been issued the natural person to whom it has been issued shall be referred to as a “Subscriber”.

The intended use of the digital certificates issued to Subscribers will be for signing medical prescriptions.

An authorised prescriber who has applied to use the Scriptabl Solution (Applicant) may only be issued with a digital certificate if:

1. The Applicant is in possession of an Identity Document; and
2. The Applicant is an authorized prescriber.
3. The Applicant agrees to be bound by the Scriptabl AES Subscriber Agreement.

8.2 Digital certificate usage

The digital certificates issued by LAWtrust to Scriptabl Subscribers are intended to be used to create advanced electronic signatures. The digital certificate allows an advanced

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electronic signature to be uniquely linked to the Subscriber, identify the Subscriber and be created by means under the sole control of the Subscriber. Where applied to electronic information an advanced electronic signature is attached to, incorporated in, or logically associated with the electronic information in the manner that any subsequent change to the information is detectable.

The use of an advanced electronic signature allows for the authentication of the identity of the signatory, verification that the integrity of the electronic information signed has been maintained and a presumption that the signature is valid, has been applied properly unless the contrary is proved, and promotes the non-repudiation by Subscribers of information signed using advanced electronic signatures.

The uses of the Scriptabl AeSign Certificates are for the signing of prescriptions by Authorised Prescribers to whom Scriptabl AESign digital certificates have been issued and for the signing of prescriptions by pharmacists endorsing the correctness of the medicines dispensed and confirming the medicines supplied.

8.3 PKI Trust Hierarchy

The trust hierarchy is as follows:

1. LAWtrust Root Certification Authority 2048 – Root Certification Authority (RCA);
2. LAWtrust AeSign CA2 – Certification and Issuing Authority (IA); and
3. Scriptabl AeSign RA – Registration Authority (LRA)

The root key hierarchy is as follows:

4. LAWtrust Root Certification Authority 2048 – ROOT CA; and
5. LAWtrust AeSign CA2 ISSUING CA (Scriptabl AeSign Certificate to be signed by this CA) –

8.4 Certificate Type & Content

Certificate Type:

- Server Held Client Certificates

Certificate Content (Subject Details):

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The SCRIPTABL AeSign digital certificate subject details configuration allows for mandatory fields and optional Fields. Mandatory fields will always be present in the digital certificate subject details and are marked in the list below with (*) after the field name. (Optional fields can be configured if required).

- Full Names & Surname – CN (*)
- Email Address – email (*)
- Certificate Serial Number (*)
- Certificate Usage Field – description

8.5 Private Key Protection

The Scriptabl AeSign RA will request that LAWtrust issue Scriptabl AeSign Certificates to Applicants.

The private key of the key pair to which the certificate will be associated, will be protected in the following manner:

1. Key pairs will be generated in a FIPS140-2 Level 3 Certified Hardware Security Module(HSM);
2. The process of key generation will be initiated as part of the subscriber enrolment process of Applicants wishing to use the Scriptabl Solution;
3. The private key will be encrypted in the HSM with a Key Encryption Key (KEK) and then exported to be stored in the LAWtrust database entry for that Subscriber;
4. Each time the certificate is required for use, i.e. to generate a digital signature the Subscriber must authenticate his or her identity in compliance with the authentication scheme described in 5 below; and
5. The authentication scheme used to sign a script will be two factor authentication:
 - a. The first factor will be the certificate password. The verification of the password will be managed by LAWtrust. The subscriber creates the certificate password during the enrolment process. The subscriber enters their certificate password each time they wish to sign. The password

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should be a strong password as may be defined from time to time by the Scriptabl Policy Authority in accordance with generally accepted practice relating to the formulation of strong passwords and standards employed by LAWtrust, as may be communicated to the Scriptabl Policy Authority from time to time.

- b. The second factor will be a One-Time PIN (OTP). This authentication service will be managed by Scriptabl. The OTP will be sent to the Subscriber via a data channel within a web application. The subscriber will read the OTP from the web application and enter it into the mobile application, the OTP is communicated to the Scriptabl authentication service for verification.

9. Digital Certificate Lifecycle Processes

9.1 Application for a Digital Certificate

The Scriptabl AeSign RA shall be entitled to accept and process applications for authorised prescribers for the issue of a Scriptabl AeSign Certificate.

As a minimum the Scriptabl AeSign RA shall require from the Applicant:

1. A duly completed and signed Advanced Electronic Signature Subscriber Agreement authorised by the appointed Scriptabl Enrolment Officer when visiting the Applicant for certificate enrolment;
2. An electronic image of the page of the Applicant's identity document providing the identification information and photographic image of the Applicant;
3. An electronic photograph image of applicant.

The Scriptabl AeSign 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 within the Scriptabl Document Repository, in conformance with the requirements of the LAWtrust Policy Authority, for a period of 7 (seven) years after the expiry or revocation of the Scriptabl AeSign Certificate.

9.2 Applicant Identity Verification

The Scriptabl Enrolment Officer will perform the following steps during the identity verification:

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1. Perform a face-to-face verification of the Applicant against the provided Identity document;
2. Ensure the provided Identity Document is not a fake (Scriptabl Enrolment Officer must be trained in aspects of detecting false identity documents) and is captured accurately by the Scriptabl enrolment application;
3. Take an electronic photo image of the identity document and confirm it is of the original (if the image is not made in witness of the Scriptabl Enrolment Officer) and is captured accurately by the Scriptabl enrolment application.

9.3 Process of Request Verification

The Scriptabl AeSign RA appointed Enrolment Officer will perform the following steps to verify the certificate request – these procedures are not always in the same sequence and some are performed while onsite with the Applicant while others might be performed remotely:

1. Verify that the Applicant has accepted a LAWtrust AeSign Subscriber Agreement within the Scriptabl enrolment application;
2. Verify that the applicant's photo image is captured accurately by the Scriptabl enrolment application;
3. Verify that the valid Identity document presented by the Applicant is genuine and is captured accurately by the Scriptabl enrolment application. (this will happen when the Enrolment Officer visits the Applicant for certificate enrolment);
4. Perform physical verification of the Applicant's identity with face-to-face verification against the Applicant's South African Identity Document or Passport (this will be performed when the Enrolment Officer visits the Applicant for certificate enrolment); and
5. Authorise/Approve the certificate application.

9.4 Advising on the Outcome of the Application

A Scriptabl applicant who has applied for the issue of a Scriptabl AeSign Certificate shall be advised of the outcome of the issuance during the enrolment process.

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9.5 Process of Enrolment

Once the Scriptabl Enrolment Officer has verified that the LAWtrust AeSign Subscriber Agreement has been accepted by the Applicant and performed the identity verification, the request can be approved by the enrolment officer. The request must contain the following enrolment fields:

1. Full Names and Surnames (REQUIRED)
 - a. CN = Full Names & Surname, e.g. David Robert Jones and medical practitioner's number
2. Certificate Alias (REQUIRED)
 - a. Alias = Relevant authority Registration Number, e.g. the Doctor's HPCSA number: "ANA 1234567"
3. Business Unit (REQUIRED)
 - a. OU = Scriptable RA
4. Organisation (REQUIRED)
 - a. O = Scriptabl
5. SubjectSerialNumber
 - a. Random number that uniquely identifies the Subscriber
6. Business Category (OPTIONAL)
 - a. One of 'Doctor' or 'Pharmacist', as applicable

9.6 SCRIPTABL AeSign Certificate Issuance Process

The Scriptabl AeSign RA appointed Enrolment Officer will perform the following steps onsite with the Applicant in order to facilitate the issuance of a Scriptabl AeSign Certificate:

1. Authenticate the identity and verify information provided by the Applicant as required in this Charter.
2. Verify that all the requirements have been met:
 - a. All required enrolment fields are populated and accurate;

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- b. Photo image;
 - c. Image of ID;
 - d. Subscriber agreement accepted and signed by the Applicant.
3. Ensure that the Applicant initiates the request to issue a digital certificate including the key generation.
 4. Allow the Applicant to enter their certificate password.
 5. Once the certificate has been issued:
 - a. Allow the Subscriber to view the AeSign Certificate detail

9.7 Acceptance of Certificate

After the issuance of the Scriptabl AeSign Certificate the Subscriber shall check that the content of the Scriptabl AeSign Certificate is correct.

Unless notified to the contrary by the Subscriber of any inaccuracies in the Scriptabl AeSign Certificate while the Scriptabl Enrolment Officer is onsite with the Subscriber to download the certificate, the Scriptabl AeSign Certificate shall be deemed to have been accepted by the Subscriber and the information contained in the Scriptabl AeSign Certificate deemed to be accurate.

9.8 Certificate use verification

The certificate validity can be verified in the LAWtrust AeSign CA CRL [http://aesigncrl.lawtrust.co.za/CRL/lawtrust_aesign_ca2_crlfile.crl] or via the LAWtrust OSCP responder at [<http://ocsp.lawtrust.co.za>].

The CRL profile will be a full CRL.

The certificate is valid for five years from date of issue.

9.9 Digital Certificate status changes

9.9.1 Rename user (change user CN)

When a Subscriber user's common name changes, e.g. a user gets married and their surname changes, the enrolment officer is required to re-enrol the subscriber. A new certificate will be issued to the user

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9.9.2 SCRIPTABL AeSign Certificate Revocation and Suspension

Any Scriptabl AeSign Certificate may be revoked or suspended under the following circumstances:

1. Abuse of the Scriptabl AeSign Certificate by the Subscriber – non-compliance to the LAWtrust AeSign Subscriber Agreement;
2. Subscriber certificate content incorrect or not valid;
3. Loss, compromise, or suspected compromise, of a Subscriber’s private key password;
4. Temporary suspension of the requirement to use a Scriptabl AeSign Certificate by the Subscriber;
5. Non-payment of fees in respect of any services provided by the LAWtrust AeSign CA or the Scriptabl AeSign RA;
6. Issue or use of the certificate not in compliance with the LAWtrust AeSign CPS or this Scriptabl AeSign RA Charter;
7. The Issuing CA or Root CA certificates within the hierarchy expires; or
8. Any other reason that the LAWtrust CA or the Scriptabl AeSign RA reasonably believes may affect the integrity, security or trustworthiness of a Scriptabl AeSign Certificate.

9.9.3 SCRIPTABL AeSign Certificate Revocation Process

A request to revoke a Scriptabl AeSign Certificate may be submitted by a Subscriber via the Scriptabl AeSign RA, by the Scriptabl AeSign RA, or the LAWtrust AeSign CA if any of the conditions in section 9.9.2 above occurs.

The Scriptabl AeSign RA Enrolment Officer will perform the following steps to revoke the Subscriber Scriptabl AeSign Certificate:

1. The Scriptabl Enrolment Officer will perform the following identity verification for the Subscriber if the revocation request was submitted by the Subscriber:
 - a. Retrieve the identity information of the Subscriber from the Scriptabl database; and
 - b. Authenticate the identity of Subscriber.

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2. The Scriptabl Enrolment Officer will issue a revocation request with the relevant reason for the revocation;
3. The LAWtrust AeSign CA shall within a maximum of 24 hours of receiving a revocation request, post the serial number of the revoked Scriptabl AeSign Certificate to the CRL in the LAWtrust repository;
4. The Scriptabl AeSign RA shall make commercially reasonable efforts to notify the Subscriber that the Scriptabl AeSign Certificate has been revoked as soon as possible after the revocation.

Revocation of a Scriptabl AeSign Certificate shall not affect any of the Subscriber's contractual obligations under the LAWtrust Advanced Electronic Signature Certificate Subscriber Agreement entered into by the Subscriber.

9.9.4 SCRIPTABL AeSign Certificate Renewal

Each digital certificate will have an expiry date (valid until) field. When the expiry date is passed, the digital certificate will be in an "expired" state. The digital certificate is unusable in the expired state. Scriptabl will monitor the expiry date of their subscriber digital certificates. At one month prior to expiry, Scriptabl will inform a subscriber that their certificate will expire in one month. The subscriber will initiate the renewal process and the certificate renewal process will commence. If the certificate expires the subscriber will have to reapply for the issue of a new digital certificate as contemplated in Section 9 of this agreement

At this point the Scriptabl AeSign RA will request for the certificate to be renewed:

1. A new CSR is created;
2. The new CSR is sent to the AeSign CA to create a certificate;
3. The AeSign CA returns the certificate to the Signing service;
4. The new certificate is added to the subscribers account;
5. Changes to the certificate will be the Serial number and the expiry date (valid until); and
6. The password remains the same

Once the Scriptabl AeSign RA certificate renewal process has completed the signing process will be continue as normal.

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9.9.5 SCRIPTABL AeSign Certificate Re-issue

If a Scriptabl AeSign Certificate Subscriber is required to have their digital certificate reissued, then the full enrolment process as documented in Section 9 of this Charter must be repeated.

10. Documentation and Audit trails storage

Scriptable shall store documentation and audit trails (logs) related to the certificate application and related lifecycle processes in a secure manner. These include (but are not limited to) the following:

1. Copies of identity documents of the Applicant;
2. Photograph of the Applicant;
3. Signed Advanced Electronic Signature Subscriber Agreement;
4. System audit logs for events related to key generation, storage and usage;
5. Events related to all notifications created during certificate status and certificate lifecycle changes.

11. SCRIPTABL AeSign RA Audits

According to the SAAA Accreditation Regulations, the Scriptabl AeSign RA has to be audited annually against the processes defined in this Charter and the LAWtrust AeSign CPS. This audit must be performed by a party with the capability to perform PKI RA audits and that are independent from both Scriptabl and LAWtrust.

Additionally, LAWtrust shall perform an audit on the Scriptabl AeSign RA processes every three months to ensure the certificate lifecycle processes as stated in the Scriptabl AeSign RA Charter are followed and the correct enrolment and identity verification information are kept.

If the results of an audit report recommend remedial action, the Scriptabl AeSign RA shall initiate corrective action within 30 (thirty) days of receipt of such audit report

12. References

1. Scriptabl Information Security Policy;
2. Electronic Communications and Transactions Act 25 of 2002;

 Scriptabl	Classification	
	Reference	SCRIPTABL AeSign RA Charter 2017-09-05
	Location	https://www.lawtrust.co.za/repository
	Version	2.0
	Policy Authority	LAWtrust PA

3. LAWtrust Certificate Policy;
4. LAWtrust Root CA Certificate Practice Statement ();
5. LAWtrust AeSign CA Certificate Practices Statement) ();
6. LAWtrust Subscriber Agreement;
7. Scriptabl Request for User Creation – Online Application;
8. Master Service Agreement between LAWtrust and Scriptabl;
9. Supplementary Agreements to the Master Services Agreement.

13. Approvals

By signing below Scriptabl acknowledges and accepts the contents, terms and conditions of this RA Charter which shall prevail in case of any conflict with the Proposal Agreement or Letter of Engagement.

The acceptance of this document also implies acceptance of all documents referenced in this document Signed approval forms are filed [<https://www.lawtrust.co.za/repository>]

14. Sign Off Acceptance

<u>Accepted by SCRIPTABL</u>	<u>Accepted by LAWtrust</u>
Signed:	Signed:
Name:	Name: Maeson Maherry
Title:	Title: Chief Solutions Officer
Date:	Date: