

## **Standard Operating Procedure (SoP) for obtaining Digital Signature by Government Entities**

A Government Entity that introduces a 'Digital Signature' for adoption at its organization shall obtain services from a 'Certificate Service Provider (CSP)'. Currently, the only CSP authorized in Sri Lanka is LankaClear (Pvt) Ltd (LCPL), established by the Central Bank of Sri Lanka (CBSL). Therefore, Government entities shall obtain Digital Signature service from LankaClear by way of subscription by fulfilling the below-mentioned requirements.

Further, Digital Signature issued by LankaClear is legally valid according to the Electronic Transaction Act, No.19 of 2006. Additionally, LankaClear is recognized by the circular CTF/01/2021 of 23-09-2021 of the Presidential Secretariate for implementing Digital Signatures at government institutions.

Accordingly, for government institutions to implement Digital Signatures for their respective organizations, it is required to follow the below steps.

1. Government entities will be required to fulfill the below requirements to subscribe Digital Signature service from LankaClear.
  - a. Sign and submit the Terms and Conditions letter on the organization's letterhead.
  - b. Submit documents about organization's establishment, such as Act, Cabinet decisions etc.
  - c. Letter of authority according to LCPL format authorizing the signatory to sign the Terms and condition letter.
  - d. Submit the duly filled application form of each official authorized to use Digital Signature in the organization. Authorized signatory who signs the Terms and Conditions should approve the applications submitted by the organization.
  - e. A copy of each applicant's National Identity Card (NIC), Passport or Driving License should be certified by an attorney-at-law.
  - f. Email the scanned copies of all aforementioned documents to [helpdesk@lankaclear.com](mailto:helpdesk@lankaclear.com)

- g. Once all documents are approved by LankaClear, the applicant shall make payment, Payment shall include the token fee (onetime) and the annual certificate fee.

Upon fulfillment of the above requirements by a government entity, LankaClear will be able to enable Digital Signature service and issue Secure Tokens to users.

You may refer LankaClear website to obtain a Digital Signature service:

<https://www.lankaclear.com/knowledge-center/lankasign/>

- h. Government entities subscribing to the Digital Signature service should ensure the below prerequisites.
  - a. Storage capacity to store digitally signed documents through,
    - i. Shared folder or folders on laptops of the users'
    - ii. Common storage facility on Cloud or a Personal Computer
  - b. Internet Connectivity to validate Digital Signature
- i. Always ensure to store the digitally signed document as per above 2 since a digitally signed document is printed will not carry any value.
- j. For Secure Token operating systems compatibility, you may refer the LankaClear website.

<https://www.lankaclear.com/assets/images/knowledge-center/lankasign/Security-Tokens-OS-Compatibility.pdf>

- k. To digitally sign any document, it is required to have an adobe reader software application installed on Personal Computer or Laptop Computer
- l. It is required to renew the subscription of the service prior to expiration, to continue to Digitally Sign documents.
- m. Digitally signed documents are valid even after the expiration of the digital signature's validity or subscription period.