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# CAcert Bookshelf

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# **CAcert.org Policy Manual**

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# **CAcert.org Policy Manual**

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# CAcert.org Organisation Assurance Policy

Teus Hagen, CAcert, Inc.

2008-09-16

## Preliminaries

This CAcert Policy extends the *Assurance Policy* ("AP") by specifying how *Organisation Assurance* ("OA") is to be conducted by an *Organisation Assurer* ("OrgAssurer") under the supervision of the *Organisation Assurance Officer* ("OAO").

This policy is not a *Controlled Document*, for purposes of *Configuration Control Specification* ("CCS").

## Purpose

*Organisation Assurance* allows an *Organisation* to issue *Certificate(s)* using *CAcert Public Key Infrastructure* ("PKI").

## Roles

### Organisation Assurance Officer

The *Organisation Assurance Officer* ("OAO") is responsible for *Organisation Assurance* and reports to the *Assurance Officer* ("AO") who in turn reports to the *CAcert Board*.

Responsibilities include:

- Management of all *Organisation Assurer(s)*
- Product management of the process (eg *Application Form*, interfaces, etc.)
- Maintenance of *Procedures* and *Guidelines*

### Organisation Assurer

The *Organisation Assurer* ("OrgAssurer")...

## Policies

## Processes

## Individuals

**Partnerships**

**Companies**

**Exceptions**

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# CAcert.org Organisation Assurance sub-policy for Europe

Teus Hagen, CAcert, Inc.

2008-09-16

## Preliminaries

This CAcert sub-policy extends the *Organisation Assurance Policy* ("OAP") by specifying how *Organisation Assurance* ("OA") is to be conducted by the assigned *Organisation Assurer* ("OrgAssurer") under the supervision of the *Organisation Assurance Officer* ("OAO") for entities within the defined scope.

## Scope

This sub-policy is applicable to:

- Any *Organisation* registered in Europe with a pre-approved trade office registry ("*Approved Registry*")

### Note

This follows the European style of Chambers of Commerce (e.g Chambers of Commerce in continental Europe, Companies House in the United Kingdom and Ministry of Justice, Finance, or Commerce in Eastern Europe)

## Requirements

This section describes any sub-policy specific requirements that are not otherwise defined in the OAP.

## Approved Registry

An *Approved Registry*:

- Must follow the general model of a *Trade Office* and is thus a formal authority for dealing with local trade matters
- Must have an official mandate by law to register certain types of *Organisation* (eg sole traders, partnerships, companies, associations)
- Must have a search facility service that provides reliable documentary *Record* of the registration of an *Organisation*

## Organisation

An *Organisation*:

- Must be registered with an *Approved Registry* with an "active" status or equivalent.
- May have zero or more *Registered Name(s)* in addition to the name of the *Legal Entity*.

- Must be a distinct *Legal Entity* (eg incorporated) OR the constituent *Legal Entity(s)* must be identified.

## Note

A *Legal Entity* may have various legal statuses with different liabilities. The *Organisation* may not be capable of legally becoming a *CAcert Member*, independently and separately from the individuals within. The OrgAssurer must take care to identify which individuals are Members, and which are therefore the natural legal entities behind the names.

## Extract

*Extract(s)* supplied by an *Approved Registry*:

- Must be obtained by the OrgAssurer as:
  - Original paper *Extract* obtained independently from the *Approved Registry* by the OrgAssurer
  - Digital *Extract* obtained online from the *Approved Registry* by the OrgAssurer
  - Digital *Extract* with a valid, trusted *Digital Signature* obtained by any means
  - Historical supplemental *Extract(s)* where it can be shown that material changes have not been made (e.g., via absence of subsequent submissions in official document listings)
- Must include at least the following information:
  - *Full Name* of the *Legal Entity*
  - *Unique Identifier* of the *Legal Entity* within the *Approved Registry* (and *Type of Unique Identifier*, eg “Company Number”)
  - *Type* of the *Legal Entity* (eg “Limited Liability Company”)
  - *Location* of the *Legal Entity* (which must fall within the *Jurisdiction* of the *Approved Registry*)
  - *Representative(s)* of the *Organisation*