



# Bangladesh Bank Certifying Authority Application Form (for Individual)

[Prior to fill the form please read the detailed instructions over leaf.]

\* indicates mandatory field.

Class of Certificate:	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	Validity:	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years
Certificate Purpose	<input type="checkbox"/> Identification	<input type="checkbox"/> SSL Client	<input type="checkbox"/> SSL Server	<input type="checkbox"/> Email	<input type="checkbox"/> Code Singing	<input type="checkbox"/> Others: <input type="text"/>

## Section 01: Applicant Details

\*SAP ID

\*First Name

\*Last Name

\*Date of Birth (DDMMYYYY)

\*Nationality

\*Gender  Male  Female



\*Father's Name

\*Mother's Name

<b>In case of Foreigner:</b>	Passport No.	<input type="text"/>
	Country	<input type="text"/> Passport Expiry Date <input type="text"/>
	Visa No.	<input type="text"/> Visa date of issued <input type="text"/>

\* Address

*House/Village	<input type="text"/>	Road/Block/Sec	<input type="text"/>
*Police Station	<input type="text"/>	Post Office	<input type="text"/>
*City/District	<input type="text"/>	Post Code	<input type="text"/>
*Country	<input type="text"/>	Phone	<input type="text"/>
*Cell Phone	<input type="text"/>	*Email	<input type="text"/>

## Section 02a: Identity Proof

\* National ID Number

## Section 02b: Address Proof Details

\*Proof of submitted Address  Utility Bill  NID

## Section 03: Applicant's Declaration

I hereby confirm that, I have read and understood the above instructions and will follow the same for obtaining and using the digital certificate.

\*Signature of the Applicant

\*Date

Place

**Section 04: Use for the office of Registration Authority (RA)**

The information supplied and documents provided by the subscriber have been checked.  Found Ok  Found not Ok

\*Signature of the RA Officer with seal

Date

d	d	m	m	y	y	y	y
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Place

Comments

\*Signature of the RA Administrator with seal

Date

d	d	m	m	y	y	y	y
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Place

Comments

**Section 05: Use for the office of Certification Authority (CA)**

Certificate has been issued to the subscriber based on his/her information provided to us.

\*Issue Date

d	d	m	m	y	y	y	y
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Certificate SL#

\*Signature of the CA Administrator with seal

Date

d	d	m	m	y	y	y	y
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Place

Comments

**Documents Checklist (All photocopy documents should be attested)**

- 1 recent passport size color photographs depicting full face of the Applicant with signature on back side
- National ID
- Utility Bill.

**Section 06: Instructions for applicants**

**Instructions for applicant**

- All subscribers are advised to read the Certificate Practice Statement (CPS) of BBKA available in website (<https://ca.bb.org.bd>).
- The Certificate shall be downloaded onto the same computer/hardware device (USB Token, smart card etc.) by logon from the same computer user account from where the request was initiated.
- The Certificates must not be shared with others or used by anyone else on your behalf.
- Certificate revocation is permanent and irreversible. If your Certificate is revoked, you will have to reapply for a fresh Certificate.
- It is your responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
- If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your Certificates.
- After placing an online request for a Certificate, the following activities shall not be carried out until the certificate is successfully downloaded:
  - Formatting of the computer
  - Deletion of computer user account used to logon when the request was initiated.
  - Reinstallation or upgrade of the internet browser on the computer from which the certificate request was initiated.
- Application form must be submitted in person or through proper authorization.
- Incomplete/Inconsistent application is liable to be rejected.
- Date Format: DDMMYYYY