CAcert Bookshelf
# Table of Contents

CAcert.org Policy Manual ................................................................. 1
CAcert.org Organisation Assurance Policy ........................................ 1
  Preliminaries ..................................................................................... 1
  Purpose .......................................................................................... 1
  Roles ............................................................................................. 1
    Organisation Assurance Officer ...................................................... 1
    Organisation Assurer ..................................................................... 1
  Policies .......................................................................................... 1
  Processes ....................................................................................... 1
    Individuals .................................................................................... 1
    Partnerships ................................................................................ 2
    Companies .................................................................................. 2
  Exceptions ..................................................................................... 2
CAcert.org Organisation Assurance sub-policy for Europe .................... 3
  Preliminaries ................................................................................ 3
  Scope ............................................................................................ 3
  Requirements ................................................................................ 3
    Approved Registry .......................................................................... 3
    Organisation ................................................................................ 3
    Extract ....................................................................................... 4
# Table of Contents

CAcert.org Organisation Assurance Policy ......................................................... 1  
  Preliminaries ................................................................................................. 1  
Purpose ........................................................................................................... 1  
Roles ............................................................................................................... 1  
  Organisation Assurance Officer ................................................................. 1  
  Organisation Assurer .................................................................................. 1  
Policies ........................................................................................................... 1  
Processes ....................................................................................................... 1  
  Individuals .................................................................................................. 1  
  Partnerships ............................................................................................... 2  
  Companies ................................................................................................. 2  
Exceptions ...................................................................................................... 2  
CAcert.org Organisation Assurance sub-policy for Europe .................................. 3  
  Preliminaries ............................................................................................... 3  
  Scope ........................................................................................................... 3  
  Requirements .............................................................................................. 3  
    Approved Registry ................................................................................... 3  
    Organisation ......................................................................................... 3  
    Extract .................................................................................................. 4
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")...
Partnerships

Companies

Exceptions
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 (e.g., 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