

**REGULATION OF THE MINISTER OF COMMUNICATION AND INFORMATICS OF
THE REPUBLIC OF INDONESIA
NUMBER 11 OF 2018
ON
ORGANIZATION OF DIGITAL CERTIFICATION¹**

BY THE GRACE OF GOD ALMIGHTY

MINISTER OF COMMUNICATION AND INFORMATICS OF THE REPUBLIC OF
INDONESIA,

Considering:

that in order to enforce provisions under Article 59 paragraph (5) and Article 62 paragraph (4) [*sic*] of Regulation of the Government [Number 82 of 2012](#) on Organization of Electronic System and Transaction, it is deemed necessary to establish Regulation of the Minister of Communication and Informatics on Organization of Digital Certification;

In view of:

1. Law [Number 11 of 2008](#) on Electronic Information and Transaction (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 4843), as amended by Law [Number 19 of 2016](#) on Amendment to Law [Number 11 of 2008](#) on Electronic Information and Transaction (State Gazette of the Republic of Indonesia of 2016 Number 251, Supplement to the State Gazette of the Republic of Indonesia Number 595);
2. Regulation of the Government [Number 82 of 2012](#) on Organization of Electronic System and Transaction (State Gazette of the Republic of Indonesia of 2012 Number 189, Supplement to the State Gazette of the Republic of Indonesia 5348);

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3. Regulation of the President [Number 7 of 2015](#) on Organization of State Ministry (State Gazette of the Republic of Indonesia of 2015 Number 8);
4. Regulation of the President [Number 54 of 2015](#) on Ministry of Communication and Informatics (State Gazette of the Republic of Indonesia of 2015 Number 96);
5. Regulation of the Minister of Communication and Informatics [Number 1 of 2016](#) on Organization and Working Procedures of Ministry of Communication and Informatics (Official Gazette of the Republic of Indonesia of 2016 Number 103);
6. Regulation of the Minister of Communication and Informatics [Number 4 of 2016](#) on Management System for Information Security (Official Gazette of the Republic of Indonesia of 2016 Number 551);

HAS DECIDED:

To establish:

REGULATION OF THE MINISTER OF COMMUNICATION AND INFORMATICS ON ORGANIZATION OF DIGITAL CERTIFICATION.



CHAPTER 1
GENERAL PROVISIONS

Article 1

Under this Regulation of the Minister, the following definitions are employed:

1. Electronic System is a set of electronic devices and procedures which function to prepare, collect, process, analyze, store, display, publish, send, and/or disseminate Electronic Information.
2. Digital Signature is signature which consists of Electronic Information which is affixed, associated, or related to other Electronic Information which is used as verification and authentication tool.
3. Digital Certificate is certificate which is electronic in nature, containing Digital Signature and identity which shows status of legal subject of the parties to Electronic Transaction, as issued by Digital Certification Provider.

4. Digital Certification Practice is an act of providing, managing, operating infrastructures of Digital Certification Provider, and/or providing and auditing Digital Certificate.
5. Digital Certification Provider is incorporated entity which functions as the party who is trustworthy, which provides and audits Digital Certificate.
6. Indonesian Digital Certification Provider is Digital Certification Provider in the forms of incorporated entity and be domiciled in Indonesia.
7. Foreign Digital Certification Provider is Digital Certification Provider which has operated as digital certification provider overseas.
8. Root Digital Certification Provider is Indonesian Digital Certification Provider which issues Digital Certification for rooted Digital Certification Provider;
9. Digital Certificate Subscriber (*Pemilik*) is party whose identity is addressed in Digital Certificate as issued by Digital Certification Provider and has undergone verification process.
10. Certification Agency for Digital Certification Provider, hereinafter abbreviated as LS PSrE, is certification agency in Indonesia as appointed by Minister to perform conformity assessment against Indonesian National Standards and additional requirements as established in Digital Certification Practice.
11. Digital Certificate Policy (*Kebijakan Sertifikat*) is rules and/or procedures as written and used by Digital Certification Provider for the use, registration, issuance, and revocation of Digital Certificate.
12. Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) is provisions on operational procedures of Digital Certification Practice, including procedures for issuance of Digital Certificate.
13. State Organizing Institution, hereinafter referred to as Institution, is legislative, executive, and judicial institutions on central and regional levels, and other institution as constituted based on laws and regulations.
14. Ministry of Communication and Informatics, hereinafter referred to as Ministry, is governmental apparatus which organizes governmental affairs within the sectors of communication and informatics.

15. Minister is minister who organizes governmental affairs within the sectors of communication and informatics.
16. Director General is director general whose scope of its duties and responsibilities is within the sector of informatics application.

Article 2

This Regulation of the Minister aims to:

- a. provide guideline for Digital Certification Provider to obtain recognition status from Minister; and
- b. provide referral framework for the process of application, issuance, extension of validity period, and revocation of Digital Certificate.

Article 3

Scope of this Regulation of the Minister, namely:

- a. procedures for the granting of recognition of Digital Certification Provider;
- b. procedures for possessing Digital Certificate;
- c. supervision of Digital Certification Practice; and
- d. operation of facilities of Root Digital Certification Provider.

CHAPTER II

DIGITAL CERTIFICATION PROVIDERS

First Division

General

Article 4

- (1) Digital Certification Practice is performed by Digital Certification Provider.
- (2) Digital Certification Provider as referred to in paragraph (1) consists of:
 - a. Indonesian Digital Certification Provider; and
 - b. Foreign Digital Certification Provider.

- (3) Digital Certification Provider as referred to in paragraph (2) must obtain recognition from Minister.

Article 5

Recognition of Digital Certification Provider consists of 3 (three) levels, namely:

- a. registered Digital Certification Provider;
- b. certified Digital Certification Provider; or
- c. rooted Digital Certification Provider.

Article 6

- (1) In order to obtain registered status as referred to under Article 5 letter a, Digital Certification Provider should file application for obtaining recognition of registered status with Minister.
- (2) In order to obtain certified status as referred to under Article 5 letter b, Digital Certification Provider should have obtained registered status and file application for obtaining recognition of certified status with Minister.
- (3) In order to obtain rooted status as referred to under Article 5 letter c, Digital Certification Provider should have obtained recognition of certified status and file application for obtaining recognition of rooted status with Minister.

Second Division

Recognition as Digital Certification Provider

First Sub-Division

Recognition as Digital Certification Provider with Registered Status

Article 7

- (1) Application for obtaining recognition of registered status as referred to under Article 6 paragraph (1) is filed by:
 - a. Indonesian Digital Certification Provider; and
 - b. Foreign Digital Certification Provider.

- (2) Indonesian Digital Certification Provider as referred to in paragraph (1) is organized by:
- a. non-Institution; and
 - b. Institution.
- (3) Indonesian Digital Certification Provider as referred to in paragraph (2) letter a and foreign capital participation exists, then it must fulfill certain requirements within the sector of capital investment, including threshold of foreign capital ownership in accordance with provisions under laws and regulations.

Article 8

Application for obtaining recognition as Digital Certification Provider with registered status as referred to under Article 7 paragraph (2) letter a should fulfill the following requirements:

- a. has been registered as Electronic System Provider at Ministry;
- b. hands over copy of deed of establishment of company and its validation, as well as copy of recent deed of amendment to company and its validation, in case amendment has took place;
- c. owns business within the sectors of information technology and/or those which are relating to information technology, as proven with the inclusion in business license document;
- d. owns facilities and tools which exist within Indonesian territories, as follows:
 1. system to manage information on registration of Digital Certificate Subscriber;
 2. system to produce and manage data on the creation of Digital Certificate and data on verification of Digital Signature;
 3. system to issue and manage Digital Certificate, as issued toward Digital Certificate Subscriber;
 4. system to stamp time of electronic data (timestamp);
 5. protection system to guarantee security of facilities and tools in Digital Certification Practice; and
 6. verification system of Digital Certificate of Digital Certificate Subscriber (validation authority);

- e. owns procedures and methods to manage and operate facilities and tools as referred to in letter d;
- f. owns documents regarding to:
 - 1. business plan;
 - 2. report on testing of Electronic System (stress test and load test) and analysis on information security (penetration test);
- g. owns Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Digital Certification Practice;
- h. attaches application letter in accordance with format as addressed in Appendix I which is an integral part to this Regulation of the Minister; and
- i. submits required documents in accordance with format as addressed in Appendix II which is an integral part to this Regulation of the Minister.

Article 9

- (1) Application for obtaining recognition as registered Digital Certification Provider as referred to under Article 7 paragraph (2) letter b should fulfill the following requirements:
- a. has been registered as Electronic System Provider at Ministry;
 - b. owns facilities and tools which exist within Indonesian territories, as follows:
 - 1. system to manage information on registration of Digital Certificate Subscriber;
 - 2. system to produce and manage data on the creation of Digital Certificate and data on verification of Digital Signature;
 - 3. system to issue and manage Digital Certificate, as issued toward Digital Certificate Subscriber;
 - 4. system to stamp time of electronic data (timestamp);
 - 5. protection system to guarantee security of facilities and tools in Digital Certification Practice; and
 - 6. verification system of Digital Certificate of Digital Certificate Subscriber (validation authority);

- c. owns procedures and methods to manage and operate facilities and tools as referred to in letter b;
 - d. owns documents regarding to:
 - 1. business plan;
 - 2. report on testing of Electronic System (stress test and load test) and analysis on information security (penetration test);
 - e. owns Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Digital Certification Practice;
 - f. attaches application letter in accordance with format as addressed in Appendix I which is an integral part to this Regulation of the Minister; and
 - g. submits required documents in accordance with format as addressed in Appendix II which is an integral part to this Regulation of the Minister.
- (2) Indonesian Digital Certification Provider which is organized by Institution as referred to in paragraph (2) letter b must file application for Digital Certification Provider up to the rooted-level.

Article 10

Application for obtaining recognition as registered Digital Certification Provider as referred to under Article 7 paragraph (1) letter b should fulfill the following requirements:

- a. has been registered as Electronic System Provider at Ministry;
- b. owns the following facilities and tools:
 - 1. system to manage information on registration of Digital Certificate Subscriber;
 - 2. system to produce and manage data on the creation of Digital Certificate and data on verification of Digital Signature;
 - 3. system to issue and manage Digital Certificate of Digital Certificate Subscriber;
 - 4. system to stamp time of electronic data (timestamp);
 - 5. protection system to guarantee security of facilities and tools in Digital Certification Practice; and
 - 6. verification system of Digital Certificate, for Digital Certificate Subscriber;

- c. owns Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Digital Certification Practice;
- d. owns Digital Certificate which is registered at 3 (three) popular web browsers (*perambah*) at minimum;
- e. attaches application letter in accordance with format as addressed in Appendix I which is an integral part to this Regulation of the Minister; and
- f. submits required documents in accordance with format as addressed in Appendix II which is an integral part to this Regulation of the Minister.

Second Sub-Division

Recognition as Digital Certification Provider with Certified Status

Article 11

Application for obtaining recognition as Digital Certification Provider with certified status as referred to under Article 6 paragraph (2) should fulfill the following requirements:

- a. has obtained recognition as registered Digital Certification Provider;
- b. hands over copy of feasibility certificate of Electronic System;
- c. not being rooted to other Digital Certification Provider;
- d. not being the root for other Digital Certification Provider;
- e. hands over copy of deed of establishment of company and its validation, as well as copy of recent deed of amendment to company and its validation, in case amendment has took place;
- f. owns facilities and tools which exist within Indonesian territories, as follows:
 - 1. system to manage information on registration of Digital Certificate Subscriber;
 - 2. system to produce and manage data on the creation of Digital Certificate and data on verification of Digital Signature as owned by Digital Certification Provider;
 - 3. system to issue and manage Digital Certificate as granted toward Digital Certificate Subscriber;
 - 4. system to stamp time of electronic data (timestamp);

5. protection system to guarantee security of facilities and tools in Digital Certification Practice; and
6. verification system of Digital Certificate of Digital Certificate Subscriber (validation authority);
- g. hands over copy of proof of certification report and certificate from LS PSrE on audit of facilities and tools as referred to in letter f, which refers to the standards of facilities and tools of Digital Certification Provider;
- h. owns procedures and methods to manage and operate facilities and tools as referred to in letter f, which refer to operational guideline of Digital Certification Provider;
- i. owns at least 12 (twelve) experts who operate facilities and tools as referred to in letter f;
- j. operation of facilities and tools by experts as referred to in letter i refers to operational guideline of Digital Certification Provider;
- k. owns documents regarding to:
 1. business plan;
 2. business continuity plan;
 3. disaster-mitigation plan; and
 4. report on testing of Electronic System (stress test and load test) and analysis on information security (penetration test);
- l. owns Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Digital Certification Practice;
- m. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, having the financial capability in the forms of assets in sum of IDR 30,000,000,000.00 (thirty billion rupiahs) at minimum and hands over the proof of financial capability in the forms of copy of financial balance which has been audited by independent auditor;
- n. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, guarantees the losses of Digital Certificate Subscriber as a consequence

- of failure of verification service of Digital Certificate, in accordance with business plan of Digital Certification Provider;
- o. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, hands over copy of proof of integrity and track record of board of directors and board of commissioners of Digital Certification Provider;
 - p. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, hands over copy of track record of Digital Certification Provider to be not undergoing legal proceeding or bankrupt, as proven with certificate from local district court where the incorporated entity is domiciled;
 - q. attaches application letter in accordance with the format as addressed in Appendix I which is an integral part to this Regulation of the Minister; and
 - r. submits required documents in accordance with format as addressed in Appendix II which is an integral part to this Regulation of the Minister.

Third Sub-Division

Recognition as Digital Certification Provider with Rooted Status

Article 12

Application for obtaining recognition as Digital Certification Provider with rooted status as referred to under Article 6 paragraph (3) should fulfill the following requirements:

- a. has obtained recognition as certified Digital Certification Provider;
- b. hands over copy of deed of establishment of company and its validation, as well as copy of recent deed of amendment to company and its validation, in case amendment has took place;
- c. owns facilities and tools which exist within Indonesian territories, as follows:
 - 1. system to manage information on registration of Digital Certificate Subscriber;
 - 2. system to produce and manage key pair for the creation of Digital Signature and verification of key on Digital Signature;
 - 3. system to produce, issue, and manage Digital Certificate of Digital Certificate Subscriber;
 - 4. system to stamp time of electronic data (timestamp);

5. protection system to guarantee security of facilities and tools in Digital Certification Practice; and
 6. verification system of certificate for Digital Certificate Subscriber;
- d. owns procedures and methods to manage and operate facilities and tools as referred to in letter c, which refer to operational guideline of Digital Certification Provider;
 - e. fulfills interoperability of Digital Certificate which refers to interoperability standards of Digital Certificate;
 - f. owns Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Digital Certification Provider, which refers to Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Root Digital Certification Provider;
 - g. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, owns assets in sum of IDR 30,000,000,000.00 (thirty billion rupiahs) at minimum and hands over proof of financial capability in the forms of copy of financial balance for the past 2 (two) years which has been audited by independent auditor;
 - h. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, guarantees losses of Digital Certificate Subscriber as a consequence of failure of verification service of Digital Certificate in accordance with business plan of Digital Certification Provider;
 - i. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, hands over copy of proof of integrity and track record of board of directors and board of commissioners of Digital Certification Provider;
 - j. for Indonesian Digital Certification Provider as referred to under Article 7 paragraph (2) letter a, hands over copy of track record of Digital Certification Provider of not undergoing legal proceeding or bankrupt, as proven with certificate from local district court where the incorporated entity is domiciled;
 - k. attaches application letter in accordance with the format as addressed in Appendix I which is an integral part to this Regulation of the Minister; and

- I. submits required documents in accordance with format as addressed in Appendix II which is an integral part to this Regulation of the Minister.

Third Division

Verification of Application for Obtaining Recognition and Issuance of Recognition as Digital Certification Provider

Article 13

- (1) Applicant who files application for obtaining recognition as Digital Certification Provider as referred to under Article 6 should fulfill requirements by attaching documents in accordance with the level of recognition status of Digital Certification Provider as invoked.
- (2) Documents which are submitted as referred to in paragraph (1) are verified in order to ascertain the completeness of requirements.
- (3) In case verification process is declared to fulfill the requirements, applicant obtains recognition as Digital Certification Provider in accordance with the status as invoked.
- (4) Recognition as Digital Certification Provider as referred to in paragraph (1) is proven with the issuance of recognition letter as Digital Certification Provider in accordance with the level of recognition status.
- (5) Recognition letter as Digital Certification Provider as referred to in paragraph (4) is issued no later than 8 (eight) business days since the retrieval of application for obtaining recognition.
- (6) In case verification process as referred to in paragraph (2) declares application to not fulfill requirements as Digital Certification Provider in accordance with the level of recognition status as invoked, applicant obtains rejection in writing, as accompanied with reasons for rejection, no later than 4 (four) business days since the retrieval of application letter.
- (7) In case document regarding to registration application is rejected as referred to in paragraph (6), applicant may re-file application as referred to in paragraph (1).

Article 14

Recognition Letter as referred to under Article 13 paragraph (5) prevails for 3 (three) years in accordance with the level of recognition status as invoked.

Article 15

- (1) Digital Certification Provider which has obtained recognition as referred to under Article 13 paragraph (5) is included in the list of Digital Certification Provider.
- (2) List of Digital Certification Provider as referred to in paragraph (1) is published on the homepage (*laman*) of Ministry.

Article 16

- (1) Granting of recognition of Digital Certification Provider as referred to under Article 13 paragraph (5) is charged with administration fees.
- (2) Any revenue from administration fees as referred to in paragraph (1) is non-tax state revenue.

Fourth Division

Report of Digital Certification Provider

Article 17

- (1) Digital Certification Provider which has obtained recognition must submit activity report on Digital Certification Practice to Minister, at least 1 (one) time within one current year and incidentally, if requested.
- (2) Activity report on Digital Certification Practice as referred to in paragraph (1) must be submitted to Minister at least by the end of the February of the following year.
- (3) Format of report as referred to in paragraph (1) is in accordance with the format as addressed in Appendix III which is an integral part to this Regulation of the Minister.

Fifth Division
Monitoring and Evaluation

Article 18

- (1) Minister performs monitoring and evaluation of operational of Digital Certification Practice.
- (2) Monitoring and evaluation as referred to in paragraph (1) are performed periodically each year and incidentally, if necessary.
- (3) Monitoring and evaluation as referred to in paragraph (1) encompass:
 - a. conformity between Digital Certification Provider with requirements of Digital Certification Practice;
 - b. track record of Digital Certification Practice;
 - c. operational management of Digital Certification Provider; and
 - d. achievement and operational performance of Digital Certification Practice.

Sixth Division
Extension of Recognition of Digital Certification Provider

Article 19

- (1) Digital Certification Provider may file extension of recognition of Digital Certification Provider by filing application no later than 4 (four) months prior to the expiration of validity period of recognition.
- (2) Application for extension of recognition as referred to in paragraph (1) is performed based on comprehensive evaluation and fulfillment of requirements as Digital Certification Provider as addressed under this Regulation of the Minister.

Article 20

Recognition of Digital Certification Provider which has been extended as referred to under Article 19 paragraph (1) prevails for 3 (three) years since the expiration of validity period of previous recognition letter.

Seventh Division
Obligations of Digital Certification Provider

Article 21

Digital Certification Provider must perform the following matters:

- a. organizes administrative process for Digital-Certificate applicant;
- b. verifies veracity of identity of Digital-Certificate applicant;
- c. ascertains validity period of Digital Certificate;
- d. performs extension of validity period of Digital Certificate against Digital Certificate Subscriber who files for extension of validity period;
- e. creates database on Digital Certificates which are active and suspended, as well as maintains archive documents in systematic and accountable manners, both paper-based (*bentuk tertulis*) and electronic-based (*bentuk elektronik*);
- f. places and publishes Digital Certificate into the repository (*penyimpanan*) system;
- g. maintains confidentiality of identity of Digital Certificate Subscriber from unauthorized party;
- h. notifies Digital Certificate Policy (*Kebijakan Sertifikat*) and/or Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of its Digital Certification Practice to the candidate of Digital Certificate Subscriber and issued Digital Certificate Subscriber; and
- i. submits periodic and incidental operational reports to Minister on activity of Digital Certification Practice as performed by it.

Article 22

Electronic System Provider for public services must use Digital Certificate as issued by certified or rooted Digital Certification Provider.

Article 23

Digital Certification Provider is authorized to perform:

- a. examination of candidate of Digital Certificate Subscriber and/or holder of Digital Certificate;

- b. issuance of Digital Certificate;
- c. extension of validity period of Digital Certificate;
- d. blocking and revocation of Digital Certificate;
- e. validation of Digital Certificate; and
- f. creation of list of Digital Certificates which are active and suspended.

Article 24

- (1) Identities of candidate of Digital Certificate Subscriber and/or Digital Certificate Subscriber which are examined as referred to under Article 23 letter a encompass:
 - a. name;
 - b. residency identification number (*Nomor Induk Kependudukan – NIK*), passport number, or corporate Taxpayer Identification Number (*Nomor Pokok Wajib Pajak – NPWP*);
 - c. address of electronic mail (*surat elektronik*);
 - d. phone number;
 - e. reply to security question (*pertanyaan keamanan*); and
 - f. biometric data,with the approval of identity owner.
- (2) Digital Certification Provider must store identities of candidate of Digital Certificate Subscriber and/or Digital Certificate Subscriber as referred to in paragraph (1) letter a up to letter e.

CHAPTER III

PROCEDURES FOR OBTAINING DIGITAL CERTIFICATE

First Division

General

Article 25

- (1) Applicant may file application for issuance of Digital Certificate with Digital Certification Provider.

- (2) Digital Certificate Subscriber may file application for extension of validity period, blocking, and revocation of Digital Certificate with Digital Certification Provider.

Article 26

- (1) Digital Certification functions as authentication and verification tool over:
 - a. identity of Digital Certificate Subscriber; and
 - b. integrity and authenticity of Electronic Information.
- (2) Digital Certificate in Electronic Transaction is approval of Digital Certificate Subscriber on Electronic Information and/or Electronic Document which are signed with such Digital Certificate.
- (3) In case there is misuse of Digital Certificate as referred to in paragraph (2) by unauthorized other party, burden or proof on misuse of Digital Certificate is attributed toward Electronic System Provider where digital signing was performed.
- (4) Inquisitorial process of misuse of Digital Certificate as referred to in paragraph (3) is limited only to prove that Digital Certificate has been used in Electronic Transaction.

Article 27

Against application as referred to under Article 25, Digital Certification Provider may:

- a. perform examination independently;
- b. appoint registration authority (*otoritas pendaftaran*) to perform examination; and/or
- c. appoint notary as registration authority.

Article 28

Examination as referred to under Article 27 takes form as verification of veracity of identity and checking of completeness of documents.

Article 29

Examination as performed by registration authority (*otoritas pendaftaran*) as referred to under Article 27 letter b and/or notary as referred to under Article 27 letter c does not eliminate liability of Digital Certification Provider.

Article 30

In case examination as performed by registration authority (*otoritas pendaftaran*) as referred to under Article 27 letter b and/or notary as referred to under Article 27 letter c, is declared to fulfill requirements, registration authority (*otoritas pendaftaran*) and/or notary forward application to Digital Certification Provider to issue Digital Certificate.

Second Division

Application for Owning Digital Certificate

Article 31

- (1) Application for owning Digital Certificate is filed by:
 - a. individual, including state civil apparatus, Indonesian National Army, Indonesian National Police, and foreign national; and
 - b. enterprise.
- (2) Application as referred to in paragraph (1) is filed with Digital Certification Provider who has obtained recognition as Digital Certification Provider, as follows:
 - a. applicant who is civil state civil apparatus, Indonesian National Army, and Indonesian National Police, files with Institution Digital Certification Provider; and
 - b. application who is not as mentioned in letter a, files with non-Institution Digital Certification Provider.
- (3) Application which is filed by individual as referred to in paragraph (1) letter a is performed:
 - a. online (*daring*); and/or
 - b. offline (*luring*) in the forms of face-to-face meeting.
- (4) Application which is filed by enterprise as referred to in paragraph (1) letter b is performed offline (*luring*) in the forms of face-to-face meeting.

Article 32

- (1) Application for owning Digital Certificate as referred to under Article 31 paragraph (1) letter a should fulfill the following requirements:

- a. hands over the original version of application letter as written by applicant who is individual, including state civil apparatus, Indonesian National Army, Indonesian National Police, and foreign national; and
 - b. shows the original version and hands over the copies of:
 - 1. residency identity card which has residency identification number, for individual applicant;
 - 2. identity card which has employee identification number, for applicant who is state civil apparatus, Indonesian National Army, and Indonesian National Police; or
 - 3. passport, for foreign national.
- (2) Application for owning Digital Certificate as referred to under Article 31 paragraph (1) letter b should use identity card of corporate taxpayer.

Article 33

Against application for owning Digital Certificate as referred to under Article 31 paragraph (3), it is classified into 2 (two) levels of verification of identity, as follows:

- a. level-3, for verification of identity in face-to-face meeting, using identity card of applicant in accordance with requirements under article 32 paragraph (1), as compared with the database of ministry which is authorized to organize residency administration on national scale; and
- b. level-4, for verification of identity using electronic means by utilizing residency administration data, which fulfills 2 (two) authentication factors, encompassing:
 - 1) what you have, namely identity document as owned by candidate of Digital Certificate Subscriber, namely electronic residency identity card; and
 - 2) what you are, namely biometric data, *inter alia*, in the forms of fingerprint as owned by candidate of Digital Certificate Subscriber.

Article 34

- (1) Application for owning Digital Certificate as referred to under Article 31 paragraph (3) letter a is only for Digital Certification Provider which has performed level-4

- verification of identity, prior to the issuance of Digital Certificate toward individual Digital Certificate Subscriber as referred to under Article 31 paragraph (1) letter a.
- (2) Application as referred to in paragraph (1) is exempted in case the individual:
 - (a) has become user, subscriber, or customer of a service; and
 - (b) has been verified on its identity, at least level-3 verification of identity.
 - (3) Against individual as referred to in paragraph (2), verification of identity is performed through combination of 2 (two) authentication factors in the forms of:
 - (a) login of online account of service in question, in the forms of user name, password, Personal Identification Number (PIN) or others which fulfill the element of “what you know”; and
 - (b) possession of magnetic card, chip, token, One-Time-Password (OTP), or others which fulfill the element of “what you have”.

Article 35

- (1) In case application for owning Digital Certificate as referred to under Article 31 paragraph (1) fulfills requirements as required under Article 32, Article 33, and Article 34, Digital Certification Provider issues and/or extends validity period of Digital Certificate.
- (2) In the event of issuance and/or extension of validity period of Digital Certificate as referred to in paragraph (1), Digital Certification Provider must give education toward candidate of Digital Certificate Subscriber on the use and security of Digital Certificate.

Article 36

In case the issuance and/or extension of validity period of Digital Certificate has been performed as referred to under Article 35 paragraph (1), Digital Certificate Subscriber must:

- a. use Digital Certificate in accordance with subscriber agreement (*kontrak berlangganan*); and
- b. maintain confidentiality and be held responsible for utilization of owned Digital Certificate.

CHAPTER IV

SUPERVISION OF DIGITAL CERTIFICATION PRACTICE

Article 37

- (1) Supervision of Digital Certification Practice is performed by Minister.
- (2) Minister, in the course of exercising supervisory authority as referred to in paragraph (1), constitutes Supervising Team of Digital Certification Provider.

Article 38

Supervising Team of Digital Certification Provider as referred to under Article 36 paragraph (2) is authorized to:

- a. solicit and review application for the recognition process of Digital Certification Practice;
- b. give recommendation to Minister on extension and revocation of recognition status of Digital Certification Practice;
- c. performs monitoring and evaluation of Digital Certification Practice;
- d. give recommendation to Minister on recognition of and sanction toward Digital Certification Provider; and
- e. organize operation of facilities of Root Digital Certification Provider.

Article 39

Supervising Team of Digital Certification Provider as referred to under Article 37 paragraph (2) at least consists of:

- a. working group for administration and monitoring;
- b. working group for consideration; and
- c. working group for operation of facilities of Root Digital Certification Provider.

Article 40

Working group for administration and monitoring as referred to under Article 39 letter a assumes the following duties:

- a. solicit application document for status recognition of Digital Certification Provider;

- b. perform verification of application document for status recognition of Digital Certification Provider;
- c. perform evaluation of application proposal for status recognition of Digital Certification Provider;
- d. provide report to working Group for consideration on examination of administrative document and application proposal for status recognition of Digital Certification Provider;
- e. perform conformity test on compliance with laws and regulations;
- f. provide report to working group on consideration on imposition of sanction against Digital Certification Provider; and
- g. perform helpdesk (*bantuan*) function relating to procedures for recognition of Digital Certification Provider.

Article 41

Working group for consideration as referred to under Article 39 letter b assumes the following duties:

- a. perform evaluation of report of working group for administration and monitoring;
- b. provide consideration and proposal to Minister in granting or revoking recognition of Digital Certification Provider; and
- c. give recommendation to Minister on imposition of sanction toward Digital Certification Provider.

Article 42

(1) Working group for operation of facilities of Root Digital Certification Provider as referred to under Article 39 letter c assumes the following duties:

- a. performs monitoring and evaluation of operation of rooted Digital Certification Provider;
- b. performs technical evaluation in the granting process of recognition for candidate of rooted Digital Certification Provider;

- c. makes correction of Digital Certificate Policy (*Kebijakan Sertifikat*) and Digital Certification Practice Statement (*Pernyataan Penyelenggaraan Sertifikasi*) of Root Digital Certification Provider;
 - d. maintains the availability of service of Root Digital Certification Provider;
 - e. provides assistance for candidate of rooted Digital Certification Provider;
 - f. determine technical requirements for candidate of rooted Digital Certification Provider;
 - g. gives recommendation to consideration team on imposition of sanction toward rooted Digital Certification Provider; and
 - h. enters into cooperation with another party relating to Digital Certificate.
- (2) Working group for operation of facilities of Root Digital Certification Provider as referred to under Article 39 letter c is authorized to:
- a. issue Digital Certificate for Root Digital Certification Provider;
 - b. issue, revoke, and extend validity period of Digital Certificate for rooted Digital Certification Provider;
 - c. produce and manage database on Digital Certificates which are active and revoked for rooted Digital Certification Provider; and
 - d. perform mutual recognition with Root Digital Certification Provider of another country as representative of Indonesia.

CHAPTER V

SANCTIONS

Article 43

- (1) Minister imposes administrative sanction toward Digital Certification Provider who commits violation of provisions as referred to under Article 4 paragraph (3), Article 17 paragraph (1), Article 17 paragraph (2), Article 21, Article 22, Article 34 paragraph (1), and Article 34 paragraph (2).
- (2) Administrative sanctions as referred to in paragraph (1) encompass:
- a. reprimand;
 - b. temporary suspension of registration of Digital Certificate Subscriber; and/or

- c. exclusion from the list.
- (3) Reprimand as referred to in paragraph (2) letter a is imposed after violation has been found.
- (4) Provisions on procedures for the enforcement of administrative sanction as referred to in paragraph (1) are addressed under Regulation of the Minister.

CHAPTER VI MISCELLANEOUS PROVISIONS

Article 44

In case there are needs on certain Digital Certificate, but it is yet to be available, then Director General provides services for digital certification practice in order to fulfill such needs.

Article 45

- (1) Rules on LS PSrE are addressed under Regulation of the Minister.
- (2) In case LS PSrE is not yet exist, feasibility assessment of candidate of Digital Certification Provider is performed by Supervising Team of Digital Certification Provider.
- (3) Supervising Team of Digital Certification Provider as referred to in paragraph (2) assesses parameters of candidate of Digital Certification Provider, encompassing:
 - a. capability of human resources in possession of the implementation of Digital Certification Practice; and
 - b. capability of Electronic System as the issuer of Digital Certificate in conformity with issuance of Digital Certificate.
- (4) Supervising Team of Digital Certification Provider may issue official report of examination on examination result of Electronic System of Digital Certification Provider.
- (5) Official report of examination as referred to in paragraph (4) may be used to replace requirements for feasibility certificate for candidate of Digital Certification Provider.

- (6) In case in the future, LS PSrE is available, Digital Certification Provider should obtain feasibility certificate of Digital Certification Provider as issued by LS PSrE.

CHAPTER VII TRANSITIONAL PROVISIONS

Article 46

Digital Certification Practice which has been undergoing prior to the entry into force of this Regulation of the Minister, within a time period of 1 (one) year should adjust with this Regulation of the Minister.

CHAPTER VIII FINAL PROVISIONS

Article 47

When this Regulation of the Minister enters into force, Regulation of the Minister of Communication and Informatics Number: 29/PERM/M.KOMINFO/11/2006 on Guideline for Organization of Certification Authority (CA) in Indonesia and Regulation of the Minister of Communication and Informatics Number: 30/PERM/M.KOMINFO/11/2006 on Supervising Body of Certification Authority, are revoked and declared to be invalid.

Article 48

This Regulation of the Minister enters into force on its promulgation date.

For the purposes of public cognizance, it has been ordered that the promulgation of this Regulation of the Minister should be achieved through its publication in the Official Gazette of the Republic of Indonesia.

Established in Jakarta

on 27 August 2018

MINISTER OF COMMUNICATION AND INFORMATICS OF THE REPUBLIC OF
INDONESIA,

signed.

RUDIANTARA

Promulgated in Jakarta

on 6 September 2018

DIRECTOR GENERAL OF LAWS AND REGULATIONS OF
MINISTRY OF LAW AND HUMAN RIGHTS OF
THE REPUBLIC OF INDONESIA,

signed.

WIDODO EKATJAHTJANA

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA OF 2018 NUMBER 1238

APPENDIX I
REGULATION OF THE MINISTER OF
COMMUNICATION AND INFORMATICS
NUMBER 11 OF 2018
ON ORGANIZATION OF DIGITAL
CERTIFICATION

**FORMAT OF APPLICATION LETTER FOR RECOGNITION OF DIGITAL
CERTIFICATION PROVIDER (PSrE)**

[Letterhead of Incorporated Entity or State Organizing Institution]

[Name of city], [Date-month-year]

Number : To the Honorable:
Appendix : Minister of Communication and Informatics
Matter : Application for in
Recognition of PSrE Jakarta

[name of incorporated entity or organization's division] hereby files application for status recognition of Digital Certification Provider *[Registered/Certified/Rooted]*. Hereby, data regarding application and completeness of prerequisite documents in the appendix are submitted.

1. Registrant : *[Name]*
[acting as [Employee's Identification Number (NIP) or Number of Residency Person in Identity Card (KTP)]
Charge] [Position in incorporated entity of Institution]*

2. Contact of : *[Phone Number 1, Phone Number 2, etc.]*
Registrant *[Facsimile Number 1, Facsimile Number 2, etc.]*
(Person in *[e-Mail 1, e-Mail 2, etc.]*
Charge) *[Cellphone Number 1, Cellphone Number 2, etc.]*

That *[name of incorporated entity or organization's division]* agrees to follow the application process for recognition of Digital Certification Provider, and attaches prerequisite documents and/or data, as well as held liable for the veracity of documents and/or data in question.

It is hereby submitted, thank you for your attention.

[Executive of incorporated entity or Institution]

(duty stamp of IDR 6,000;)

[signature]

[name of highest executive of incorporated entity or Institution]

**) for State Organizing Institution, the minimum is equivalent to echelon 2 and the highest executive for incorporated entity*

MINISTER OF COMMUNICATION AND
INFORMATICS OF
THE REPUBLIC OF INDONESIA

signed

RUDIANTARA

APPENDIX II
REGULATION OF THE MINISTER OF
COMMUNICATION AND INFORMATICS
NUMBER 11 OF 2018
ON ORGANIZATION OF DIGITAL
CERTIFICATION

FORMAT FOR PROPOSAL FROM DIGITAL CERTIFICATION PROVIDER

**PROPOSAL FROM DIGITAL CERTIFICATION PROVIDER
[NAME OF INCORPORATED ENTITY OR INSTITUTION]
IN ACCORDANCE WITH APPLICATION LETTER NUMBER [NUMBER OF
APPLICATION LETTER]**

**CHAPTER I
ORGANIZATIONAL STRUCTURE AND HUMAN RESOURCES**

A. Ownership Structure of Incorporated Entity

[Only prevails for incorporated entity (not for State Organizing Institution) by describing the ownership structure of the organization of incorporated entity; establishment origin and its ownership.]

B. Organizational Structure

[Description on organizational structure of incorporated entity or state organizing institution; completed with information on authorized officer in such incorporated entity or state organizing institution.]

C. Information on Shareholders

[Only prevails for incorporated entity (not for State Organizing Institution) by describing the ownership structure of the organization of incorporated entity; origin of the capital of incorporated entity.]

D. Employees of Incorporated Entity

[Only prevails for incorporated entity (not for State Organizing Institution) by describing employees/workers who work at such incorporated entity, position of employees/workers, background of employees/workers, education of employees/workers, and status of employees/workers]

E. Expert Profiles

[Only prevails for candidate of Certified or Rooted Digital Certification Provider by describing information of each expert, as follows:

- *Curriculum vitae of expert;*
- *Nationality, specifically for Foreign National, attaching Limited-Stay Permit Card (Kartu Izin Tinggal Sementara – KITAS) or Permanent-Stay Permit Card (Kartu Izin Tinggal Tetap – KITAP);*
- *technical qualification in the sectors of Information Technology, information management, operation of computer, or other equivalent qualification;*
- *experience for 2 years at minimum within the sectors of information technology, information management, operation of computer; and*
- *possession of expert certification as owned]*

CHAPTER II
COMPONENTS OF ELECTRONIC SYSTEM OF
DIGITAL CERTIFICATION PROVIDER

A. Software

Category	Name of Software	Function
Management of PSrE		
Validation System		
Time-Stamping Authority		
Registration System		
Distribution System		
Security System		

Table 1. Software

B. Hardware

Category	Mark/Type	Amount
Server		
HSM		
Firewall		
Router		
Switch		
Network Time Server		

Table 2. Hardware

C. Organization of PSrE Manager

Position (Description)	Name of PIC	Reserve Name 1	Reserve Name 2	Expertise/Certification
Manager of PSrE / Executive (organizing management of PSrE)				(be filled-out in accordance with expertise of personnel and possessed certificate)
Policy Manager (Be filled-out with description)				
Security Officer/Internal Auditor (Be filled-out with description)				
Key Manager (Be filled-out with description)				
CA Administrator (Be filled-out with description)				
RA Administrator (Be filled-out with description)				
Validation Specialist (Be filled-out with description)				
Repository (website)				
Developer				

(Be filled-out with description)				
Operator (Be filled-out with description)				
Third Party Operator (Be filled-out with description)				
Maintenance Entity (Be filled-out with description)				

Table 3. Organization of PSrE Manager

D. Governance of Electronic System

[List of procedures and methods to manage and operate facilities and tools, as addressed in requirements in the body of this Regulation of the Minister]

E. Security System of PSrE

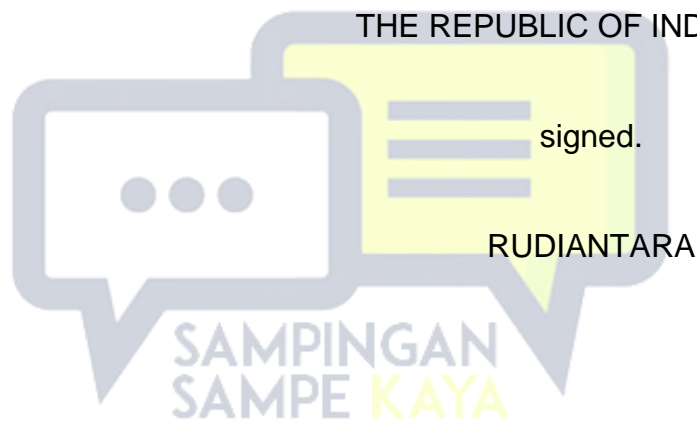
[Be described with Security System (either the physicality or system) of Electronic System which is used, inter alia:

1. *Security of Key Pairs of PSrE*
2. *Security of Data Center*
3. *Security of Personal Data]*

CHAPTER III EXPERIENCES OF ENTITY

[Describing portfolio of incorporated entity or state organizing institution within the sector relating to Information Technology in relation to application for recognition as PSrE. For incorporated entity or state organizing institution which has operated for long time, portfolio of incorporated entity for the recent 2 (two) years. For incorporated entity or state organizing institution which is just in operation, portfolio of incorporated entity is written based on the readiness within the sector of Information Technology]

MINSITER OF COMMUNICATION AND
INFORMATICS OF
THE REPUBLIC OF INDONESIA



APPENDIX III
REGULATION OF THE MINISTER OF
COMMUNICATION AND INFORMATICS
NUMBER 11 OF 2018
ON ORGANIZATION OF DIGITAL
CERTIFICATION

**FORMAT FOR COVER LETTER OF ACTIVITY REPORT ON DIGITAL
CERTIFICATION PRACTICE**

[Letterhead of Incorporated Entity or State Organizing Institution]

[Letterhead of Incorporated Entity or State Organizing Institution]

[Name of city], [Date-month-year]

Number : To the Honorable:
Appendix : Minister of Communication and Informatics
Matter : Cover Letter for in
Activity Report Jakarta

[name of incorporated entity or Institution] acting as Digital Certification Provider with recognition status of Digital Certification Provider *[Registered/Certified/Rooted]* hereby submits obligation in the forms of activity report *[annual/incidental]*. It is hereby submitted the completeness of documents for activity report in appendix.

[name of incorporated entity or Institution] guarantees the veracity of information as addressed in activity report *[annual/incidental]*, as follows.

[position of the highest executive]
at incorporated entity or Institution]

[Person in charge for digital certification
practice *at incorporated entity or
Institution]*

[signature]

[*name of the highest executive at
incorporated entity or Institution]*

[signature]

[*name of the highest executive at
incorporated entity or Institution]*



**FORMAT FOR ACTIVITY REPORT [ANNUAL / INCIDENTAL] OF
DIGITAL CERTIFICATION PROVIDER
[INCORPORATED ENTITY OR INSTITUTION]
IN ACCORDANCE WITH APPLICATION LETTER NUMBER [NUMBER OF
APPLICATION LETTER]**

**CHAPTER I
SWOT ANALYSIS**

A. Strength Analysis

[Description on internal factors which contribute positive effect toward digital certification practice.]

B. Weakness Analysis

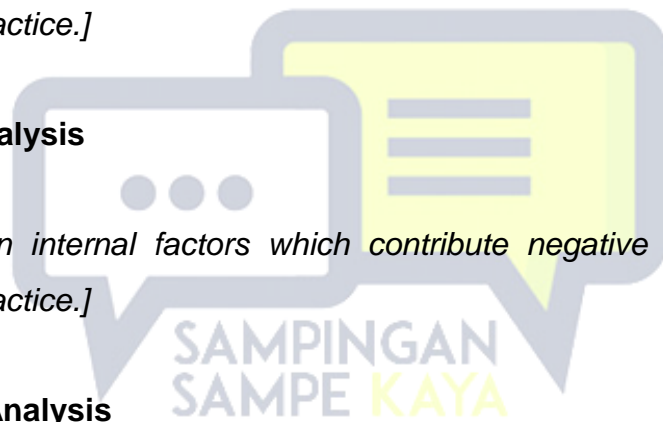
[Description on internal factors which contribute negative effect toward digital certification practice.]

C. Opportunity Analysis

[Description on external factors which contribute positive effect toward digital certification practice.]

D. Threat Analysis

[Description on external factors which contribute negative effect toward digital certification practice.]



CHAPTER II

STATISTIC ON MANAGEMENT OF DIGITAL CERTIFICATE

A. Statistic on Application for Digital Certificate

[Description on statistic on application for digital certificate which is solicited by Digital Certification Provider by considering time factor (in month when soliciting application), as well as acceptance or rejection of application for digital certificate. It is also attached, statistic on factors which cause Digital Certification Provider to reject application.]

Month	Number of Application	Number of Rejection	Number of Acceptance
<i>[month 1]</i>			
<i>[month 2]</i>			
...			
TOTAL			

Table 1. Statistic on Application for Digital Certificate

Reason for Rejection	Number
<i>[reason 1]</i>	
<i>[reason 2]</i>	
...	

Table 2. Statistic on Reasons for Rejection of Application for Digital Certificate

B. Statistic on Management of Digital Certificate

[Description on statistic on management of digital certificate by Digital Certification Provider by considering status which is managed, as well as time (in month when determining status on digital certificate), as well as type of certificate which is

managed. It is also attached, statistic on factors which cause Digital Certification Provider to perform revocation of digital certificate].

Month	Type of Certificate based on Status			
	Newly-Issued	Revoked	Extended	Stopped
<i>[month 1]</i>				
<i>[month 2]</i>				
...				
TOTAL				

Table 3. Statistic on Management of Digital Certificate based on Time Period

Type of Digital Certificate	Number of Certificates based on Status			
	Newly-Issued	Revoked	Extended	Stopped
<i>[type 1]</i>				
<i>[type 2]</i>				
...				
TOTAL				

Table 4. Statistic on Management of Digital Certificate based on Type of Digital Certificate

Reason for Revocation of Digital Certificate	Number
<i>[reason 1]</i>	
<i>[reason 2]</i>	
...	

Table 5. Statistic on Reason for Revocation of Digital Certificate

C. Handling of Attack

[Description on external attacks toward digital certification practice, as well as impact which is caused. Digital Certification Provider must report the result on

handling of attack which occurs, as well as correction of digital certification service as evaluation from attack which has taken place.]



CHAPTER III

MANAGEMENT OF DIGITAL CERTIFICATE SUBSCRIBER

A. **Statistic on individual Digital Certificate Subscriber**

[Description on statistic on classification of individuals who become digital certificate subscriber. Classification is performed by considering at least geographical location, age, citizen, as well as quantity on the result of such classification must be accompanied. This statistic must also state comparison of number of individual digital certificate subscriber in this period, compared to the previous period.]

B. **Statistic on enterprise Digital Certificate Subscriber**

[Description on statistic on classification of enterprises which become digital certificate subscriber. Classification is performed by considering at least geographical location, age, business sector, as well as quantity on the result of such classification must be accompanied. This statistic must also state comparison of number of organizational digital certificate subscriber in this period, compare to the previous period.]

C. **Complaint from Digital Certificate Subscriber**

[Description on complaint which is admitted by Digital Certification Provider from digital certificate Subscriber. Digital Certification Provider must explain the handling of complaint and or improvement of digital certification service which is affected with admitted complaint.]

CHAPTER IV COOPERATION

[Description on realization of cooperation which is made by Digital Certification Provider with external party, either domestically or overseas. Form of cooperation which is reported, inter alia, relating to registration of digital certificate subscriber, provision of infrastructures, training, research, and development.]

CHAPTER V FINANCIAL

[Description on financial balance per time period for reporting of activity of digital certification provider. Financial balance must address contribution which is given from the price of digital certificate that is issued by Digital Certification Provider. Financial balance is declared in Rupiah unit. Digital Certification Provider must attach copy of tax receipt.]

CHAPTER VI AUDIT

[Description on audit which has been carried out by Digital Certification Provider, either involving internal auditor or external auditor. Digital Certification Provider must attach copy of audit result which has been carried out and still prevail.]

**MINISTER OF COMMUNICATION AND
INFORMATICS OF
THE REPUBLIC OF INDONESIA**

signed.

RUDIANTARA