

*Unofficial English Translation*

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

**REGULATION OF THE MINISTER OF COMMUNICATION AND INFORMATICS  
OF THE REPUBLIC OF INDONESIA  
NUMBER 11 OF 2018  
CONCERNING  
OPERATION OF ELECTRONIC CERTIFICATION**

**BY THE GRACE OF ALMIGHTY GOD**

**THE MINISTER OF COMMUNICATION AND INFORMATICS**

Whereas:

In order to implement the provisions of Article 59 paragraph (5) and Article 62 paragraph (4) of Government Regulation No. 82 of 2012 concerning the Operation of Electronic Systems and Transactions, it is necessary to promulgate a Regulation of the Minister of Communication and Informatics concerning the Operation of Electronic Certification.

In view of:

1. The Electronic Information and Transactions Act, Law No. 11 of 2008 (Statute Book of the Republic of Indonesia 2008 No. 58, Supplement to the Statute Book No. 4843) as amended by Law No. 19 of 2016 concerning Amendment to the Electronic Information and Transactions Act Law No. 11 of 2008 (Statute Book of the Republic of Indonesia 2016 No. 251, Supplement to the Statute Book No. 595);
2. Government Regulation No. 82 of 2012 concerning Operation of Electronic Systems and Transactions (Statute Book of the Republic of Indonesia 2012 No. 189, Supplement to the Statute Book No. 5348);
3. Presidential Regulation No. 7 of 2015 concerning the Organisation of the Ministries of State (Statute Book of the Republic of Indonesia 2015 No. 8);
4. Presidential Regulation No. 54 of 2015 concerning the Ministry of Communication and Informatics (Statute Book of the Republic of Indonesia 2015 No. 96);
5. Regulation of the Minister of Communication and Informatics No. 1 of 2016 concerning Organisation and Working Procedures of the Ministry of Communication and Informatics (Statute Book of the Republic of Indonesia 2016 No. 103);
6. Regulation of the Minister of Communication and Informatics No. 4 of 2016 concerning Information Security Management Systems (Statute Book of the Republic of Indonesia 2016 No. 551);

**HAS DECIDED**

To promulgate: **A REGULATION OF THE MINISTER OF COMMUNICATION AND INFORMATICS CONCERNING OPERATION OF ELECTRONIC CERTIFICATION**

## **CHAPTER I GENERAL PROVISIONS**

In this Ministerial Regulation, the following terms have the following meanings:

1. "Electronic System" means a series of electronic devices and procedures that serve to prepare, collect, process, analyse, store, display, publish, transmit, and/or distribute Electronic Information.
2. "Electronic Signature" means a signature that contains Electronic Information attached to, associated with, or linked with other Electronic Information and is used as a means of verification and authentication.
3. "Electronic Certificate" means a certificate which is electronic in nature that bears an Electronic Signature and identity which show the legal subject status of parties to an Electronic Transaction and is used by a Certification Authority.
4. "Electronic Certification Operation" means the actions of providing, managing, and operating the infrastructure of a Certification Authority and/or giving and auditing Electronic Certificates.
5. "Certification Authority" means a legal entity which functions as a trustworthy party which gives and audits Electronic Certificates.
6. "Indonesian Certification Authority" means a Certification Authority in the form of a legal entity and domiciled in Indonesia.
7. "Foreign Certification Authority" means a Certification Authority which has operated overseas as a Certification Authority.
8. "Root Certification Authority" means an Indonesia Certification Authority which issues Electronic Certificates for Subordinate Certification Authorities.
9. "Subscriber" means the party whose identity is affixed to an Electronic Certificate which is issued by a Certification Authority and has undergone a verification process.
10. "Certification Authority Certification Institution", hereinafter abbreviated to "LS CA", means the certifying institution in Indonesia designated by the Minister to evaluate correspondence to the Indonesian National Standards and additional requirements determined in Electronic Certification Operations.
11. "Certificate Policy" means the working methods and/or procedures written and used by a Certification Authority for the use, registration, issuance, and revocation of Electronic Certificates.

12. "Certification Practice Statement" means the provisions of operational procedures in Electronic Certification Operations including working methods for the issuance of Electronic Certificates.
13. "State Administration Agency", hereinafter called "Agency", means a legislative, executive, or judicial institution at the central or regional level or other statutory agency.
14. "Ministry of Communication and Informatics", hereinafter called "Ministry" means the government apparatus administering government affairs in the communication and informatics sector.
15. "Minister" means the minister administering government affairs in the communication and informatics sector.
16. "Director General" means the director general the scope of whose duties and responsibilities are in the informatics applications sector.

## **Article 2**

This Ministerial Regulation has the aim of:

- a. providing guidelines for Certification Authorities to obtain recognised status from the Minister; and
- b. providing a reference in the process of applying for the issuance, extension of the period of validity of, and revocation of Electronic Certificates.

## **Article 3**

The scope of this Ministerial Regulation is:

- a. the procedures for granting recognition to Certification Authorities;
- b. the procedures for becoming an Electronic Certificate Subscriber;
- c. the supervision of Electronic Certification Operations; and
- d. the operation of Root Certification Authority facilities.

## **CHAPTER II CERTIFICATION AUTHORITIES**

### **Part One General**

## **Article 4**

- (1) Electronic Certification Operations shall be implemented by Certification Authorities.
- (2) The Certification Authorities contemplated in paragraph (1) consist of:

- a. Indonesian Certification Authorities; and
  - b. Foreign Electronic Certification Authorities.
- (3) The Certification Authorities contemplated in paragraph (2) must obtain recognition from the Minister.

#### **Article 5**

The recognition of Certification Authorities consists of 3 (three) levels:

- a. Registered Certification Authorities;
- b. Certified Certification Authorities; and
- c. Root Certification Authorities.

#### **Article 6**

- (1) To obtain the registered status contemplated in Article 5 a, a Certification Authority must file an application with the Minister to obtain recognition of registered status.
- (2) To obtain the certified status contemplated in Article 5 b, a Certification Authority must have already obtained registered status and file an application with the Minister to obtain recognition of certified status.
- (3) To obtain the Root status contemplated in Article 5 c, a Certification Authority must have already obtained certified status and file an application with the Minister to obtain recognition of Root status.

### **Second Part Recognition as a Certification Authority**

#### **First Paragraph Recognition as a Certification Authority with Registered Status**

#### **Article 7**

- (1) The application to obtain recognition of registered status as contemplated in Article 6 paragraph (1) shall be filed by:
  - a. Indonesia Certification Authorities; and
  - b. Foreign Certification Authorities.
- (2) The Indonesia Certification Authorities contemplated in paragraph (1) shall be operated by:
  - a. Non Agencies; and
  - b. Agencies.

- (3) The Indonesia Certification Authorities contemplated in paragraph (2) a and having foreign capital investment must meet certain conditions in the investment sector, including limits on foreign capital ownership in accordance with the provisions of legislative regulations.

### **Article 8**

The applications to obtain recognition as a Certification Authority with registered status contemplated in Article 7 paragraph (2) a must meet the following requirements:

- a. it has been registered with the Ministry as an Electronic System Provider;
- b. it has delivered a copy of the company's deed of establishment and its ratification and a copy of the most recent change to the company and its ratification if there have been any changes;
- c. it has a business in the information technology sector and/or related to information technology as proven by being stated in its business licence;
- d. it has facilities and equipment in the territory of Indonesia as follows:
  - 1. a system for managing Subscriber registration information;
  - 2. a system for creating and managing Electronic Signature creation data and Electronic Signature verification data;
  - 3. a system for issuing and managing the Electronic Certificates given to Subscribers;
  - 4. an electronic data time stamp system;
  - 5. a protection system to ensure the security of the facilities and equipment in the Electronic Certification Operations; and
  - 6. a system for verifying Subscribers' Electronic Certificates (a validation authority);
- e. it has procedures and methods for managing and operating the facilities and equipment contemplated in item d;
- f. it has the following documents:
  - 1. a business plan;
  - 2. an Electronic System testing report (stress test and load test) and an information security analysis (penetration test);
- g. it has a Certificate Policy and a Certification Practice Statement for its Electronic Certification Operations;
- h. it has attached a letter of application in accordance with the format set forth in Annex I, which constitutes an inseparable part of this Ministerial Regulation; and

- i. it conveys complete paperwork in accordance with the format set forth in Annex II, which constitutes an inseparable part of this Ministerial Regulation.

**Second Paragraph**  
**Recognition as a Certification Authority with Certified Status**

**Article 11**

The applications to obtain recognition as a Certification Authority with certified status contemplated in Article 6 paragraph (2) must meet the following requirements:

- a. it has obtained recognition as a registered Certification Authority;
- b. it has delivered a copy of the Electronic System fitness certificate;
- c. it is not subordinate to another Certification Authority;
- d. it is not the root for another Certification Authority;
- e. it has delivered a copy of the company's deed of establishment and its ratification and a copy of the most recent change to the company and its ratification if there have been any changes;
- f. it has facilities and equipment in the territory of Indonesia as follows:
  - 1. a system for managing Subscriber registration information;
  - 2. a system for creating and managing the Certification Authority's Electronic Signature creation data and Electronic Signature verification data;
  - 3. a system for issuing and managing the Electronic Certificates given to Subscribers;
  - 4. an electronic data timestamp system;
  - 5. a protection system to ensure the security of the facilities and equipment in the Electronic Certification Operations; and
  - 6. a system for verifying Subscribers' Electronic Certificates (a validation authority);
- g. it has delivered a copy of the evidence of certificate and certification reports from the Certificate Authority Certification Institution for the audit of the facilities and equipment contemplated in item f with reference to the standards for Certification Authorities' facilities and equipment;
- h. it has procedures and methods for managing and operating the facilities and equipment contemplated in item f with reference to the Certification Authority operational guidelines;
- i. it has at least 12 (twelve) professionals who operate the facilities and equipment contemplated in item f;

- j. the operation of the facilities and equipment by the professionals contemplated in item i takes as a reference the Certification Authority operational guidelines;
- k. it has the following documents:
  - 1. a business plan;
  - 2. a business continuity plan;
  - 3. a disaster contingency plan;
  - 4. an Electronic System testing report (stress test and load test) and an information security analysis (penetration test);
- l. it has a Certificate Policy and a Certification Practice Statement for its Electronic Certification Operations;
- m. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has a financial capability of assets of at least Rp. 30,000,000,000 (thirty billion Rupiah) and has delivered evidence of its financial capability in the form of a financial balance sheet audited by an independent auditor;
- n. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it guarantees Subscribers' losses resulting from failures of Electronic Certificate verification services in accordance with the Certification Authority's business plan;
- o. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has delivered a copy of proof of integrity and track record of the Certification Authority's board of directors and board of commissioners;
- p. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has delivered a copy of the Certification Authority's track record that it is not involved in litigation or bankrupt as proven by a statement from the district court for the legal entity's domicile;
- q. it has attached a letter of application in accordance with the format set forth in Annex I, which constitutes an inseparable part of this Ministerial Regulation; and
- r. it conveys complete paperwork in accordance with the format set forth in Annex II, which constitutes an inseparable part of this Ministerial Regulation.

**Third Paragraph**  
**Recognition as a Certification Authority with Subordinate Status**

**Article 12**

The applications to obtain recognition as a Certification Authority with subordinate status contemplated in Article 6 paragraph (3) must meet the following requirements:

- a. it has obtained recognition as a certified Certification Authority;

- b. it has delivered a copy of the company's deed of establishment and its ratification and a copy of the most recent change to the company and its ratification if there have been any changes;
- c. it has facilities and equipment in the territory of Indonesia as follows:
  - 1. a system for managing Subscriber registration information;
  - 2. a system for creating and managing Electronic Signature key pair creation and key verification in Electronic Signatures;
  - 3. a system for creating, issuing and managing the Subscribers' Electronic Certificates;
  - 4. an electronic data timestamp system;
  - 5. a protection system to ensure the security of the facilities and equipment in the Electronic Certification Operations; and
  - 6. a certificate verification system for Subscribers;
- d. it has procedures and methods for managing and operating the facilities and equipment contemplated in item c with reference to the Certification Authority operational guidelines;
- e. the Electronic Certificates are interoperable by reference to the Electronic Certificate interoperability standards;
- f. it has a Certification Authority Certificate Policy and Certification Practice Statement with reference to the Root Certification Authority Certificate Policy and Certification Practice Statement;
- g. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has a financial capability of assets of at least Rp. 30,000,000,000 (thirty billion Rupiah) and has delivered evidence of its financial capability in the form of financial balance sheets for the last 2 (two) years audited by an independent auditor;
- h. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it guarantees Subscribers' losses resulting from failures of Electronic Certificate verification services in accordance with the Certification Authority's business plan;
- i. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has delivered a copy of proof of integrity and track record of the Certification Authority's board of directors and board of commissioners;
- j. if it is an Indonesian Certification Authority as contemplated in Article 7 paragraph (2) a, it has delivered a copy of the Certification Authority's track record that it is not involved in litigation or bankrupt as proven by a statement from the district court for the legal entity's domicile;



- k. it has attached a letter of application in accordance with the format set forth in Annex I, which constitutes an inseparable part of this Ministerial Regulation; and
- l. it conveys complete paperwork in accordance with the format set forth in Annex II, which constitutes an inseparable part of this Ministerial Regulation.

### **Third Part**

## **Verification of Applications to Obtain Recognition and the Issuance of Recognition as a Certification Authority**

### **Article 13**

- (1) The applicant filing an application to receive recognition as a Certification Authority contemplated in Article 6 must meet the requirements by attaching documents in accordance with what level of status recognition the Certification Authority is applying for.
- (2) The documents delivered as contemplated in paragraph (1) shall be verified to ensure the requirements are complete.
- (3) If the verification process declares the requirements have been met, the applicant shall receive recognition as a Certification Authority with the status applied for.
- (4) Acknowledgement as a Certification Authority as contemplated in paragraph (1) shall be proven by the issuance of a letter of recognition as a Certification Authority in accordance with the level of the acknowledgement of status.
- (5) The letter of recognition as a Certification Authority contemplated in paragraph (4) shall be issued no later than 8 (eight) business days from when the application to receive acknowledgement is received.
- (6) If the verification process contemplated in paragraph (2) declares the applicant has not met the requirements as a Certification Authority in accordance with the level of status recognition applied for, the applicant shall receive a written rejection accompanied by the reason therefor no later than 4 (four) business days from when the application is received.
- (7) If the documents for the application for registration are rejected as contemplated in paragraph (6), the applicant may re-submit the application as contemplated in paragraph (1).

### **Article 14**

The Letter of Recognition contemplated in Article 13 paragraph (5) shall be valid for 3 (three) years in accordance with the recognition of status level applied for.

### **Article 15**

- (1) Certification Authorities which have received recognition as contemplated in Article 13 paragraph (5) shall be entered in a list of Certification Authorities.

- (2) The list of Certification Authorities contemplated in paragraph (1) shall be published on the Ministry's homepage.

#### **Article 16**

- (1) An administration fee shall be charged for the granting of recognition as a Certification Authority as contemplated in Article 13 paragraph (5).
- (2) Any income from the administration fee contemplated in paragraph (1) shall constitute non tax state revenues.

### **Fourth Part Certification Authority Reports**

#### **Article 17**

- (1) A Certification Authority which has received recognition must deliver reports on its Electronic Certification Operations to the Minister at least once in each current year and from time to time if requested.
- (2) The reports on Electronic Certification Operations contemplated in paragraph (1) shall be delivered to the Minister no later than the end of February in the following year.
- (3) The format for the reports contemplated in paragraph (1) must in accordance with the format set forth in Annex III, which forms an inseparable part of this Ministerial Regulation.

### **Fifth Part Monitoring and Evaluation**

#### **Article 18**

- (1) The Minister shall monitor and evaluate the operations of Electronic Certification Operations.
- (2) The monitoring and evaluation contemplated in paragraph (1) shall be carried out periodically each year and from time to time if needed.
- (3) The monitoring and evaluation contemplated in paragraph (1) shall cover:
  - a. compliance of the Certification Authority with the requirements for Electronic Certification Operations;
  - b. the track record of the Electronic Certification Operation;
  - c. operational management of the Certification Authority;
  - d. operational achievements and performance of the Electronic Certification Operation.

**Sixth Part**  
**Extension of Recognition of Certification Authorities**

**Article 19**

- (1) A Certification Authority may file an application for extension of its recognition as a Certification Authority no later than 4 (four) months before the period of validity of the recognition expires.
- (2) The application for the extension of recognition contemplated in paragraph (1) shall be filed on the basis of a comprehensive evaluation and the fulfilment of the requirements for a Certification Authority provided in this Ministerial Regulation.

**Article 20**

Recognition of a Certification Authority which has been extended as contemplated in Article 19 paragraph (1) shall be valid for 3 (three) years from the expiry of the period of validity of the previous letter of recognition.

**Seventh Part**  
**Obligations of Certification Authorities**

**Article 21**

A Certification Authority must do the following:

- a. operate an administration process for applicants for Electronic Certificates;
- b. verify that the identities of applicants for Electronic Certificates are genuine;
- c. guarantee the period of validity of the Electronic Certificate;
- d. extend the period of validity of an Electronic Certificate for Subscribers who apply for extension of the period of validity;
- e. create a database of active and suspended Electronic Certificates and maintain both paper based and electronic based archives systematically and accountably;
- f. place and publish Electronic Certificates in a repository;
- g. keep the identity of Subscribers confidential from unauthorised parties;
- h. inform prospective Subscribers and Subscribers whose Electronic Certificates have been issued of the Certification Authority's Certificate Policy and Certification Practice Statement; and
- i. provide the Minister with periodic and ad hoc operational reports with regard to the activities of the Electronic Certificate Operations the Certification Authority runs.

**Article 22**

Certification Authorities for public services must use Electronic Certificates issued by certified or subordinate Certification Authorities.

**Article 23**

Certification Authorities shall have the authority to:

- a. inspect prospective Subscribers and/or holders of Electronic Subscribers;
- b. issue Electronic Subscribers;
- c. extend the period of validity of Electronic Certificates;
- d. block and revoke Electronic Certificates;
- e. validate Electronic Certificates; and
- f. create a register of active and suspended Electronic Certificates.

**Article 24**

- (1) The identity of prospective Subscribers and/or Subscribers being inspected as contemplated in Article 23 item a shall include:
  - a. their name;
  - b. their population index number (NIK), passport number, or corporate NPWP;
  - c. their email address;
  - d. their telephone number;
  - e. a security question; and
  - f. biometric data;with the consent of the identity holder.
- (2) The Certification Authority must save the identity of prospective Subscribers and/or Subscribers contemplated in paragraphs (1) a to e.

**CHAPTER III  
PROCEDURES FOR OBTAINING AN ELECTRONIC CERTIFICATE**

**First Part  
General**

**Article 25**

- (1) The applicant files an application with the Certification Authority for the issuance of an Electronic Signature.
- (2) A Subscriber may file an application with the Certification Authority for the extension of the period of validity, blocking, or revocation of its Electronic Certificate.

**Article 26**

- (1) An Electronic Certificate functions as a tool for authentication and verification of:
  - a. the identity of the Subscriber; and
  - b. the integrity and authenticity of Electronic Information.
- (2) In an Electronic Transaction an Electronic Certificate constitutes the Subscriber's approval of the Electronic Information and/or Electronic Document signed with the Electronic Certificate.
- (3) In the event of any misuse of the Electronic Certificate contemplated in paragraph (2) by an unauthorised party, the burden of proof of the misuse of the Electronic Certificate rests with the Certification Authority where the electronic signature is made.
- (4) Proving the misuse of the Electronic Certificate contemplated in paragraph (3) is limited to proving that the Electronic Certificate was used in the Electronic Transaction.

**Article 27**

With regard to the application contemplated in Article 25, the Certification Authority may:

- a. perform the inspection itself;
- b. appoint a registration authority to perform the inspection; and/or
- c. appoint a notary as the registration authority.

**Article 28**

The inspection contemplated in Article 27 shall take the form of verification of the genuineness of the identity and a check on the completeness of the documents.

### **Article 29**

The inspection being performed by a registration authority as contemplated in Article 27 item b and/or a notary as contemplated in Article 27 item c does not release the Certification Authority from its liability.

### **Article 30**

If the inspection performed by the registration authority contemplated in Article 27 item b and/or a notary as contemplated in Article 27 item c finds the requirements have been fulfilled, the registration authority and/or the notary shall forward the application to the Certification Authority for the issuance of the Electronic Certificate.

## **Second Part Applications to Obtain an Electronic Certificate**

### **Article 31**

- (1) An application to obtain an Electronic Certificate may be filed by:
  - a. individuals, including civil servants, members of the Indonesian Armed Forces, members of the Republic of Indonesia National Police Force, and foreign citizens; and
  - b. business entities.
- (2) The application contemplated in paragraph (1) shall be filed with a Certification Authority which has been recognised as a Certification Authority as follows:
  - a. applicants who are civil servants, members of the Indonesian Armed Forces, or members of the Republic of Indonesia National Police Force shall file their applications with the Agency Certification Authority; and
  - b. applicants other than those mentioned in item a shall file their applications with a Non Agency Certification Authority.
- (3) Applications filed by individuals as contemplated in paragraph (1) a shall be filed:
  - a. online; and/or
  - b. offline face to face.
- (4) Applications filed by business entities as contemplated in paragraph (1) b shall be filed offline face to face.

### **Article 32**

- (1) Applications to obtain an Electronic Certificate as contemplated in Article 31 paragraph (1) a must meet the following requirements:

- a. delivery of the original letter of application made by individuals, including civil servants, members of the Indonesian Armed Forces, members of the Republic of Indonesia National Police Force, and foreign citizens; and
  - b. showing the original and delivery of copies of:
    - 1. a citizen's identity card which bears the population index number for individual applicants;
    - 2. an identity card which bears the employee index number for applicants who are civil servants, members of the Indonesian Armed Forces, or members of the Republic of Indonesia National Police Force; or
    - 3. a passport for foreign citizens.
- (2) Applications to obtain an Electronic Certificate as contemplated in Article 31 paragraph (1) b must use the corporate tax payer identity card.

### **Article 33**

The applications to obtain an Electronic Certificate contemplated in Article 31 paragraph (3) are classified into 2 (two) level of identity verification, as follows:

- a. Level 3 for face to face verification of identity using the applicant's identity card in accordance with the conditions in Article 32 paragraph (1), compared against the database of the ministry authorised to administer population administration on a national scale; and
- b. Level 4 for the verification of identity using electronic means through the use of population administration data and using 2 (two) authentication factors, including:
  - 1) what you have, i.e., an identity document the prospective Subscriber owns, i.e., an electronic identity card; and
  - 2) what you are, i.e., biometric data in the form of among others the prospective Subscriber's fingerprints.

### **Article 34**

- (1) An application to obtain an Electronic Certificate as contemplated in Article 31 paragraph (3) a must only be for a Certification Authority which has carried out a Level 4 verification before issuing an Electronic Certificate to an individual Subscriber as contemplated in Article 31 paragraph (1) a.
- (2) The applicant contemplated in paragraph (1) shall be exempted in the case of an individual who:
  - (a) is already the user, customer, or client of a service; and
  - (b) has had his/her identity verified with at least a Level 3 verification.

- (3) The identity of an individual contemplated in paragraph (2) shall be verified through a combination of 2 (two) authentication facts in the form of:
  - (a) logging in to an online account of the service concerned in the form a user name, password, Personal Identification Number (PIN), etc., which fulfils the element of “what you know”; and
  - (b) possession of a magnetic card, chip, token, One Time Password (OTP), etc., which fulfils the element of “what you have”.

#### **Article 35**

- (1) If an application to obtain an Electronic Certificate as contemplated in Article 31 paragraph (1) meets the requirements in Articles 32, 33, and 34, the Certification Authority shall issue and/or extend the period of validity of the Electronic Certificate.
- (2) In the issuance and/or extension of the period of validity of the Electronic Certificate contemplated in paragraph (1), the Certification Authority shall educate prospective Subscribers on the use and security of Electronic Certificates.

#### **Article 36**

If the issuance and/or extension of the period of validity of an Electronic Certificate has been carried out as contemplated in Article 35 paragraph (1), the Subscriber must:

- a. use the Electronic Certificate in accordance with the subscriber agreement; and
- b. keep secret and be responsible for the use of the Electronic Certificate he/she owns.

### **CHAPTER IV SUPERVISION OF ELECTRONIC CERTIFICATION OPERATION**

#### **Article 37**

- (1) The Minister shall supervise Electronic Certification Operation.
- (2) In the exercise of the supervisory authority contemplated in paragraph (1), the Minister shall form a Certification Authority Supervisory Team.

#### **Article 38**

The Certification Authority Supervisory Team contemplated in Article 36 paragraph (2) shall have the authority to:

- a. receive and review applications for recognition of Electronic Certification Operations;
- b. provide recommendations to the Minister concerning the extension and revocation of recognitions of the status of Electronic Certification Operations;
- c. monitor and evaluate Electronic Certification Operations;



- d. provide recommendations to the Minister concerning recognition for and sanctions against Certification Authorities;
- e. administer the operation of Root Certification Authority facilities.

#### **Article 39**

The Certification Authority Supervisory Team contemplated in Article 37 paragraph (2) shall consist of at least:

- a. an administration and monitoring work group;
- b. a consideration work group; and
- c. a Root Certification Authority facility operation work group.

#### **Article 40**

The administration and monitoring work group contemplated in Article 39 item a shall have the task of:

- a. receiving application documents for the recognition of the status of Certification Authorities;
- b. verifying application documents for the recognition of the status of Certification Authorities;
- c. evaluating proposals for applications for the recognition of the status of Certification Authorities;
- d. providing reports to the consideration work group on the examination of administration of documents and proposals for applications for the recognition of the status of Certification Authorities;
- e. conducting tests of compliance with legislative regulations;
- f. providing reports to the consideration work group regarding the application of sanctions against Certification Authorities; and
- g. performing helpdesk functions in relation to the procedures for recognition of Certification Authorities.

#### **Article 41**

The consideration work group contemplated in Article 39 item b shall have the tasks of:

- a. evaluating reports from the administration and monitoring work group;
- b. providing the Minister with considerations and proposals in the granting and revocation of recognition of Certification Authorities; and

- c. providing the Minister with recommendations regarding the application of sanctions against Certification Authorities.

#### **Article 42**

- (1) The Root Certification Authority facility operation work group contemplated in Article 39 item c shall have the tasks of:
  - a. monitoring and evaluating subordinate Certification Authority operations;
  - b. technical evaluation in the process of granting recognition to prospective subordinate Certification Authorities;
  - c. making improvements to Certificate Policies and Certification Practice Statements of Root Certification Authorities;
  - d. keeping Root Certification Authority services available;
  - e. providing assistance for prospective subordinate Certification Authorities;
  - f. determining technical requirements for prospective subordinate Certification Authorities;
  - g. providing recommendations to the consideration team regarding the application of sanctions against subordinate Certification Authorities;
  - h. cooperating with other parties in relation to Electronic Certificates.
- (2) The Root Certification Authority facility operation work group contemplated in Article 39 item c shall have the authority to:
  - a. issue Electronic Certificates for Root Certification Authorities;
  - b. issue, revoke, and extend the period of validity for Electronic Certificates for subordinate Certification Authorities;
  - c. create and manage a database of active and revoked Electronic Certificates for subordinate Certification Authorities; and
  - d. as the representative from Indonesia, undertake mutual recognition of Root Certification Authorities from other countries.

### **CHAPTER V SANCTIONS**

#### **Article 43**

- (1) The Minister shall apply administrative sanctions against Certification Authorities which commit contraventions of the provisions contemplated in Articles 4 paragraph (3), 17 paragraphs (1) and (2), 21, 22, 34 paragraph (1), and 34 paragraph (2).

- (2) The administrative sanctions contemplated in paragraph (1) include:
  - a. written warnings;
  - b. suspension of registration of Subscribers; and/or
  - c. expulsion from the register.
- (3) The written warning contemplated in paragraph (2) shall be given after a contravention is found.
- (4) Provisions regard the procedure for the application of administrative sanctions contemplated in paragraph (1) shall be stipulated by Ministerial Regulation.

## **CHAPTER VI MISCELLANEOUS PROVISIONS**

### **Article 44**

In the event of any demand for certain Electronic Certificates which are not yet available, the Director General shall supply electronic certification operation services in meeting such demand.

### **Article 45**

- (1) Arrangements concerning the LS CA shall be stipulated by Ministerial Regulation.
- (2) If the LS CA does not yet exist, the Certification Authority Supervisory Team shall evaluate the fitness of prospective Certification Authorities.
- (3) The Certification Authority Supervisory Team contemplated in paragraph (2) shall evaluate the parameters of prospective Certification Authorities, including:
  - a. the capability of human resources in mastering the application of Electronic Certification operations; and
  - b. the capability of the Electronic Certificate issuer's Electronic System in adjusting the issuance of Electronic Certificates.
- (4) The Certification Authority Supervisory Team may issue minutes of inspection on the outcome of the inspection of Certification Authorities' Electronic Systems.
- (5) The minutes of inspection contemplated in paragraph (4) may be used to replace the requirements for certificates of fitness for prospective Certification Authorities.
- (6) If at a later date an LS CA becomes available, Certification Authorities must obtain certificates of fitness of Certification Authority issued by the LS CA.

**CHAPTER VII  
TRANSITIONAL PROVISIONS**

**Article 46**

Electronic Certification Operations already in existence before this Ministerial Regulation comes into effect must adjust themselves to this Ministerial Regulation within 1 (one) year.

**CHAPTER VIII  
CLOSING PROVISIONS**

**Article 47**

When this Ministerial Regulation comes into effect, Regulation of the Minister of Communication and Informatics No. 29/PERM/M.KOMINFO/11/2006 concerning Guidelines for the Operation of Certification Authorities (CA) in Indonesia and Regulation of the Minister of Communication and Informatics No. 30/PERM/M.KOMINFO/11/2006 concerning the Certification Authority Supervisory Board shall be repealed and declared no longer in effect.

**Article 48**

This Ministerial Regulation shall come into effect on the date of its enactment.

So that every person shall have cognizance hereof, the enactment of this Ministerial Regulation shall be enacted by its placement in the Statute Book of the Republic of Indonesia.

Promulgated in Jakarta  
On 27 August 2018

The Minister of Communication and Informatics Of the Republic of Indonesia  
sgd  
RUDIANTARA

Enacted in Jakarta  
On 6 September 2018

THE DIRECTOR GENERAL OF LEGISLATIVE REGULATIONS  
THE MINISTRY OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA  
sgd  
WIDODO EKATJAHJANA

THE STATUTE BOOK OF THE REPUBLIC OF INDONESIA 2018 NUMBER 1238

True copy in accordance with the original  
The Ministry of Communication and Informatics  
[stamp and signature]  
Bertiana Sari

**ANNEX I**  
**REGULATION OF THE MINISTER OF COMMUNICATION**  
**AND INFORMATICS**  
**NUMBER 11 OF 2018**  
**CONCERNING OPERATION OF ELECTRONIC CERTIFICATION**

**FORMAT FOR LETTER OF APPLICATION FOR RECOGNITION AS**  
**CERTIFICATION AUTHORITY (CA)**

*[letterhead of Legal Entity or State Administration Agency]*

*[Name of City], [date-month-year]*

No.:  
Enc.:  
Re: Application for CA Recognition

The Minister of Communication and Informatics  
In Jakarta

*[name of legal entity or organisational unit]* hereby files and application for recognition as a Certification Authority with the status *[Registered/Certified/Subordinate]*. We convey herewith the applicant's data and the complete documents required as attachments.

1. Registrant (as person in charge\*):  

*[Name]*  
*[NIP or KTP Number]*  
*[Position in legal entity or Agency]*
2. Registrant Contacts (person in charge):  

*[Telephone No. 1, Telephone No. 2, etc.]*  
*[Fax No. 1, Fax No. 2, etc.]*  
*[email 1, email 2, etc.]*  
*[Mobile No. 1, Mobile No. 2, etc.]*

*[name of legal entity or organisational unit]* agrees to take part in the process for applications for recognition as a Certification Authority, and attaches the documents and/or data required, and will be accountable for the accuracy of such documents and/or data.

Thank you for your attention.

[Management of *[name of legal entity or organisational unit]*]  
(Rp. 6,000 duty stamp)  
*[signature]*  
[Name of highest management of legal entity or Agency]

**\*) for State Administration Agencies at least echelon 2 in rank and the highest position of management for legal entities.**

THE MINISTER OF COMMUNICATION AND INFORMATICS  
OF THE REPUBLIC OF INDONESIA  
sgd  
RUDIANTARA

**ANNEX II**  
**REGULATION OF THE MINISTER OF COMMUNICATION**  
**AND INFORMATICS**  
**NUMBER 11 OF 2018**  
**CONCERNING OPERATION OF ELECTRONIC CERTIFICATION**

**FORMAT FOR PROPOSAL OF CERTIFICATION AUTHORITY**

**PROPOSAL OF CERTIFICATION AUTHORITY**  
**[NAME OF LEGAL ENTITY OR AGENCY]**  
**IN ACCORDANCE WITH LETTER OF APPLICATION NO. [NO. OF APPLICATION**  
**LETTER]**

**CHAPTER I**  
**ORGANISATIONAL STRUCTURE AND HUMAN RESOURCES**

- A. Structure of Ownership of Legal Entity  
*[only applies to legal entities (not to State Administration Agencies) which must explain in detail the structure of ownership of the legal entity organisation and original formation and its ownership.]*
- B. Organisational Structure  
*[explaining in detail the organisational structure of the legal entity or state administration agency, complete with information on the authorised officers in the legal entity or state administration agency.]*
- C. Shareholders Information  
*[only applies to legal entities (not to State Administration Agencies) which must explain in detail the shareholders information and the origin of the legal entity's capitalisation.]*
- D. Legal Entity Employees  
*[only applies to legal entities (not to State Administration Agencies) which must explain in detail the employees who work at the legal entity, the positions of such employees, their background, education and status.]*
- E. Profile of Expert Professionals  
*[only applies to prospective Certified or Subordinate Certification Authorities, which must give the following information about each expert professional:*
- *Expert professional's curriculum vitae;*
  - *Nationality of Foreign Citizens, with KITAS or KITAP attached;*
  - *Technical qualifications in the field of Information Technology, information processing, computer operation, or equivalent other qualifications;*
  - *Minimum of 2 (two) years' experience in the field of Information Technology, information processing, computer operations; and*
  - *Certificates of expertise held]*

## CHAPTER II COMPONENTS OF CERTIFICATION AUTHORITY'S ELECTRONIC SYSTEM

### A. Software

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

**Table 1 Software**

### B. Hardware

Category	Make/Type	Number
Server		
HSM		
Firewall		
Router		
Switch		
Network Time Server		

**Table 2 Hardware**

### C. Organisation of CA Managers

Position (Description)	PIC Name	Reserve 1 Name	Reserve 2 Name	Expertise/Certification
CA Manager/Leader (organising CA management)				(complete with expertise of personnel and certificates held)
Policy Manager (complete with description)				
Security Officer/Internal Auditor (complete with description)				
Key Manager (complete with description)				

Position (Description)	PIC Name	Reserve 1 Name	Reserve 2 Name	Expertise/Certification
CA Administrator (complete with description)				
RA Administrator (complete with description)				
Validation Specialist (complete with description)				
Repository (website)				
Developer (complete with description)				
Operator (complete with description)				
Third Party Operator (complete with description)				
Maintenance Entity (complete with description)				

**Table 3 Organisation of CA Managers**

D. Electronic System Management Methods

*[List of procedures and methods to manage and operate the facilities and equipment as stated in the requirements in the body of this Ministerial Regulation.]*

E. CA Security System

*[Explain in detail the Security System (physical and system) of the Electronic System used, among others:*

1. *CA Key Pair Security*
2. *Data Centre Security*
3. *Personal Data Security]*



### CHAPTER III ENTITY EXPERIENCE

*[Explain in detail the legal entity's or state administration agency's portfolio in sectors related to Information Technology in relation to the application for recognition as a CA. For legal entities or state administration agencies which have been in operation for a long time, the legal entity's portfolio for the last 2 (two) years. For legal entities or state administration agencies which have just begun operating, the legal entity's portfolio must be written based on its preparedness for the Information Technology sector.]*

THE MINISTER OF COMMUNICATION AND INFORMATICS  
OF THE REPUBLIC OF INDONESIA

sgd

RUDIANTARA

**ANNEX III**  
**REGULATION OF THE MINISTER OF COMMUNICATION**  
**AND INFORMATICS**  
**NUMBER 11 OF 2018**  
**CONCERNING OPERATION OF ELECTRONIC CERTIFICATION**

**FORMAT FOR COVER LETTER OF REPORT ON ELECTRONIC CERTIFICATION**  
**OPERATIONS**

*[letterhead of Legal Entity or State Administration Agency]*

*[Name of City], [date-month-year]*

No.:  
Enc.:  
Re: Cover Letter for Report on Activities

The Minister of Communication and Informatics  
In Jakarta

*[name of legal entity or Agency]* as a Certification Authority with the status of recognition as a *[Registered/Certified/Subordinate]* Certification Authority hereby convey the mandatory *[annual/ad hoc]* report on activities. We convey herewith the complete report on activities documents required as attachments.

*[name of legal entity or organisational unit]* warrants the accuracy of the information contained in the *[annual/ad hoc]* report on activities.

*[position in highest management*  
certification  
in *the legal entity or Agency]*

*[Person in charge of electronic*  
operations in *the legal entity or Agency]*

*[signature]*

*[signature]*

*[name of highest management in*  
*the legal entity or Agency]*

*[name of highest management in*  
*the legal entity or Agency]*

**FORMAT OF [ANNUAL/AD HOC] ACTIVITIES REPORT  
OF [LEGAL ENTITY OR AGENCY]  
CERTIFICATION AUTHORITY  
IN ACCORDANCE WITH LETTER OF APPLICATION NO. [NUMBER OF LETTER OF  
APPLICATION]**

**CHAPTER I  
SWOT ANALYSIS**

- A. Analysis of Strengths  
*[Detailed explanation of the internal factors which had a positive effect on the electronic certification operations]*
- B. Analysis of Weaknesses  
*[Detailed explanation of the internal factors which had a negative effect on the electronic certification operations]*
- C. Analysis of Opportunities  
*[Detailed explanation of the external factors which had a positive effect on the electronic certification operations]*
- D. Analysis of Threats  
*[Detailed explanation of the external factors which had a negative effect on the electronic certification operations]*

**CHAPTER II  
ELECTRONIC CERTIFICATE MANAGEMENT STATISTICS**

- A. Electronic Certificate Application Statistics  
*[Detailed explanation of applications for electronic certificates received by the Certification Authority taking into consideration factors of time (in the month when the applications were received) and whether the applications for electronic certificates were accepted or rejected. Also include statistics on factors which caused the Certification Authority to eject applications]*

Month	Number of Applications	Number Rejected	Number Accepted
[month 1]			
[month 2]			
...			
TOTAL			

**Table 1 Electronic Certificate Application Statistics**

Reason for Rejection	Number
[Reason 1]	
[Reason 2]	
...	

**Table 2: Statistics on Reasons for Rejection of Applications for Electronic Certificates**

B. Electronic Certificate Management Statistics

*[detailed explanation of statistics on electronic certificate management by the Certification Authority taking into consideration the status managed and time (in the month when the status of the electronic certificate was determined) and the type of certificates managed. Also include statistics on factors which caused the Certification Authority to revoke electronic certificates]*

Month	Number of Certificates by Status			
	Newly Issued	Revoked	Extended	Expired
[month 1]				
[month 2]				
...				
TOTAL				

**Table 3. Electronic Certificate Management Statistics by Time Period**

Type of Electronic Certificate	Number of Certificates by Status			
	Newly Issued	Revoked	Extended	Expired
[type 1]				
[type 2]				
...				
TOTAL				

**Table 4. Electronic Certificate Management Statistics by Type of Electronic Certificate**

Reason for Revocation of Electronic Certificate	Number
[Reason 1]	
[Reason 2]	
...	

**Table 5: Statistics on Reasons for Revocations of Electronic Certificates**

C. Handling of Attacks

*[detailed explanation regarding external attacks on electronic certification operations and the impact arising. Certification Authorities must report the outcome of the handling of attacks which occurred and improvements to electronic certification services on evaluation of the attacks which occurred.]*

### CHAPTER III SUBSCRIBER MANAGEMENT

A. Statistics on Individual Subscribers

*[detailed explanation regarding classification of individuals who become subscribers. The classification should take into consideration at least geographical location, age, nationality, and must be accompanied by the quantities in such classifications. These statistics must state the proportion of individual subscribers in the period compared with the previous period.]*

B. Statistics on Business Entity Subscribers

*[detailed explanation regarding classification of business entities who become subscribers. The classification should take into consideration at least geographical location, age, business sector, and must be accompanied by the quantities in such]*

*classifications. These statistics must state the proportion of subscribers in the form of organisations in the period compared with the previous period.]*

C. Subscriber Complaints

*[detailed explanation regarding complaints from Subscribers received by the Certification Authority. The Certification Authority must explain the handling of the complaints and/or the enhancement of electronic certification services affected by the complaints received.]*

#### **CHAPTER IV COOPERATION**

*[detailed explanation of the realisation of cooperations undertaken by the Certification Authority with external parties nationally or overseas. The form of cooperation reported are those in the form of amongst others registration of subscribers, provision of infrastructure, training, research, and development.]*

#### **CHAPTER V FINANCIAL**

*[detailed explanation of the financial balance sheet per period of reports on activities of the certification authority. The financial balance sheet must contain the contribution given by the price of electronic certificates issued by the Certification Authority. The financial balance sheet must be stated in Rupiah. The Certification Authority must attach a copy of the tax payment.]*

#### **CHAPTER VI AUDITS**

*[detailed explanation regarding audits undergone by the Certification Authority, whether involving internal auditors or external auditors. The Certification Authority must attach a copy of the result of any currently valid audits undertaken.]*

THE MINISTER OF COMMUNICATION AND INFORMATICS  
OF THE REPUBLIC OF INDONESIA

sgd  
RUDIANTARA