

Specific procedure rules of making certified electronic copies

1. AIM OF REGULATION

The aim of the present regulation is to define the rules relating the conversion of paper documents of RCH into certified electronic copies, by taking into account the provisions of **Act CCXXII of 2015 on the General Rules for Trust Services and Electronic Transactions and Government Decree 451/2016 (XII. 19.) on the Detailed Rules of Electronic Administration.**

The present document details, among others all legal, procedural and technical conditions, organisational framework and responsibility in connection with the reproduction of documents.

1.1. Personal scope of Regulation

The personal scope of the regulation extends to all departments and employees of the Company.

1.2. Objective scope of Regulation

The objective scope of Regulation covers all tasks in connection with conversion of all accessible documents, images and sound recordings (hereinafter referred to as "documents") generated, received or sent by the Company into certified digital documents or the conversion of certified electronic documents into certified paper documents.

1.3. Temporal scope of the Regulation

The present regulation shall enter into force on the date of its publication and shall be valid until the date of its withdrawal.

2. AIM OF DOCUMENT REPRODUCTION

The aim of document reproduction is to convert paper documents of RCH into certified electronic copies by ensuring at the same time redundancy of documents in the way of making certified copies. RCH has to ensure that the original copy is preserved in addition to the certified copy.

3. DEFINITIONS

Paper document:

Any text, data series, images, or any other data recorded on paper, produced by any means and by any process.

Digitisation:

Means the process of converting an information having an analogue structure into digital information that can be processed by a computing device, enabling the conversion into digital information, i.e. a conversion of a paper document into an electronic document by scanning.

A certified electronic copy:

Means a dataset, prepared in accordance with the provisions of the Government Decree 451/2016 (19.XII.) on non-electronic documents, that is identical with the original document in respect of its image and content and is intended to have legal effect.

Image conformity:

It is a specific feature of an electronic copy that ensures the conformity of the content- and formal elements of a paper document, being relevant to produce a legal effect.

Copying system:

Any hardware, software or any combination thereof used in the copying process.

Content conformity:

It is a specific feature of an electronic copy that ensures with its associated metadata the conformity of the content elements of a paper document being relevant to produce legal effect, but does not ensure image conformity.

A person making a certified electronic copy (hereinafter referred to as "Copy Maker"):

Any person entitled to make a certified electronic copy; any person entitled to make an electronic signature; and any employee, entitled to use a certificate for an electronic seal.

4. GENERAL RULES

It is necessary to reflect the mutual intent of the contractual partners in one single electronic document by making a certified electronic copy of all contracts concluded between a Partner and RCH. No certified copy is required, if both Parties sign the paper document or sign the document electronically.

Employees of RCH have to make a certified electronic copy upon receipt of the paper document signed by a Partner of RCH.

5. HOW TO MAKE A CERTIFIED ELECTRONIC COPY – STEPS OF THE PROCESS

5.1. Preparation of documents

As a first step in the document reproduction process, the employee of the Company scans the paper documents received and signed by the Partner.

After examination of a document that has already been filed in accordance with the Record Management Instructions, it will be scanned. In the document reproduction process we have to produce a pdf file with a resolution of at least 300 dpi. For digitisation no copying authorisation is required for the person producing a certified electronic copy.

Only electronic copies containing the full content of the paper document shall be made, partial copies or electronic extracts are not allowed.

The employee has to ensure that the content of the digitised document matches the original paper document. Legibility of a digitised content is a prerequisite for establishing a match.

A person making a copy shall establish the image and content conformity of the paper document and the digitised document. The image and content conformity shall be checked in each case, page by page. A certified copy verifying the match can only be made, if the conformity can be established.

If there is an image conformity between the scanned document and the paper document, the Copy Maker has to certify the digitised copy in the Copying system, whereby

- an electronic stamp issued to the Company is going to be placed on the document, showing that the document was certified,
- an attestation clause ("Matching the original paper document") shall be attached to the document and an electronic timestamp shall be placed on the certified digitised document.

5.2. Archiving of a document

Having completed the process of producing a certified electronic copy the document shall be signed electronically, in accordance with the instructions on electronic signature.

Electronically signed documents prepared in accordance with the present instructions shall be stored and uploaded to the electronic document management system. These documents shall be preserved by RCH for the period required by law in accordance with the up-to date Document Management Instructions. After expiry of the period prescribed by the law the documents are going to be destroyed.