telecommunications & postal services

Department:
Telecommunications and Postal Services
REPUBLIC OF SOUTH AFRICA

accreditation AUTHORITY

SOUTH AFRICAN ACCREDITATION AUTHORITY
APPLICATION FOR ACCREDITATION

THIS APPLICATION FORM SHOULD BE READ WITH THE ACCREDITATION REGULATIONS.

NB: A NON-REFUNDABLE APPLICATION FEE OF R20 000.00 MUST BE PAID DIRECTLY INTO THE FOLLOWING BANK ACCOUNT:[1]

NAME OF THE ACCOUNT HOLDER: DEPARTMENT OF COMMUNICATIONS DEPOSIT ACCOUNT
ACCOUNT NO: 010523774
BRANCH CODE: 010045
BRANCH CODE ELECTRONIC PAYMENT: 051001
TYPE OF AN ACCOUNT: CURRENT ACCOUNT
SWIFT ADDRESS: SBZA ZA JJ
NAME OF BANK: STANDARD BANK

APPLICATIONS NOT ACCOMPANIED BY PROOF OF PAYMENT OF APPLICATION FEE WILL NOT BE CONSIDERED[2] (PLEASE ATTACH PROOF OF PAYMENT AS 'ANNEXURE AA').

ANY APPLICATION THAT IS NOT ACCOMPANIED BY THE REQUIRED INFORMATION WILL NOT BE CONSIDERED[3].

HAND-DELIVERED OR ONLINE DELIVERED APPLICATIONS WILL BE ACCEPTED[4]. APPLICATIONS SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS:

JABU RADEBE
THE DEPUTY ACCREDITATION AUTHORITY
DEPARTMENT OF COMMUNICATIONS & DIGITAL TECHNOLOGIES
IPARIOLI OFFICE PARK
1166 PARK STREET
HATFIELD
0001

Email: saaa.accreditation@dcdt.gov.za

PLEASE MARK YOUR ATTACHMENTS CLEARLY WITH THE APPROPRIATE ANNEXURE NUMBER PROVIDED.

SECTION A OF THIS FORM MUST BE COMPLETED BY AN APPLICANT WHO IS A NATURAL PERSON. SECTION B MUST BE COMPLETED BY AN APPLICANT WHO IS A LEGAL PERSON / CONSORTIUM. SECTION C IS COMPULSORY FOR ALL APPLICANTS.

USE CAPITAL LETTERS AND WHERE APPLICABLE MARK WITH AN 'X'.

Section A: Particulars of Applicant: Natural Person

Surname

First Name(s)

Postal Address

Postal Code

Business Address

Postal Code

ID / Passport Number

Telephone No. (Home)

Telephone No. (Work)

Cellphone Number

Facsimile Number

E-Mail Address

PLEASE TICK WHERE APPROPRIATE

	Yes	No
Job Description [5] (Attached as 'ANNEXURE A1')		
Curriculum Vitae [6] (Attached as 'ANNEXURE A2')		

Section B: Particulars of Applicant: Legal Person

(i.e. Company, Closed Corporation, Trust, Partnership / Consortium)

Registered Name

Trade Name

Postal Address

Postal Code

Registered / Business Address

Postal Code

Telephone No.

Facsimile Number

Webiste Address

E-Mail Address

Registration Number

Registration Date

PLEASE TICK WHERE APPROPRIATE

	Yes / No
Full names, job descriptions and curriculum vitae of the Directors and Management [7]	

(Attach full names and job descriptions as **"ANNEXURE A3"** and attach CVs as **"ANNEXURE A4")**

Particulars of Representative of Applicant [8]

Surname

First Name(s)

Postal Address

Postal Code

Business Address

Postal Code

ID / Passport Number

Telephone No. (Home)

Telephone No. (Work)

Cellphone Number

Facsimile Number

E-Mail Address

Position Held / Capacity

Section C: Particulars of authentication / certification products and/or services

PLEASE TICK WHERE APPROPRIATE

	Yes	No
Technical description of the authentication products and services to be accredited by type and class [9] **(attach as "ANNEXURE B")**		
Identification number and website location of the repository of the authentication service provider [10]		
Constitutive documents [11] **(attach as "ANNEXURE C")**		

If applicant is a Certification Service Provider, attach the following [12]:

Certification Practice Statement **(attach as "ANNEXURE D1")**		
Certification Policy **(attach as "ANNEXURE D2")**		
A written undertaking that applicant can and will comply with the requirements of its certification practice statement and certificate policy **(attach as "ANNEXURE D3")**		

Declaration:

Detailing the authentication products and services resulting in and used to support an electronic signature in respect of which accreditation is sought [13] **(attach as "ANNEXURE E1")**		
Detailing procedures in respect of the identification and authentication of subscribers to those authentication products or services, including face-to-face identification [14] **(attach as "ANNEXURE E2")**		
Detailing the manner in which the applicant's authentication products or services comply with each of the provisions of section 38(1)(a), (b), (c), (d) and (e) of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) ("ECT Act") [15] **(attach as "ANNEXURE E3")**		
Addressing the manner in which the applicant will comply with the requirements of the ECT Act and the accreditation regulations [16] **(attach as "ANNEXURE E4")**		
Detailing the manner in which information about the applicant's authentication products and services as well as information pertaining to the conditions on which those products and services are offered will be made available to the general public and subscribers [17] **(attach as "ANNEXURE E5")**		
Detailing the naming conventions the applicant will us, as well as the manner in which the applicant will deal with name ownership, name disputes and name resolutions [18] **(attach as "ANNEXURE E6")**		
Indicating how the applicant will ensure the availability of information to third parties relying on the authentication product and service [19] **(attach as "ANNEXURE E7")**		

Section C: Particulars of authentication / certification products and/or services
(continued)

PLEASE TICK WHERE APPROPRIATE

	Yes / No	
Full details of operations relevant to the authentication product or service that have been or will be outsourced [20] **(attach as "ANNEXURE F")**		
Audited financial statements for the three years immediately preceding the application [21] **(attach as "ANNEXURE G")**		
General technical specifications of the applicant's hardware and software systems, its information security policies, the standards it complies with, its infrastructure and the location of its facilities relevant to its authentication product or service resulting in and used to support an electronic signature [22] **(attach as "ANNEXURE H")**		
Privacy and physical security policy that the applicant will implement in its operations 23 **(attach as "ANNEXURE I")**		
Organisational chart [24] **(attach as "ANNEXURE J")**		
Statement dealing with the following [25]:		
Human Resource Plan **(attach as "ANNEXURE K1")**		
Procedures for processing of authentication products and services **(attach as "ANNEXURE K2")**		
Audits and the regularity and extent of such audits **(attach as "ANNEXURE K3")**		
Audit Report [26] **(attach as "ANNEXURE L")**		
Proof of adequate insurance cover to ensure business continuity [27] **(attach as "ANNEXURE M")**		
Disaster Recovery Plan [28] **(attach as "ANNEXURE N")**		
Confidential information has been marked accordingly [29]		

If the applicant is a consortium, the main applicant responsible for application and compliance [30]

Section D: Requirements for Certification Service Providers

PLEASE TICK WHERE APPROPRIATE

	Yes	No
Applicant complies with technical requirements in Regulation 13.		
Description of applicants' compliance with Regulation 14(1) **(attach as "ANNEXURE O")**		
Applicant's Certifications Practice Statement and Certificate Policy are available on its website [31] and comply with the ITU X.509 standard and the Accreditation Regulations [32].		
Applicant complies with responsibilities in Regulation 17.		
Applicant complies with Regulation 20.		
Description of compliance with Regulation 26 **(attach as "ANNEXURE P").**		

SIGNATURE
APPLICANT / FOR APPLICANT

DATE

Endnotes

1 Regulation 29, Accreditation Regulations, Government Gazette 29995 of 20 June 2007
2 Regulation 8(2) and Regulation 29(2)
3 Regulation 8(2) and Regulation 9
4 Regulation 8(1)
5 Regulation 7(j)
6 Regulation 7(j)
7 Regulation 7(j)
8 Representative means “a natural person making this application on behalf of the legal person, duly authorised
9 Regulation 4(a)(ii)
10 Regulation 4(a)(iv)
11 Regulation 7(a) and Regulation 1
12 Regulation 7(b)
13 Regulation 7(c)(i)
14 Regulation 7(c)(ii)
15 Regulation 7(c)(iii)
16 Regulation 7(c)(iv)
17 Regulation 7(c)(v)
18 Regulation 7(c)(vi)
19 Regulation 7(c)(vii)
20 Regulation 7(d) and 10(3)
21 Regulation 7(e)
22 Regulation 7(f)
23 Regulation 7(g)
24 Regulation 7(h)
25 Regulation 7(i)
26 Regulation 7(k), 10(2) and 27
27 Regulation 7(l)
28 Regulation 7(m)
29 Regulation6(2)
30 Regulation6(4) and (5)
31 Regulation15(10
32 Regulation15(5)

Endnotes

AA	Proof of Payment
A1	Job Description (Natural Person)
A2	CVs (Natural Person)
A3	Full names, job descriptions of Directors and Management of Legal Person
A4	CVs of Directors and Management of Legal Person
B	Technical description of authentication products and services
C	Constitutive documents
D1	Certification Practice Statement
D2	Certificate Policy
D3	Written undertaking in terms of Regulation 7{b)
E1	Declaration in terms of Regulation 7(c)(i)
E2	Declaration in terms of Regulation 7(c)(ii)
E3	Declaration in terms of Regulation 7(c)(iii)
E4	Declaration in terms of Regulation 7(c)(iv)
E5	Declaration in terms of Regulation 7(c)(v)
E6	Declaration in terms of Regulation 7(c)(vi)
E7	Declaration in terms of Regulation 7(c)(vii)
F	Operations outsourced
G	Audited financial statements
H	Technical specifications
I	Privacy / Security Policy
J	Organisational Chart
K1	Human Resource Plan
K2	Procedures for processing authentication products
K3	Audits
L	Audited report
M	Proof of insurance
N	Disaster Recovery Plan
0	Compliance with Regulation 14(1)
P	Compliance with Regulation 26