


# **Digital Certification Entity**



## **Certificate Policy for Public function**


	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 2 of 24

## Document Information

<b>Name</b>	CERTIFICATE POLICY FOR PUBLIC FUNCTION
<b>Prepared by</b>	THOMAS SIGNE S.A.S.
<b>Country</b>	COLOMBIA
<b>Version</b>	1.2
<b>Date</b>	MARCH, 2023
<b>Document Type</b>	PUBLIC
<b>Code</b>	<b>THS-CO-AC-PC-COR-05</b>


## Document version

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.0	07/08/2022	Preparation of initial document.
1.1	20/01/2023	Corrections and minor changes.
1.2	31/03/2023	Changes according to SIIF Nación requisites.


	Certificate Policy for Public function	Version <b>1.2</b>
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>3 of 24</b>

## CONTENTS


<b>1</b>	<b>INTRODUCTION.....</b>	<b>6</b>
1.1	PRESENTATION OF THE DOCUMENT.....	6
1.2	DOCUMENT NAME AND IDENTIFICATION .....	6
1.3	THOMAS SIGNE S.A.S. PKI PARTICIPANTS .....	7
1.3.1	THOMAS SIGNE S.A.S. PKI CERTIFICATE HIERARCHY.....	7
1.3.2	THOMAS SIGNE ROOT.....	7
1.3.3	DCE THOMAS SIGNE S.A.S. (DCE THOMAS SIGNE COLOMBIA).....	7
1.3.4	APPLICANT .....	7
1.3.5	SUBSCRIBER .....	7
1.3.6	TRUSTING THIRD PARTY.....	7
1.3.7	COMPANY WITH WHICH THE SUBSCRIBER IS RELATED .....	7
1.4	TYPES OF SUPPORT AND USES OF CERTIFICATES .....	8
1.4.1	CENTRALIZED HSM SUPPORT .....	8
1.4.2	APPROPRIATE USES OF CERTIFICATES .....	8
1.4.3	UNAUTHORIZED USES OF CERTIFICATES.....	8
1.5	CPS AND CP ADMINISTRATION .....	9
1.6	DEFINITIONS AND ACRONYMS .....	9
1.6.1	DEFINITIONS.....	9
1.6.2	ACRONYMS .....	9
<b>2</b>	<b>RESPONSIBILITIES REGARDING REPOSITORIES AND PUBLICATION OF INFORMATION.....</b>	<b>10</b>
<b>3</b>	<b>IDENTIFICATION AND AUTHENTICATION .....</b>	<b>10</b>
3.1	NAMES .....	10
3.2	INITIAL IDENTITY VALIDATION .....	10
3.2.1	METHOD OF PROOF OF POSSESSION OF THE PRIVATE KEY .....	10
3.2.2	AUTHENTICATION OF A COMPANY'S OR ENTITY'S IDENTITY .....	10
3.2.3	AUTHENTICATION OF THE IDENTITY OF AN INDIVIDUAL NATURAL PERSON .....	10
3.2.4	UNVERIFIED SUBSCRIBER AND APPLICANT INFORMATION .....	10
3.3	IDENTIFICATION AND AUTHENTICATION FOR RENEWAL REQUESTS WITH CHANGE OF PASSWORDS CHANGE OF KEYS .....	11
3.4	IDENTIFICATION AND AUTHENTICATION FOR REVOCATION REQUESTS.....	11
<b>4</b>	<b>OPERATIONAL REQUIREMENTS FOR THE LIFE CYCLE OF THE CERTIFICATES.....</b>	<b>11</b>
4.1	CERTIFICATE APPLICATION .....	11
4.1.1	WHO CAN APPLY FOR A CERTIFICATE .....	11
4.1.2	MARKETING.....	11
4.1.3	CONTRACTING AND PAYMENT .....	12
4.1.4	APPLICATION.....	12
4.2	PROCESSING OF CERTIFICATE APPLICATIONS .....	13
4.2.1	REVIEW.....	13
4.2.2	DECISION .....	14
4.3	ISSUANCE OF CERTIFICATES .....	14
4.3.1	DCE ACTIONS DURING ISSUANCE OF CERTIFICATES .....	14
4.3.2	NOTIFICATION TO THE APPLICANT AND SUBSCRIBER BY .....	14
	DCE OF CERTIFICATE ISSUANCE .....	14
4.4	ACCEPTANCE OF THE CERTIFICATE.....	15
4.4.1	FORM IN WHICH THE CERTIFICATE IS ACCEPTED.....	15
4.4.2	PUBLICATION OF THE CERTIFICATE BY DCE .....	15
4.4.3	NOTIFICATION OF THE ISSUANCE OF THE CERTIFICATE BY .....	15
	DCE TO OTHER ENTITIES .....	15
4.5	USES OF KEYS AND CERTIFICATE .....	15
4.6	CERTIFICATE RENEWAL WITHOUT CHANGE OF KEYS.....	15

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 4 of 24

4.7	CERTIFICATE RENEWAL WITHOUT CHANGE OF KEYS .....	15
4.8	CERTIFICATE MODIFICATION .....	15
4.9	CERTIFICATE REVOCATION AND SUSPENSION .....	15
4.10	CERTIFICATE STATUS INFORMATION SERVICES.....	15
4.11	SUBSCRIPTION TERMINATION .....	16
4.12	KEY ESCROW AND RECOVERY .....	16
5	PHYSICAL, FACILITY, MANAGEMENT AND OPERATIONAL.....	16
6	SECURITY CONTROLS .....	16
7	CERTIFICATE PROFILE, CRL AND OCSP.....	16
7.1	CERTIFICATE PROFILE.....	16
7.1.1	CERTIFICATE FORMAT AND VALIDITY PERIOD.....	16
7.1.2	CERTIFICATE EXTENSIONS .....	16
7.1.3	OBJECT IDENTIFIERS (OID) OF ALGORITHMS.....	17
7.1.4	NAME FORMATS.....	18
7.1.5	NAME RESTRICTIONS .....	19
7.1.6	CERTIFICATE POLICY OBJECT IDENTIFIERS (OID) .....	19
7.1.7	USE OF THE EXTENSION POLICY CONSTRAINTS .....	19
7.1.8	SYNTAX AND SEMANTICS OF POLICY QUALIFIERS.....	19
7.1.9	SEMANTIC TREATMENT FOR THE CERTIFICATE POLICY EXTENSION .....	19
7.2	CRL PROFILE.....	19
7.3	OCSP PROFILE .....	19
8	COMPLIANCE AUDIT AND OTHER CONTROLS .....	19
9	OTHER LEGAL AND COMMERCIAL AFFAIRS .....	19
9.1	FEES.....	19
9.1.1	CERTIFICATE ISSUANCE FEES.....	19
9.1.2	CERTIFICATE ACCESS FEES.....	20
9.1.3	FEES FOR REVOCATION OR ACCESS TO STATUS INFORMATION .....	20
9.1.4	FEES FOR OTHER SERVICES.....	20
9.1.5	REFUND POLICY .....	20
9.2	FINANCIAL RESPONSIBILITIES.....	20
9.2.1	INSURANCE COVERAGE.....	20
9.3	CONFIDENTIALITY OF INFORMATION .....	20
9.4	DATA PROTECTION POLICY.....	20
9.5	INTELLECTUAL PROPERTY RIGHTS.....	20
9.6	OBLIGATIONS .....	21
9.6.1	OBLIGATIONS OF DCE .....	21
9.6.2	OBLIGATIONS OF SUPPLIERS .....	21
9.6.3	OBLIGATIONS OF APPLICANTS .....	21
9.6.4	OBLIGATIONS OF SUBSCRIBERS.....	21
9.6.5	OBLIGATIONS OF RELYING ON THIRD PARTIES.....	21
9.6.6	OBLIGATIONS OF THE ENTITY TO WHICH THE SUBSCRIBER IS RELATED.....	21
9.7	RESPONSIBILITIES.....	21
9.7.1	DCE's RESPONSIBILITIES.....	21
9.7.2	SUBSCRIBER's RESPONSIBILITIES.....	21
9.8	LIMITATION OF LIABILITY .....	21
9.9	INDEMNITIES .....	21
9.9.1	INDEMNITIES FOR DAMAGES CAUSED BY DCE.....	21
9.9.2	COMPENSATION FOR DAMAGES CAUSED BY CLAIMANTS, BY SUBSCRIBERS AND BY THIRD PARTIES WHO TRUST .....	22
9.10	PERIOD OF VALIDITY .....	22
9.10.1	TERM .....	22
9.10.2	REPLACEMENT AND REPEAL OF THE CPS AND CP's.....	22
9.10.3	EFFECTS OF TERMINATION.....	22
9.11	PQR.....	22
9.12	CHANGES IN CPS AND CP.....	22
9.13	CLAIMS AND DISPUTE RESOLUTION .....	22

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 5 of 24

9.14	APPLICABLE LAW .....	22
9.15	IN ACCORDANCE WITH APPLICABLE LAW.....	22
9.16	OTHER PROVISIONS.....	22
	9.16.1 SUBSCRIPTION AGREEMENT .....	22
	9.16.2 FULL ACCEPTANCE CLAUSE.....	23
	9.16.3 INDEPENDENCE .....	23
9.17	OTHER STIPULATIONS .....	23
10	FORMATS .....	23
11	RECORDS.....	24

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>6 of 24</b>

# 1 INTRODUCTION

## 1.1 PRESENTATION OF THE DOCUMENT

This document constitutes the Certificate Policy (CP) for Public function issued by Thomas Signe S.A.S., in compliance with the Specific Criteria for Accreditation of Digital Certification Entities - CEA 3.0-07 established by the National Accreditation Body of Colombia - ONAC, in accordance with Colombian legislation and the provisions of the regulatory bodies.

The Public function Certificates issued by Thomas Signe S.A.S. are certificates that allow the Subscriber to identify and sign as a natural person linked to a company or entity (legal entity or natural person, whether it is a company or another type of public or private entity that performs an economic activity for which it is obliged to register in a fiscal or tax registry), either as an employee, associate, collaborator, customer or supplier.

This CP establishes the requirements of the Certificates for Public function issued by Thomas Signe S.A.S., following the RFC 3647 standard "Internet X.509 Public Key Infrastructure Certificate Policy and Certification Practices Framework", and in accordance with the following standards:

- RFC 5280 Internet X.509 Public Key Infrastructure Certificate and Certificate Revocation List (CRL) Profile.
- ITU-T X.509 Information technology – Open Systems Interconnection – The Directory: Public-key and attribute certificate frameworks.
- RFC 6960 X.509 Internet Public Key Infrastructure Online Certificate Status Protocol – OCSP.

In addition to the requirements established in this CP, Certificates for Public function issued by Thomas Signe S.A.S. are governed by the practices established in the Certification Practice Statement (CPS) for the issuance of certificates of Thomas Signe S.A.S. This CPS is published in the same web page of Thomas Signe S.A.S. as this document (see section 1.2).

This document is of a public nature and is intended for all natural and legal persons, Applicants, Subscribers, Third Parties, and the public.

If vulnerabilities are detected, or the technical standards or infrastructure indicated in this CP are no longer valid, Thomas Signe S.A.S. will be responsible for informing ONAC of this fact, to proceed with the respective update.

## 1.2 DOCUMENT NAME AND IDENTIFICATION


The identification data of the present document are specified in the initial table *Identification of the document*.

Additionally, this document is identified with the following OIDs, contained in the X.509 v3 Certificate Policies extension of the Public function Certificates issued by Thomas Signe S.A.S. in the indicated media types.

<b>OID OF THE CP OF PUBLIC FUNCTION CERTIFICATIONS</b> <b>1.3.6.1.4.1.51362.0.2.1.5</b>	
1.3.6.1.4.1.51362.0.2.1.5.3	Centralized HSM Support

This document is published on the following web page:

<https://thomas-signe.co/declaracion-de-practicas-y-politicas-de-certificacion/>

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 7 of 24

### 1.3 THOMAS SIGNE S.A.S. PKI PARTICIPANTS

#### 1.3.1 THOMAS SIGNE S.A.S. PKI CERTIFICATE HIERARCHY

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

#### 1.3.2 THOMAS SIGNE ROOT

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

#### 1.3.3 DCE THOMAS SIGNE S.A.S. (DCE THOMAS SIGNE COLOMBIA).

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

#### 1.3.4 APPLICANT

In this CP, Applicant is the natural person who requests to ECD Thomas Signe S.A.S. the issuance of a Public function Certificate.

In this CP, Applicant is always the same natural person as the Subscriber.

#### 1.3.5 SUBSCRIBER

In this CP, Subscriber is the natural person in whose name ECD Thomas Signe S.A.S. issues a Certificate for Public function and, therefore, acts as responsible for it, and who, with knowledge and full acceptance of the rights and duties established and published in this CP and in the CPS for the issuance of Thomas Signe S.A.S. certificates and having signed the respective Subscription Contract with Thomas Signe S.A.S., accepts the conditions of the certificate issuance service provided by the latter.

The Subscriber is responsible for the use of the private key associated with the Certificate for Public function issued in the name by ECD Thomas Signe S.A.S., who is exclusively bound to an electronic document digitally signed using said private key.


In this CP, Subscriber is a natural person linked to an Entity (legal entity or natural person), either as an employee, associate, collaborator, client, or supplier. This Entity must sign an authorization with the Subscriber's data, including the Entity's data, the area of the Subscriber in the Entity or the type of relationship of the Subscriber with the Entity, and the position, title or role of the Subscriber in the Entity, authorizing the Subscriber to request and obtain a certificate with such data.

#### 1.3.6 TRUSTING THIRD PARTY

In this CP, Relying Third Party (or Accepting Third Party) are all those natural or legal persons that decide to accept and rely on a Certificate for Public function issued by ECD Thomas Signe S.A.S.

#### 1.3.7 COMPANY WITH WHICH THE SUBSCRIBER IS RELATED

In this CP, the Entity to which the Subscriber is related to is the legal entity or natural person (whether it is a company or another type of public or private entity that performs an economic activity

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>8 of 24</b>

for which it is obliged to register in a fiscal or tax registry) to which the Subscriber is related through the relationship accredited in the certificate, whether as an employee, associate, collaborator, client or supplier.

## 1.4 TYPES OF SUPPORT AND USES OF CERTIFICATES

### 1.4.1 CENTRALIZED HSM SUPPORT

The issuance of Public function Certificates in Centralized HSM is available to any Subscriber that complies with the requirements established in this CP and in the CPS for the issuance of Thomas Signe S.A.S. certificates.

The private keys of the Public function Certificates issued in this support are generated in a cryptographic device of the HSM type with FIPS 140-2 level 3 certification, resulting in a high level of security, to protect the private keys against risks such as:

- Malicious code attacks
- Unauthorized export of keys
- Spoofing due to carelessness of the Subscriber in the custody of cryptographic devices
- Physical damage to the cryptographic module

Access to the private key of a Public function Certificate issued on this cryptographic device is provided by a username of the Subscriber, a user password defined by the Subscriber, a certificate password defined by the Subscriber, and by a code that the Subscriber receives on his cell phone each time he tries to access the private key. This username, these two passwords and this code therefore constitute the activation data of the private key.

Public function Certificates issued in HSM Centralized are identified by the OID (1.3.6.1.4.1.51362.0.2.1.5.3) in the X.509 v3 Certificate Policies extension.

### 1.4.2 APPROPRIATE USES OF CERTIFICATES

Public function Certificates issued by Thomas Signe S.A.S. may be used under the terms established in this CP, in the CPS for the issuance of Thomas Signe S.A.S. certificates and in the provisions of the legislation in force in this matter.

Public function Certificates must, in general, be used within the framework of the legal or binding relationship between the Subscriber and the Public Entity to which the Subscriber is related by means of the link accredited in the certificate. Specifically, they can be used for the following purposes:


- Integrity of the signed document.
- Non-repudiation of origin.
- Identification of the Subscriber and its relationship with the Entity accredited in the certificate.

The use of these certificates is allowed in the Subscriber's personal relations with the Public Administrations and in other strictly personal uses, as long as there is no prohibition of the Entity to which the Subscriber is related by means of the link accredited in the certificate.

### 1.4.3 UNAUTHORIZED USES OF CERTIFICATES

It is not allowed to use other than what is established in this CP and the CPS for the issuance of Thomas Signe S.A.S. certificates.



	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>9 of 24</b>

## 1.5 CPS AND CP ADMINISTRATION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.


## 1.6 DEFINITIONS AND ACRONYMS

### 1.6.1 DEFINITIONS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 1.6.2 ACRONYMS

<b>CA</b>	Certification Authority
<b>CRL</b>	Certificate Revocation List
<b>DN</b>	Distinguished Name
<b>CPS</b>	Certification Practices Statement
<b>DCE</b>	Digital Certification Entity that provides digital certification services and is equivalent to a Certification Entity as defined in law 527 of 1999. It should also be understood as a Conformity Assessment Body - CAB as defined in ISO/IEC 17000.
<b>FIPS</b>	Federal Information Processing Standards. These are publicly announced standards developed by the U.S. government for use by all non-military government agencies and government contractors. Many FIPS standards are modified versions of standards used in the broader communities (ANSA, IEEE, ISO, etc.).
<b>HSM</b>	Hardware Security Module
<b>IEC</b>	International Electrotechnical Commission
<b>ISO</b>	International Organization for Standardization
<b>ITU</b>	International Telecommunication Union
<b>TIN</b>	Tax Identification Number
<b>OCSP</b>	Online Certificate Status Protocol
<b>ONAC</b>	National Accreditation Organization of Colombia
<b>RO</b>	Registry Operator
<b>CP</b>	Certificate Policy
<b>PKCS</b>	Public-Key Cryptography Standards. Public-key cryptography standards devised and published by RSA Laboratories.
<b>PKI</b>	Public Key Infrastructure
<b>PQRS</b>	Petitions, Complaints, Claims and Suggestions
<b>RA</b>	Registration Authority
<b>RFC</b>	Request for Comments. A series of publications from the Internet Engineering Task Force (IETF) that describe various aspects of the operation of the Internet and other computer networks, such as protocols, procedures, etc.
<b>RSA</b>	Rivset, Shamir and Adleman. It is a public key cryptographic system developed in 1977. It is the first and most widely used algorithm of this type and is valid for both encryption and digital signing.
<b>RUES</b>	Single Corporate and Social Registry

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 10 of 24

**SAR**    Signe Registration Authority

**SHA**    Secure Hash Algorithm

## 2    RESPONSIBILITIES REGARDING REPOSITORIES AND PUBLICATION OF INFORMATION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 3    IDENTIFICATION AND AUTHENTICATION

### 3.1    NAMES

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 3.2    INITIAL IDENTITY VALIDATION

#### 3.2.1    METHOD OF PROOF OF POSSESSION OF THE PRIVATE KEY

When a certificate is issued in Centralized HSM, the private key is generated in the HSM at the moment prior to the issuance of the certificate, through a procedure that guarantees its confidentiality and its binding to the Applicant.

#### 3.2.2    AUTHENTICATION OF A COMPANY'S OR ENTITY'S IDENTITY

The RA will verify the identity of the Entity (Legal Entity or Natural Person) to which the Subscriber is related by means of the link accredited in the certificate as specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

#### 3.2.3    AUTHENTICATION OF THE IDENTITY OF AN INDIVIDUAL NATURAL PERSON


The RA will reliably verify the identity of the subscribing natural person as specified in the CPD for the issuance of Thomas Signe S.A.S. certificates.

#### 3.2.4    UNVERIFIED SUBSCRIBER AND APPLICANT INFORMATION

Under no circumstances shall the RA omit the verification of information leading to the identification of the Subscriber and Applicant as specified in sections 3.2.2 and 3.2.3.

The RA shall not verify the following data of the Subscriber and Applicant entered in the certificate application form in the SAR platform, by any means other than verifying them in the corresponding signed authorization, by which the Entity to which the Subscriber is related by means of the link accredited in the certificate authorizes the Subscriber to apply for and obtain the certificate, presuming the good faith of the information provided by the Subscriber and the Entity:

- Data contained in the certificate: area of the Subscriber in the Entity or type of linkage of the Subscriber with the Entity; position, title or role of the Subscriber in the Entity; email of the Subscriber. The RA will verify that the data entered in the certificate request form conforms to the data in the signed authorization.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>11 of 24</b>

- Data not contained in the certificate: Subscriber's cell phone number. The RA will check that the data entered in the certificate request form matches the data in the signed authorization.

### 3.3 IDENTIFICATION AND AUTHENTICATION FOR RENEWAL REQUESTS WITH CHANGE OF PASSWORDS CHANGE OF KEYS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 3.4 IDENTIFICATION AND AUTHENTICATION FOR REVOCATION REQUESTS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

The identification and authentication of the Subscriber and Applicant, in case he/she uses the online revocation procedure, through the links contained in the Thomas Signe S.A.S. website, is performed according to the following method:

- Centralized HSM: the Subscriber must enter the user and password to access the Centralized HSM, and a code that will receive by cell phone.

## 4 OPERATIONAL REQUIREMENTS FOR THE LIFE CYCLE OF THE CERTIFICATES

### 4.1 CERTIFICATE APPLICATION

#### 4.1.1 WHO CAN APPLY FOR A CERTIFICATE

Only the Subscriber can apply for a Public function Certificate.

#### 4.1.2 MARKETING


The Applicant (and Subscriber) and/or the Entity to which it is linked may receive information about the digital certification process in the following ways:

- Visiting the web [www.thomas-signe.co](http://www.thomas-signe.co)
- Via e-mail to [comercial@thomas-signe.co](mailto:comercial@thomas-signe.co)
- Directly dealing with Commercial Agents.

By any of these means, they will be provided with information about such process, necessary requirements, fees and other related information.

After being informed, the Applicant (and Subscriber) and/or the Entity to which he/she is linked will indicate to the Commercial Area and/or an RO

- 1) The type of certificate required (Certificate for Public function).
- 2) The validity of the certificate required.
- 3) The full name of the Applicant.
- 4) The type and number of the Applicant's identity document.
- 5) The email account of the Applicant that will be associated to the digital certificate and through which the ECD will send official notifications and communications.
- 6) The name or company name of the Entity to which the Applicant is linked.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>12 of 24</b>

7) The TIN of the Entity to which the Applicant is linked.

The Commercial Area and/or an RO will send by e-mail to the Applicant (and Subscriber) and/or the Entity to which it is linked: the Commercial Proposal (sent by the Commercial Area), where applicable; the Subscription Agreement; an authorization model for requesting and obtaining the certificate if required; optionally, a link to the SAR platform; and the respective indications.

#### 4.1.3 CONTRACTING AND PAYMENT

To proceed with the contracting and payment, the Applicant (and Subscriber) and/or the Entity to which it is linked must:

- Pay the respective fee by a valid method, where applicable. The evidence of this process shall be the voucher or proof of payment.

Thomas Signe S.A.S. makes available to the public a bank account for the deposit of the respective amount for each service (see section 9.1). The details of this bank account shall be indicated in the Commercial Proposal. However, Thomas Signe S.A.S. may require an alternative method of payment in the case of a Service Agreement.


- Accept all terms and conditions set forth in the Subscription Agreement between Thomas Signe S.A.S. and the Subscriber by signing it. The evidence of this process shall be the signed Subscription Agreement.

Note here that, in addition to the Subscription Agreement with each Subscriber of a digital certificate, depending on the type of contract, a Service Agreement between Thomas Signe S.A.S. and the Entity to which the Subscribers are bound may be required.

#### 4.1.4 APPLICATION

To request the issuance of a digital certificate, the Applicant (and Subscriber) and/or the Entity to which it is linked may enter the SAR platform and correctly complete the data in the certificate request form (see Annex I). In addition, within the SAR platform, they will proceed to attach the documents indicated below:

- Identity document of the Subscriber, scanned on both sides: Citizenship Card, Alien Registration Card or Passport; issued in Colombia (by default) or in another country (equivalent document).
- Certificate of existence and legal representation in the Chamber of Commerce or equivalent document of the Entity to which the Subscriber is linked, in virtual copy or scanned, in the applicable cases; issued in Colombia (by default) or in another country a maximum of 30 days before.
- Single Tax Registry or equivalent document of the Entity to which the Subscriber is linked, in virtual copy or scanned, in all cases; issued in Colombia (by default) or in another country.
- Additional official document showing a complete current address of the Entity to which the Subscriber is linked (for example, a Certificate of Residence for Natural Persons), in the event that the Applicant wishes the certificate to show an address different from those included in the Certificate of existence and legal representation in the Chamber of Commerce and/or in the Single Tax Registry or equivalent documents; issued in Colombia (by default) or in another country a maximum of 30 days before.
- Authorization signed by the Legal Representative of the Entity (Legal Entity) to which the Subscriber is linked or by the Entity itself (Natural Person), with the data of the Natural Person authorized to request and obtain a Public function Certificate; issued a maximum of 30 days before.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 13 of 24

- Identity document of the Legal Representative or of the Entity (Natural Person) signing the authorization, scanned on both sides: Citizenship Card, Foreign Registration Card or Passport; issued in Colombia (by default) or in another country (equivalent document).
- Proof of payment of the certificate fee indicated in the Commercial Proposal or in the Service Rendering Contract, if applicable.
- Application and acceptance document signed.

Alternatively, the Applicant (and Subscriber) and/or the Entity to which it is linked may personally deliver or send the required data and documents to the Commercial Area and/or an RO, and they will enter the data in the certificate application form and attach the requested documents in the SAR platform.

## 4.2 PROCESSING OF CERTIFICATE APPLICATIONS

### 4.2.1 REVIEW

A RO will verify that all required documents have been attached on the SAR platform and that they all meet the following:

- They are complete and legible.
- All documents look legitimate.
- Where applicable, they were current when attached on the SAR platform.
- The data included about Subscriber, the Entity to which the Subscriber is bound, the type and validity of the certificate, and the payment of the certificate fee are in accordance with the corresponding data entered in the certificate application form and, where applicable, in the Commercial Proposal. Discrepancy will be accepted only for the complete address of the Entity to which the Subscriber is related contained in the Certificate of existence and legal representation in the Chamber of Commerce and/or in the Single Tax Registry and/or in the additional official document, in which case the address contained in the document with the most recent date of issue will be considered as valid.

Additionally, for those cases in which it is possible, the RO will consult the NIT of the Entity to which the Subscriber is linked in an online database (in Colombia, for companies of the type Legal Entity or Natural Person, RUES database), to verify the existence of the Entity and that it is active.


If payments or documentation need to be regularized, the Applicant (and Subscriber) will be notified at the e-mail address provided by the Applicant (and Subscriber).

Once all the required documentation and evidence has been collected and reviewed, the RO will arrange an appointment with the Applicant for a videoconference. In this session, the RO will ask a series of questions to verify the Applicant's identity and will ask the Applicant to show the original identity document that has been scanned to verify that it matches the document received. To evidence such videoconference, the RA platform will record the entire session and the recording will be saved together with the information collected from the Applicant. This process will be performed prior to the issuance of the certificate.

Alternatively to the videoconference, an RO may have verified the Applicant's identity in person, in which case he/she must have received the required documents, which must have been entered in the SAR platform in digital format and, in addition, must file and keep in paper format (not scanned) the original documents received in such format, which must include the Subscription Contract signed in handwriting by the Subscriber, as evidence of the Applicant's (and Subscriber's) identification in person.

Once the RO has reviewed the documents submitted and the data entered in the certificate request form and has performed and reviewed the identity validation of the Applicant (and Subscriber), the RO will approve or reject the certificate issuance request on the RA platform based on the review.

Approval of the application by the RO will result in a documented recommendation for the decision to issue the certificate. Rejection of the application by the RO will result in a documented recommendation for a decision to cancel the issuance of the certificate. In both cases, the RO shall have documented the processes and results related to the review of the application.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>14 of 24</b>

## 4.2.2 DECISION

DCE Thomas Signe S.A.S. is responsible for the decision taken with respect to digital certification, ensuring independence and impartiality between the review and certification decision functions. To this end, an RA Decision Operator, independent of the RO who has performed the review of the certificate issuance request, after considering the recommendation for decision and the documented processes and results related to such review, as well as other possible substantiated and demonstrated reasons, will make the decision to issue the certificate or to cancel the issuance of the certificate.

In the case of cancellation, the RA Decision Operator will send an email to the Applicant (and Subscriber) notifying them of the reasons for the decision not to issue the certificate.

## 4.3 ISSUANCE OF CERTIFICATES

### 4.3.1 DCE ACTIONS DURING ISSUANCE OF CERTIFICATES

Once the Decision Operator of the RA has made the decision to issue the certificate, the certificate issuance will proceed, during which the ECD Thomas Signe S.A.S. (RA and Subordinate CA) performs the following actions:

- 1) The keys will be generated by the Subscriber in the Centralized HSM, delivering to the RA a certificate request in PKCS #10 format.
- 2) The RA will sign the certificate request in PKCS #10 format received and the data that will be contained in the certificate that have been entered in the SAR platform, and will send the resulting request to the CA, receiving from the CA the corresponding issued certificate.

This process will be performed automatically when the RA receives the certificate request in PKCS #10 format, without the intervention of an RA operator.

- 3) Finally, the RA will deliver the certificate.


The certificate is automatically installed in the Centralized HSM associated to the keys generated by the Subscriber.

### 4.3.2 NOTIFICATION TO THE APPLICANT AND SUBSCRIBER BY DCE OF CERTIFICATE ISSUANCE

The Centralized HSM itself notifies the Requestor (and Subscriber) that the certificate has been issued and has been installed in the HSM.

Additionally, the RA sends an email to the Requestor (and Subscriber) that includes the following:

- Data document of the acquired certificate, which constitutes the formal documentation of the digital certification service, with the following content: contact details of the ECD Thomas Signe S.A.S.; information on the content of the acquired certificate (type and support of the certificate, dates of issue and expiration of the certificate, data of the Subscriber and of the Entity to which it is linked contained in the certificate); data necessary for the use of the certificate in HSM Centralized by the Subscriber; signature of the Decision Operator of the RA who has taken the decision to issue the certificate.
- Link to the web page where the CPS for issuing Thomas Signe S.A.S. certificates and the present CP are published.
- Manual of use of the certificate in HSM Centralized in its current version.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 15 of 24

## 4.4 ACCEPTANCE OF THE CERTIFICATE

### 4.4.1 FORM IN WHICH THE CERTIFICATE IS ACCEPTED

The certificate shall be deemed accepted by the Subscriber, once the RA has made its delivery and the ECD has notified the same to the Applicant (and Subscriber), as specified in sections 4.3.1 and 4.3.2.

### 4.4.2 PUBLICATION OF THE CERTIFICATE BY DCE

DCE Thomas Signe S.A.S. does not publish issued certificates in any repository.

### 4.4.3 NOTIFICATION OF THE ISSUANCE OF THE CERTIFICATE BY DCE TO OTHER ENTITIES

DCE Thomas Signe S.A.S. does not notify the issuance of certificates to third parties.

## 4.5 USES OF KEYS AND CERTIFICATE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 4.6 CERTIFICATE RENEWAL WITHOUT CHANGE OF KEYS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 4.7 CERTIFICATE RENEWAL WITH KEY CHANGE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 4.8 CERTIFICATE MODIFICATION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 4.9 CERTIFICATE REVOCATION AND SUSPENSION

The Subscriber must request the revocation of his/her certificate in case of loss, risks and security compromises of keys contained in the cryptographic device or other causes specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.


To request the revocation of the certificate the Subscriber has the following options:

- Revoke the certificate online through the links contained on the website of Thomas Signe S. A.S. website through the following [link](#). In case the type of support is HSM Centralized, the Subscriber must enter his user and password to access the HSM Centralized, and a code that he will receive on his cell phone.

In the Thomas Signe S.A.S. CPS for the issuance of certificates you will find all the complementary information regarding the revocation of certificates.

## 4.10 CERTIFICATE STATUS INFORMATION SERVICES

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 16 of 24

#### 4.11 SUBSCRIPTION TERMINATION

The certificate subscription will end at the time of expiration or revocation of the certificate.

#### 4.12 KEY ESCROW AND RECOVERY

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 5 PHYSICAL, FACILITY, MANAGEMENT AND OPERATIONAL

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 6 SECURITY CONTROLS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 7 CERTIFICATE PROFILE, CRL AND OCSP

#### 7.1 CERTIFICATE PROFILE

##### 7.1.1 CERTIFICATE FORMAT AND VALIDITY PERIOD

The format of the certificates for Public function complies with the CPS for the issuance of Thomas Signe S.A.S. certificates, except that the ETSI EN 319 412-3 standard is not applicable for these certificates.

Public function Certificates have a validity period of up to 2 years (730 days)


##### 7.1.2 CERTIFICATE EXTENSIONS

The following table specifies the extensions of the Public function Certificates.

Extension	Critical	Value
<b>Authority Key Identifier</b>	-	Identifier of the public key of the certificate of the Subordinate CA, obtained from the SHA-1 hash of the certificate.
<b>Subject Key Identifier</b>	-	Identifier of the public key of the certificate, obtained from the SHA-1 hash of the certificate.
<b>Key Usage</b>	Yes	digitalSignature nonRepudiation
<b>Certificate Policies</b>	-	OID 1.3.6.1.4.1.51362.0.2.1.2.x <sup>1</sup>

<sup>1</sup> HSM Centralized: x=3



	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 17 of 24

		CPS URI: <a href="http://thsigne.com/cps">http://thsigne.com/cps</a>
<b>Subject Alternative Name</b>		rfc822Name: <i>Subscriber's email address</i>
<b>Basic Constraints</b>	Yes	cA: FALSE
<b>Extended Key Usage</b>	-	clientAuth (1.3.6.1.5.5.7.3.2) emailProtection (1.3.6.1.5.5.7.3.4)
<b>CRL Distribution Points</b>	-	CRL URI: <a href="http://crl-co.thsigne.com/ecd_thomas_signe_colombia.crl">http://crl-co.thsigne.com/ecd_thomas_signe_colombia.crl</a>
<b>Authority Information Access</b>	-	URI of the certificate of the Subordinate CA: <a href="http://thsigne.com/certs/ecd_thomas_signe_colombia.crt">http://thsigne.com/certs/ecd_thomas_signe_colombia.crt</a> URI of the OCSP service of the Subordinate CA: <a href="http://ocsp-co.thsigne.com">http://ocsp-co.thsigne.com</a>
<b>Issuer Alternative Name</b>	-	Accreditation code assigned by ONAC: 18-ECD-001

### 7.1.3 OBJECT IDENTIFIERS (OID) OF ALGORITHMS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

#### 7.1.4 NAME FORMATS


The following table specifies the corresponding attributes of the DN of the holder of a Public function Certificate (Certificate Subscriber).

DN Attribute	Description	Value
<b>Country Name (C)</b>	Country	Code of two capital letters according to ISO 3166-1 of the country of the Entity <sup>1</sup> Default: CO
<b>State or Province Name (ST)</b>	State/Provincze	<i>Department of the Entity</i> <sup>2</sup>
<b>Locality Name (L)</b>	Location	<i>Municipality of the Entity</i> <sup>2</sup>
<b>Street Address (STREET)</b>	Address	<i>Address of the Entity</i> <sup>2</sup>
<b>Organization Identifier (2.5.4.97)</b>	Organization Identifier	<i>Identification Tax Number of the Entity (in Colombia: NIT)</i> <sup>2</sup>
<b>Organization Name (O)</b>	Organization Name	<i>Name or corporate name of the Entity</i> <sup>2</sup>
<b>Organizational Unit Name (OU)</b>	Organizational Unit	<i>Subscriber's area in the Entity or type of Subscriber's relationship with the Entity</i> <sup>2</sup>
<b>Title (title)</b>	Title	<i>Position, title or role of the Subscriber in the Entity. By default: "Public Officer"</i> <sup>2</sup> .
<b>Serial Number (serialNumber)</b>	Serial Number	<i>Public officer Identification Number.</i>
<b>Surname (SN)</b>	Last Name	<i>Subscriber's Last Name</i> <sup>2</sup>
<b>Given Name (givenName)</b>	Name	<i>Subscriber's Name</i> <sup>2</sup>
<b>Common Name (CN)</b>	Full Name	<i>Subscriber's full name (first and last name)</i> <sup>2</sup>

---

<sup>1</sup> PrintableString Codified

<sup>2</sup> UTF8String Codified

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>19 of 24</b>

### 7.1.5 NAME RESTRICTIONS

As specified in section 7.1.4 and in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 7.1.6 CERTIFICATE POLICY OBJECT IDENTIFIERS (OID)

The OIDs of the Public function Certificate Policy are specified in sections 1.2, 1.4 and 7.1.2, as well as in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 7.1.7 USE OF THE EXTENSION POLICY CONSTRAINTS

Public function Certificates do not contain the Policy Constraints extension.

### 7.1.8 SYNTAX AND SEMANTICS OF POLICY QUALIFIERS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 7.1.9 SEMANTIC TREATMENT FOR THE CERTIFICATE POLICY EXTENSION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 7.2 CRL PROFILE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 7.3 OCSP PROFILE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 8 COMPLIANCE AUDIT AND OTHER CONTROLS


As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9 OTHER LEGAL AND COMMERCIAL AFFAIRS

### 9.1 FEES

#### 9.1.1 CERTIFICATE ISSUANCE FEES

The rates specified are referential and may vary according to the type of certificate and the contract with each client.

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>20 of 24</b>

CERTIFICATE	VALIDITY	PRICE*
<b>From Public function HSM Support Centralized</b>	1 year	\$ 150.000 COP
	2 years	\$ 270.000 COP

\* Price excluding VAT in Colombian pesos for a certificate of the indicated validity period.

The same rates are published on the Thomas Signe S.A.S. website.

The final price including VAT for the requested certificate will be indicated in the commercial proposal.

### 9.1.2 CERTIFICATE ACCESS FEES

The access to the consultation of the status of the issued certificates is free and free of charge.

### 9.1.3 FEES FOR REVOCATION OR ACCESS TO STATUS INFORMATION

There is no fee for certificate revocation, nor for access to certificate status information.

### 9.1.4 FEES FOR OTHER SERVICES

There is no fee for certificate revocation, nor for access to certificate status information.

### 9.1.5 REFUND POLICY

DCE Thomas Signe S.A.S. has a Refund Policy (THS-CO-AC-POL-07 Refund Policy), which is referenced in contracts with its customers and published on the Thomas Signe website.

## 9.2 FINANCIAL RESPONSIBILITIES

### 9.2.1 INSURANCE COVERAGE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.3 CONFIDENTIALITY OF INFORMATION


As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.4 DATA PROTECTION POLICY

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.5 INTELLECTUAL PROPERTY RIGHTS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

 THOMAS SIGNE	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>21</b> of <b>24</b>

## 9.6 OBLIGATIONS

### 9.6.1 OBLIGATIONS OF DCE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.6.2 OBLIGATIONS OF SUPPLIERS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.6.3 OBLIGATIONS OF APPLICANTS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.6.4 OBLIGATIONS OF SUBSCRIBERS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.6.5 OBLIGATIONS OF RELYING ON THIRD PARTIES

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.6.6 OBLIGATIONS OF THE ENTITY TO WHICH THE SUBSCRIBER IS RELATED

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.7 RESPONSIBILITIES

### 9.7.1 DCE's RESPONSIBILITIES

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.7.2 SUBSCRIBER'S RESPONSIBILITIES

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.


## 9.8 LIMITATION OF LIABILITY

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.9 INDEMNITIES

### 9.9.1 INDEMNITIES FOR DAMAGES CAUSED BY DCE

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

 THOMAS SIGNE	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 22 of 24

## 9.9.2 COMPENSATION FOR DAMAGES CAUSED BY CLAIMANTS, BY SUBSCRIBERS AND BY THIRD PARTIES WHO TRUST

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.10 PERIOD OF VALIDITY

### 9.10.1 TERM

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.10.2 REPLACEMENT AND REPEAL OF THE CPS AND CP's

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

### 9.10.3 EFFECTS OF TERMINATION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.11 PQRS

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.12 CHANGES IN CPS AND CP

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.13 CLAIMS AND DISPUTE RESOLUTION

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.14 APPLICABLE LAW

As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.15 IN ACCORDANCE WITH APPLICABLE LAW


As specified in the CPS for the issuance of Thomas Signe S.A.S. certificates.

## 9.16 OTHER PROVISIONS

### 9.16.1 SUBSCRIPTION AGREEMENT

The model of the Application and Acceptance document for the current certificate issuance service is published on the following web page:

<https://thomas-signe.co/declaracion-de-practicas-y-politicas-de-certificacion/>

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page <b>23 of 24</b>

The same subscription form is used for all types of certificates. In each model, the type of certificate contracted and its validity, as well as the Subscriber's identification data and the date of signing of the contract by the Subscriber must be filled in.

Since each model is filled in with the Subscriber's identification data, the document is classified as CONFIDENTIAL, although the document model is published on the indicated web page.

### 9.16.2 FULL ACCEPTANCE CLAUSE

All Applicants, Subscribers, Relying Third Parties and any other interested parties assume in its entirety the contents of the latest version of this CP and associated CPS.

### 9.16.3 INDEPENDENCE


In the event that any of the sections contained in this CP or in the associated CPS is declared, partially or totally, null and void or illegal, this shall not affect the rest of the document.

### 9.17 OTHER STIPULATIONS.

Not considered.

## 10 FORMATS

- THS-CO-AC-AC-CPS-01-F04 Company/Entity Binding Certificate Request Form
- THS-CO-AC-AC-CPS-01-F17 Application and Acceptance of Digital Certification Service Provision (Legal Representative)
- THS-CO-AC-AC-CPS-01-F18 Application and Acceptance of Digital Certification Service Provision (Subscriber)
- THS-CO-AC-AC-CPS-01-F11 Authorization Request Certificate Application for Binding to Company/Entity
- THS-CO-AC-AC-CPS-01-F15 Reading Protocol for Identity Verification Videoconference
- THS-CO-AC-AC-CPS-01-F20 Commercial Proposal for Digital Certificates

	Certificate Policy for Public function	Version 1.2
	Code: <b>THS-CO-AC-PC-COR-02</b>	Page 24 of 24

## 11 RECORDS

ID	SUPPORT	RESPONSIBLE	FILE	RETENTION TIME
Completed Public function Certificate Application Forms.	TI	Registry Operator	SAR Platform	7 years or according to applicable regulations
Signed commercial proposals for Digital Certificates - Public function.	TI	Sales Manager	SAR Platform	7 years or according to applicable regulations
Signed Application and Acceptance Forms for Certificate Issuance	TI	Registry Operator	SAR Platform	7 years or according to applicable regulations
Recorded identity verification videoconferences	TI	Registry Operator	RA Platform	7 years or according to applicable regulations