



Bangladesh Bank Certifying Authority

Application Form (for Organization)

[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 Signing <input type="checkbox"/> Others: <input style="width: 100px;" type="text"/>	

Section 01: Details of Authorized Person

*First Name <input style="width: 100%;" type="text"/>	Self Attested Photograph
*Last Name <input style="width: 100%;" type="text"/>	
*Date of Birth (DDMMYYYY) <input style="width: 150px;" type="text"/> *Nationality <input style="width: 100px;" type="text"/> *Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
*Father's Name <input style="width: 100%;" type="text"/>	
*Mother's Name <input style="width: 100%;" type="text"/>	
*Cell Phone <input style="width: 150px;" type="text"/> *Email (official) <input style="width: 150px;" type="text"/>	
* National ID Number <input style="width: 150px;" type="text"/>	

In case of Foreigner:	Passport No. <input style="width: 100%;" type="text"/>	Country <input style="width: 100%;" type="text"/>	Passport Expiry Date <input style="width: 100%;" type="text"/>
	Visa No. <input style="width: 100%;" type="text"/>		Visa date of issue <input style="width: 100%;" type="text"/>

Organization Details

* Type of organization <input type="checkbox"/> Government <input type="checkbox"/> Public Limited <input type="checkbox"/> Private Limited <input type="checkbox"/> Proprietorship <input type="checkbox"/> Others <input style="width: 50px;" type="text"/>
*Organization Name <input style="width: 100%;" type="text"/>
Web URL (for SSL Certificate) <input style="width: 100%;" type="text"/>
Domain Name (For SSL/VPN Certificate) <input style="width: 100%;" type="text"/> IP Address (For SSL/VPN Certificate) <input style="width: 100px;" type="text"/>

* Address of the Organization	
*House/Village <input style="width: 150px;" type="text"/>	Road/Block/Sec <input style="width: 150px;" type="text"/>
*Police Station <input style="width: 150px;" type="text"/>	Post Office <input style="width: 150px;" type="text"/>
*City/District <input style="width: 150px;" type="text"/>	Post Code <input style="width: 150px;" type="text"/>
*Country <input style="width: 150px;" type="text"/>	Phone <input style="width: 150px;" type="text"/>

Section 02a: Identity Proof

* Proof of submitted Identity <input type="checkbox"/> Up to Date Income Tax Certificate	<input type="checkbox"/> Authorization Letter from Organization
<input type="checkbox"/> VAT Certificate	<input type="checkbox"/> Up to Date Trade License
<input type="checkbox"/> Incorporation Certificate	<input type="checkbox"/> Partnership Deed

Section 02b: Address Proof Details

* Proof of submitted Address <input type="checkbox"/> Utility Bill	<input type="checkbox"/> Rental Agreement
--	---

Section 03: Applicant 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: Declaration of Organization

I hereby confirm that, person is authorized for obtaining and using the digital certificate on behalf of our organization.

* Signature and Seal of Head of the Organization

*Date

Place

Section 05: Use for the office of Registration Authority (RA)

We hereby declare that we have checked/Verified all the supplied/required document and found ok.

*Signature of the RA Officer with Seal

Date

Place

*Signature of the RA Administrator with seal

Date

Place

Section 06: Use for the office of Certification Authority (CA)

*Certificate No

*Issue Date

*Signature of the CA Administrator with seal

Date

Place

Documents Checklist (All photocopy documents should be attested)

- completed Application Form
- 1 recent passport size color photographs depicting full face of the Applicant with signature on back side
- 1 sets of National ID
- 1 sets Utility Bill/Rental Agreement

Proof of organization :

- Public/private Limited Company - Certificate of Incorporation
- Partnership Firms- Partnership Deed
- Proprietary Firms- Up to Date Trade License & VAT Certificate

Section 07: Instructions for applicant's

Instructions for applicant

- After creation of your digital certificate applicant will get 2 system generated emails; one contains the certificate (certificate.p12) and the other contains PIN/password.
- The certificate owner must preserve his/her certificate (certificate.p12 file) and PIN in secure location.
- 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.
- Application form must be submitted in person or through proper authorization.
- Incomplete/Inconsistent application is liable to be rejected.
- All subscribers are advised to read the Certificate Practice Statement (CPS) of BBKA available in website (<https://ca.bb.org.bd>).