REGULATIONS for establishing and confirming personality of individual entrepreneur, authorized representative of a non-resident organization of the Republic of Belarus on the export support information Portal

The procedure for establishing and confirming the identity of an individual entrepreneur or an authorized representative of a non-resident organization of the Republic of Belarus (hereinafter referred to as the Subscriber) is aimed at ensuring identification and authentication of his identity when registering on the website of the Certification Center (hereinafter referred to as CC) at http://ca.ncmps.by/register. The result of registration is the assignment of an identifier to the CC user, entering it into the CC user register and issuing a public key certificate for it (hereinafter referred to as the PKC).

Identification and authentication of the Subscriber is carried out with his personal presence or without his personal presence. Without the personal presence of the Subscriber, identification and authentication is carried out by verifying the authenticity of the non-resident's identity on the basis of identity documents in accordance with the legislation and using information technologies.

The subscriber must send scanned copies of the following documents to ca@ncmps.by for preliminary verification:
- passport;
- a copy of the payment order for payment of the service;
- documents confirming the state registration of the organization in the authorized body of the applicant country (extract from the trade register, certificate of registration of the organization, etc.), legalized or with an apostille affixed in the prescribed manner, containing information about registration, legal address, powers of the applicant's officials, with a notarized translation into Russian, issued no more than one year before the date of submission of documents for registration. In cases where, in accordance with the legislation of the Republic of Belarus, legalization is not required, the
documents must be certified by an authorized body. If copies of documents drawn up in the manner prescribed above are provided, then they must be notarized;

if an authorized representative applies for registration, an additional legalized or apostilled letter of attorney with a notarized translation into Russian in the form in accordance with Appendix 2 to the Regulations is submitted.

Further, the CC checks the submitted documents for authenticity, correct filling, payment for CC services and identification of the Subscriber according to the submitted passport data.

After verification of the submitted documents, a Carrier of Key Information (hereinafter - CKI) is sent to the Subscriber, and the Subscriber sends originals of certified documents to the CC.

After receiving the CKI, the Subscriber notifies the CC by e-mail ca@ncmps.by about the readiness to receive the PKC. Only after receiving the originals of the certified documents, the authorized representative of the CC begins the procedure for issuing the PKC.

At the agreed time with the CC, the Subscriber undergoes an online check of the identity of the non-resident with his personal data and submitted documents via Internet communication using information technologies.

If the applicant successfully passes the online authentication check and there are no reasons for refusing to issue the PKC:

- an authorized representative of the CC connects to the Subscriber through TeamViewer remote connection;
- the Subscriber must install the software from the site http://ca.ncmps.by/userfiles/AvPKISetupNCMPS.zip.

The subscriber generates personal and public EDS keys, which are recorded in the cryptocontainer and placed on the CKI, a request is formed to issue a PKC.

The request is processed in the CC and the PKC is produced (for a period not exceeding one year).

PKC is placed in the certificate manager at the Subscriber's workplace.

The authorized representative of the CC signs the act of providing services with the subsequent transfer of the scanned copy to the Subscriber's e-mail, and the Subscriber, in turn, sends the signed and scanned Act back to ca@ncmps.by.

Diplomatic missions and consular offices of the Republic of Belarus carry out consular legalization of official documents drawn up on the territory of foreign states and on the territory of the Republic of Belarus.

In addition, in diplomatic missions and consular offices of the Republic of Belarus, they perform notarial actions in certifying the authenticity of the signature on documents and in certifying the accuracy of the translation of a document from one language into another.
If necessary, the Subscriber can use the CC service to certify the form of the external presentation of an electronic document on paper.

The form of the external presentation of an electronic document on paper is considered identical in terms of the content of the corresponding form of an electronic document if the following conditions are met:

The electronic signature of an electronic document is confirmed by using certified electronic signature means using the public key of the person who signed the corresponding electronic document;

The form of the external presentation of an electronic document on paper is presented in an accessible and understandable form for human perception and unambiguously corresponds to the general part of the form of the external presentation of an electronic document.

To carry out the certification procedure, the applicant provides the authorized person in the CC with the following initial data:

- an electronic document, the form of external presentation on paper of which must be certified;
- public key of the person who signed the electronic document contained in the special part of the electronic document;
- data sufficient to prove the ownership of public keys to their owners;
- data on the electronic digital signature procedure used when signing the submitted electronic document and its parameters;
- data on the format of a special part of an electronic document, necessary to verify the authenticity and integrity of an electronic document;
- data on the format of the external representation of the general part of an electronic document on paper, which allows to unambiguously display (print) the general part of an electronic document on paper in an accessible and understandable for human perception form.

An authorized person of the CC certifies the form of the external presentation of an electronic document on paper only if all the initial data listed above are provided.

The certification inscription on the form of the external presentation of an electronic document on paper gives it legal force.

The form of the certification inscription is established in accordance with the legislation of the Republic of Belarus.
Appendix 1 to the Regulation

Minimum Requirements

to the Subscriber's workplace

The following software must be installed on a personal computer, laptop, macbook:

- operating system Windows 7, Windows 8, Windows 8.1, Windows 10 with Russian localization;
- TeamViewer - for remote connection to the Subscriber;
- Skype - for online verification of the identity of an individual (organization) to his personal data and submitted documents;
- the user account on the computer must be with administrator rights (power user);
- software for creating documents (MS Office, WordPad);
- file compression (packing) tools (ZIP, WINZIP);
- current software tools for cryptographic information protection "AVEST", available for download (link - http://ca.ncmps.by/userfiles/AvPKISetupNCMPS.zip), software installation instructions are available at the link - http://ca.ncmps.by/userfiles/setup.pdf.
Appendix 2 to the Regulation

LETTER OF ATTORNEY № ___

(place of commission) ___________________________ (date of commission) 20___

(full name of the legal entity, surname, proper name, patronymic (if any) of an individual entrepreneur and other natural person - principal)
hereinafter referred to as the "Principal", in the face

(position name, surname, proper name, patronymic (if any) of the head of the legal entity)
acting on the basis ____________________________,

(of the charter / certificate of state registration of an individual entrepreneur No. issued (name of the issuing authority and date of issue) / letter of attorney No. from / other document)
by this power of attorney authorizes ____________________________,

(position name, surname, proper name, patronymic (if any) of the representative)
hereinafter referred to as the "Representative", to represent the interests of the Principal when receiving the services of certification centers¹ and to conclude a foreign economic agreement in electronic format on in the Republic of Belarus, for which the Representative is granted the right to perform all necessary actions and formalities including:

submit to certification centers the documents required for registration as a subscriber and for receiving services;
generate private and public subscriber keys;
receive an electronic digital signature, private and public keys, as well as a carrier of key information;
submit and sign documents (certify copies) necessary for the conclusion of a foreign economic agreement on electronic trading platforms in the Republic of Belarus;
place the documents necessary for the conclusion of a foreign economic agreement in electronic format on the website www.icetrade.by (IS "Tenders") and electronic trading platforms of the Republic of Belarus;

post on electronic trading platforms of the Republic of Belarus applications and complaints about actions (inactions) and (or) decisions of the customer (organizer), commission and (or) its members, a commodity exchange, operator of an electronic trading platform, withdraw complaints;

sign all documents provided for by legislation and local regulatory legal acts of the operator of the site www.icetrade.by (IS "Tenders") and operators of electronic trading platforms of the Republic of Belarus, including all types of contracts with a certification center, operator of the site www.icetrade.by (IS "Tenders"), the operator of the electronic trading platform and the organizer of procurement procedures, as well as contracts based on the results of public procurement and procurement at their own expense, agreements on amendment, termination of the contract, sign applications for the services of a certification center, operators of electronic trading platforms of the Republic Belarus, acts of rendered services.

This power of attorney is valid until ________________ upon presentation of documents proving the identity of the Representative.

Signature ___________________________ ___________________________

(surname, proper name, patronymic (if any) of the Representative), (signature sample)

_____________________________ ___________________________ /___________________/ ___________________________

(name of the manager's position) (signature) (initials, surname)

Note:
The letter of attorney is issued signed by the head of the organization or other authorized person, and can be certified by the seal of the organization.
The letter of attorney must be legalized or apostilled, unless otherwise provided by international treaties of the Republic of Belarus. The letter of attorney must be accompanied by a translation into Belarusian or Russian (the accuracy of the translation or the authenticity of the translator's signature must be notarized).

A separate letter of attorney is presented for each representative in the original or its copy, certified in accordance with the established procedure.

Not allowed:
signing a power of attorney using a special stamp (facsimile);
affixing a print impression using a printer or other technical devices;
corrections and abbreviations in the letter of attorney.