

**Guide for obtaining a Non-certified Digital Signature for Non-residents of  
Russian Federation**

**Electronic trading platform JSC “Tek-Torg”**

**Version 2.7**

**Moscow 2020 y.**

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## **Document description.**

The present document is an guide and describes a process of remote obtaining of a Non-certified Digital Signature (hereafter NDS), without the need to be personally on the territory of Russian Federation, and intended only for non-residents of RF, not registered in accordance with the legislation of RF. The present NDS allows to work on ETP JSC “Tek-Torg”.

NDS allows:

- Register on ETP.
- Participate in tenders on buying hydrocarbon materials in the section of Tender sales of raw hydrocarbons, and also participate in commercial procedures in the section of PJSC OC Rosneft.

To obtain NDS it is necessary to:

- Set up the PC as per section 1,
- Follow the steps in section 2 to produce the certificate,
- Prepare and send the documents to JSC “TEK-Torg” as per section 3.

**Only non-residents of RF can use this service and obtain NDS.**

## 1. Technical requirements.

### 1.1. Requirements for the PC

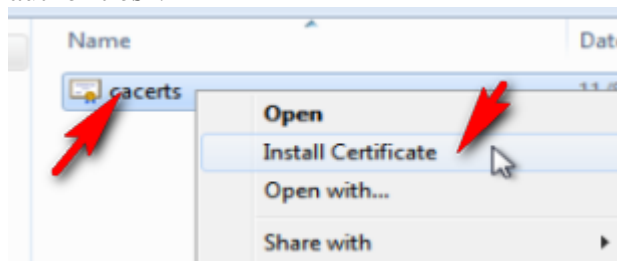
To obtain and use NDS, the PC must meet the next requirements:

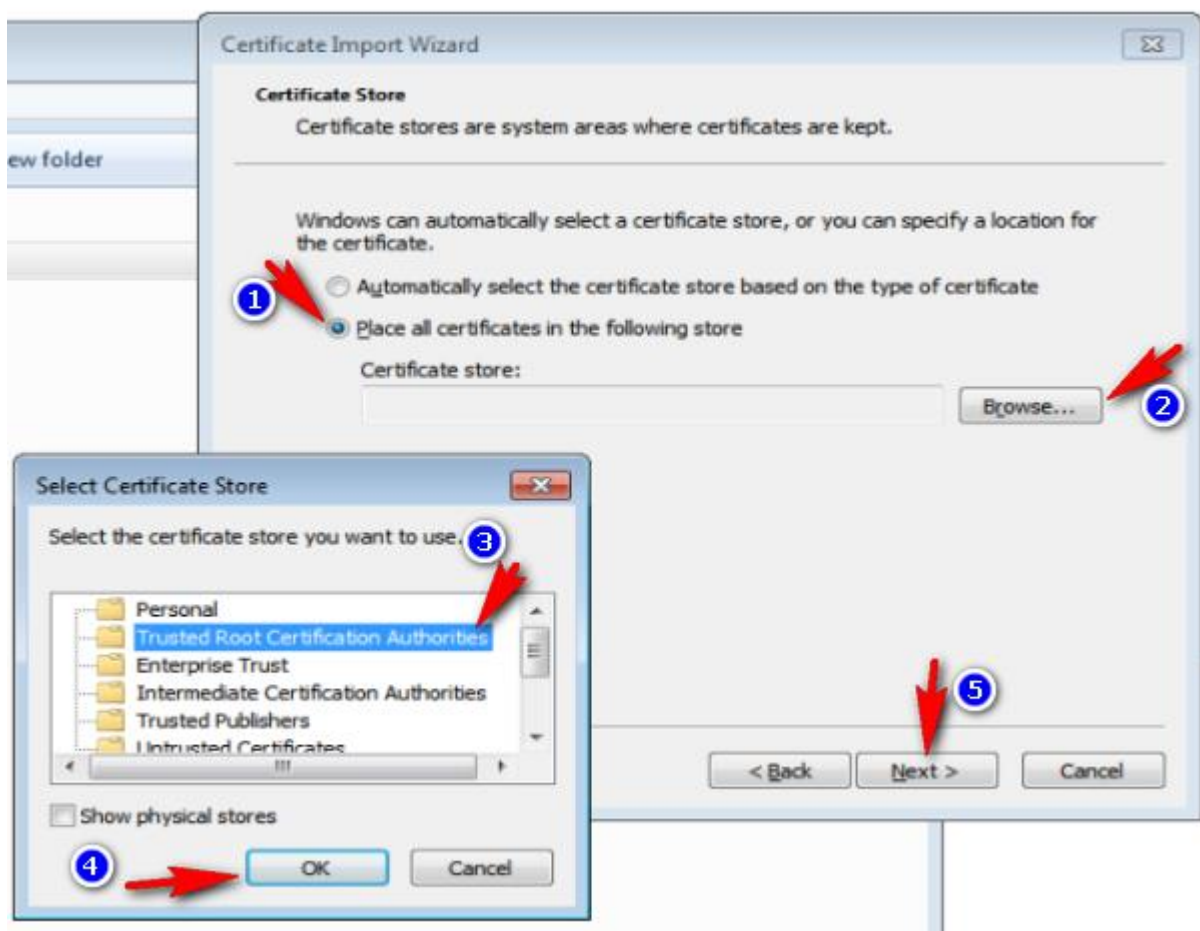
MINIMUM REQUIREMENTS FOR USER'S PC	PRE-INSTALLED SOFTWARE
<ul style="list-style-type: none"> <li>• processor – Intel Atom 1,6 GHz;</li> <li>• RAM – 1 GB;</li> <li>• disk subsystem – 40 GB;</li> <li>• internet connection – 10 Mbit;</li> <li>• keyboard;</li> <li>• mouse.</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Windows operating system, versions: 2003/Vista/2008/7/2008R2/8/2012/8.1/10;</li> <li>• Microsoft Internet Explorer Browser (9 version or higher, 11 is recommended)</li> <li>• EDS Browser plug-in (ActiveX) 2</li> <li>• Cryptographic Information Protection Facility (hereafter CIPF) CryptoPro CSP 4</li> <li>• Root certificates of certification authorities (hereafter CA).</li> </ul>

### 1.2. Setting up the PC

All software must be installed using Administrator rights and with disabled antivirus:

- 1) Download using the link - [CIPF CryptoPro CSP 4](#) and install.
- 2) Download using the link – [CA root certificates](#) and install it in “Trusted root certification authorities”.





3) Installation of [Plug-in for browser](#), version 2.

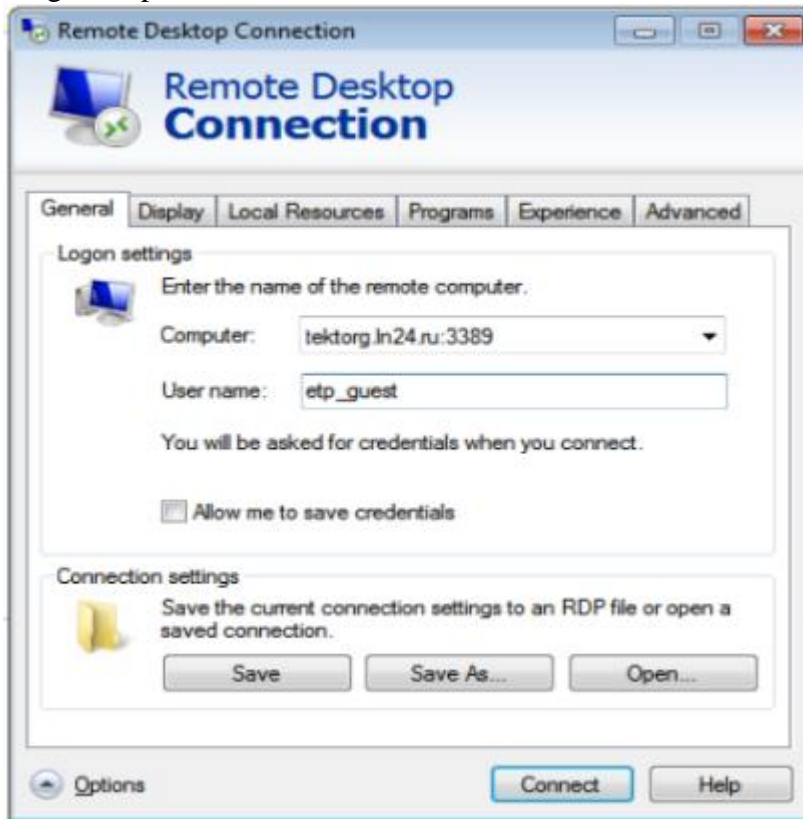
Choose the second version of the plug-in for Internet Explorer, which supports CIPF 4. Download the plug-in using this [link](#). Download it using Internet Explorer, which provides the appropriate work of the link. Downloaded file “cadesplugin.exe” must be installed as an ordinary program.

- 4) Add the website <https://cpca20.cryptopro.ru> to the "trusted site" in Internet Explorer

### 1.3. Virtual machine for production of NDS.

If you can't use PC to produce NDS, for example, due to limitations described in p.1.1, you can use “Remote desktop” (RD) with pre-installed software.

To get the password to connect to the DDC need to contact the support of TEK-Torg.



**Make sure to save generated NDS Private key on USB stick when using Remote desktop!**

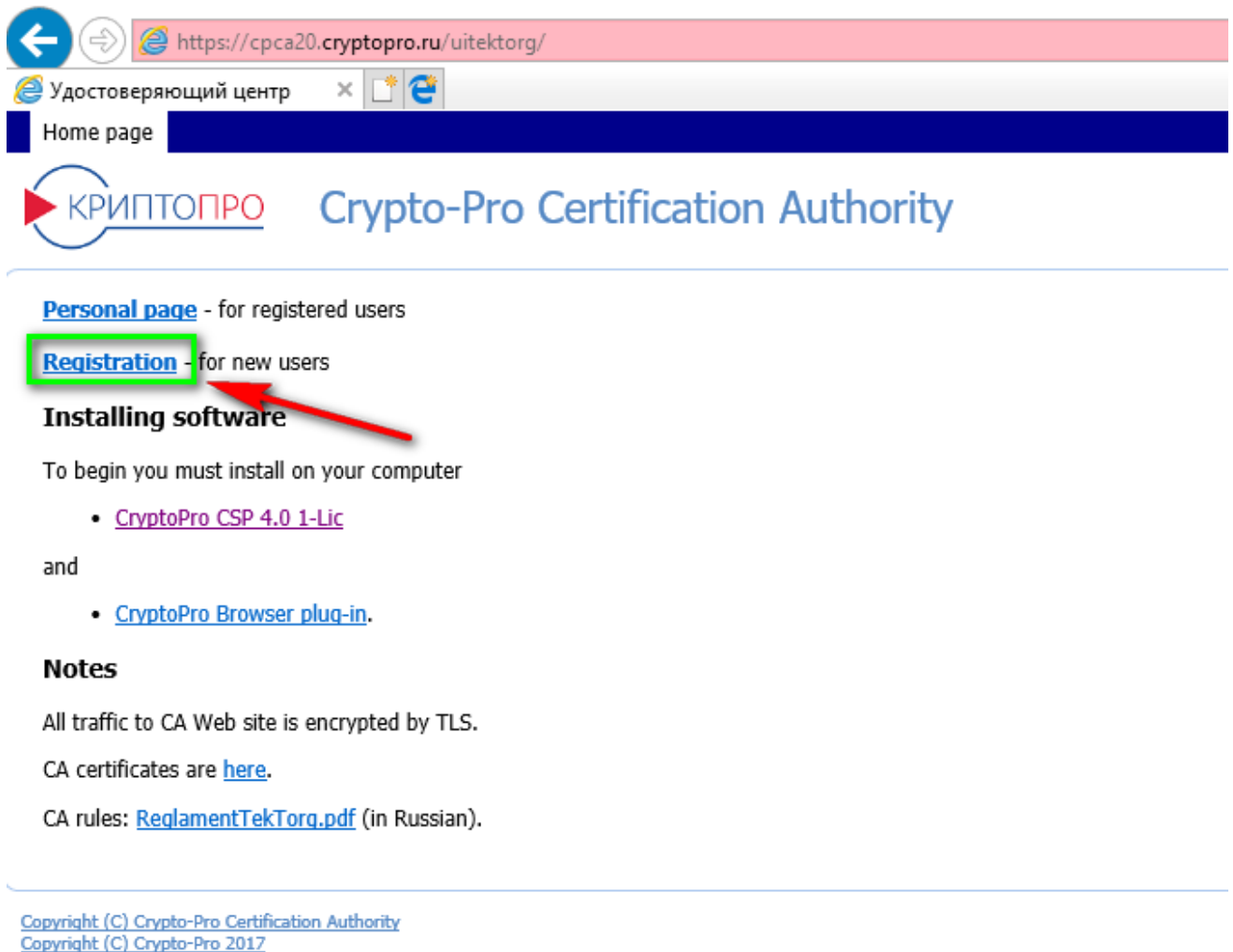
## 2. General description of the process.

### 2.1. Obtaining the Non-certified Digital Signature for non-residents of RF

To obtain NDS, perform the next steps:

#### 2.1.1. Send a registration form to Personal area of CA

- 1) To access to CA Personal area, the PC must be prepared as per p.1.2 or it will be impossible to follow the next steps. When following the link, the “This website has been reported as unsafe” information message will appear.
- 2) Follow the link using Internet Explorer browser – [Personal area \(PA\)](https://cpca20.cryptopro.ru/UITekTorg/) (<https://cpca20.cryptopro.ru/UITekTorg/>) and press «Registration» button:



- 3) You will proceed to Registration form – fill out it in English. **Save password!** It will be visible when pressing “Click here to see password” field:

**Indicate only real e-mail box!  
Make sure to save the password!**

Registration

Общее имя (Common Name)\*

Страна (Country)

Город (Locality)

Организация (Organization)

Электронная почта (E-Mail address)

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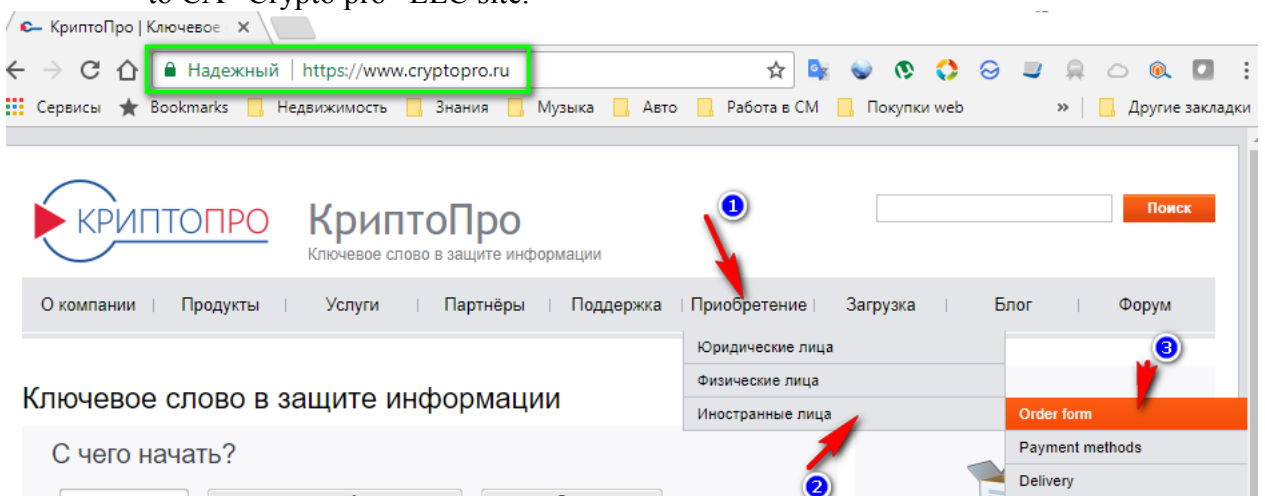
Login\*

Password\* [I have login](#)

- 4) Press «Registration» button after filling out the form. The application is sent for consideration.
- 5) A notification with results will be sent to the indicated e-mail after completion of the p. 2.1.2 (payment of the order for production of the NDS).

### 2.1.2. Pay for the service of obtaining the Non-certified Digital Signature.

- 1) Follow the link <https://www.cryptopro.ru/order/nonresident/?online=true> and proceed to CA “Crypto pro” LLC site.



- 2) Fill out an order for production of certificate. To work with a certificate it is necessary to buy a license for CryptoPro CSP 4 (license is termless). So, if you form NDS for



the first time, it is necessary to pay additional 4950 rubles for the license, besides payment for certificate production (5550 rubles). To fill out an order:

- Choose “TEK-TORG” in “Products”.
- Choose the necessary amount of certificate licenses and NDS, and press «Add to cart».
- Check «Shopping Cart» and press «Proceed to checkout».

**Products**

- CSP
- JCP
- Signature Certificate
- **TEK-TORG**
- Other

**TEK-TORG**

Product	Price	Quantity	
Услуги Удостоверяющего центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг и лицензия «КриптоПро CSP» версии 4.0 (исполнения Lic)/User signature certificate for TEK-Torg and "CryptoPro CSP" v. 4.0 (modification Lic) User License	10 500,00 ₽	1	
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for TEK-Torg	5 550,00 ₽	0	
Лицензия на право использования СКЗИ "КриптоПро CSP" версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) User License including technical portal access	4 950,00 ₽	0	
Лицензия на обновление СКЗИ "КриптоПро CSP" до версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) upgrade User License including technical portal access	3 375,00 ₽	0	

**Shopping Cart**

Product	Price	Quantity	Total	
Лицензия на право использования СКЗИ "КриптоПро CSP" версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) User License including technical portal access	4 950,00 ₽ No VAT	1	4 950,00 ₽	<a href="#">Remove item</a>
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for TEK-Torg	5 550,00 ₽ Incl. VAT 18%	1	5 550,00 ₽	<a href="#">Remove item</a>

NDS for Komlev Andrey

Total: 10 500,00 ₽

**Proceed to checkout**

- You will proceed to “Contact information” form. Fill out it with information about NDS recipient.

**ATTENTION! Contact information in form must coincide Registration in p2.1.2 (3).**

## Remote receiving Non-certified Digital Signature for non-residents

1 Licence agreement Payment Delivery

Регистрационная форма для физических лиц/Customer registration form

Страна/Country: Italy

2 Фамилия/Last name: Komelv

Имя/First name: Andrey

Отчество/Middlename:

Телефон/Phone: +79251234567

Электронная почта/Email: you\_email@test.ru

Адрес регистрации/ПЛАТЕЛЬЩИКА/Billing address: you\_address\_for\_perss

Я подтверждаю свое согласие на передачу информации (в том числе персональных данных) в электронной форме в ООО «КРИПТО-ПРО» и дальнейшую ее обработку в соответствии с законодательством Российской Федерации./I agree to transfer information (including personal data) in electronic form to CRYPTO-PRO LLC and its further processing in accordance with the legislation of the Russian Federation.

Я прочитал и согласился с условиями/I have read and agree to the terms of the [Лицензионного Соглашения/Licence Agreement](#).

Continue

3

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- e. Fill out the form in English and press «Continue».
- f. You will proceed to checkout page. Check all the information and press «Get payment link to my email» whenever you will be ready to pay.

### WARNING:

Lastname and firstname of the customer must match the lastname and firstname of the cardholder.

To proceed press the button "Get payment link to my email".  
**You will have 2 hours to pay for the order.**  
Invoice will be sent to your email.  
Please, carefully check the order.

Customer: Komelv Andrey  
Email: **you\_email@test.ru**  
Delivery type: Онлайн-загрузка лицензии  
Total: **10 500,00p**

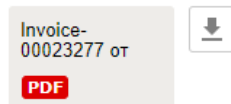
Product	Price	Quantity	Total
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for TEK-Torg	5 550,00 p	1	5 550,00 p
Лицензия на право использования СКЗИ "КриптоПро CSP" версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) User License including technical portal access	4 950,00 p	1	4 950,00 p
<b>Total:</b>			<b>10 500,00 p</b>

Back **Get payment link to my email**

[Back to the order form](#) | [CRYPTO-PRO Web-site](#)

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- g. You will receive a letter to the indicated e-mail with a link for payment, which works only for 2 hours. Follow the link to pay for the order by a bank card. If you don't pay for an order at specified time, repeat "a-g" items again.



Dear Komel'v Andrey,

Thank you for your interest in LLC CRYPTO-PRO products. Your order will be processed once payment has been confirmed.

You can find invoice 00023277 or 23.08.2018 in the [attachment](#).

To pay your invoice online please click on the following link below:

[https://securepayments.sberbank.ru/payment/merchants/cryptopro/payment\\_en.html?mdOrder=0616aa98-d63f-7c05-0616-aa98000030c2](https://securepayments.sberbank.ru/payment/merchants/cryptopro/payment_en.html?mdOrder=0616aa98-d63f-7c05-0616-aa98000030c2)

**Warning:** You can pay for the order within 2 hours after receiving this message. After this time, the payment gateway will notify "Or"

**ATTENTION! Use only personal debit card to pay for the services – full name of NDS recipient, indicated in the Form, and full name of the payer, indicated in the debit card, must coincide.**

### 2.1.3. Form a certificate.

- 1) After the payment, wait for a letter to the email address indicated in the Form with the requisites for access to the Personal CA area.
- 2) Follow the link, specified in the letter. The personal area interface opens:



- 3) Press «Personal page» and authorize in [CA Personal area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/) using login and password, received as per p.2.1.3:

Enter with login and password

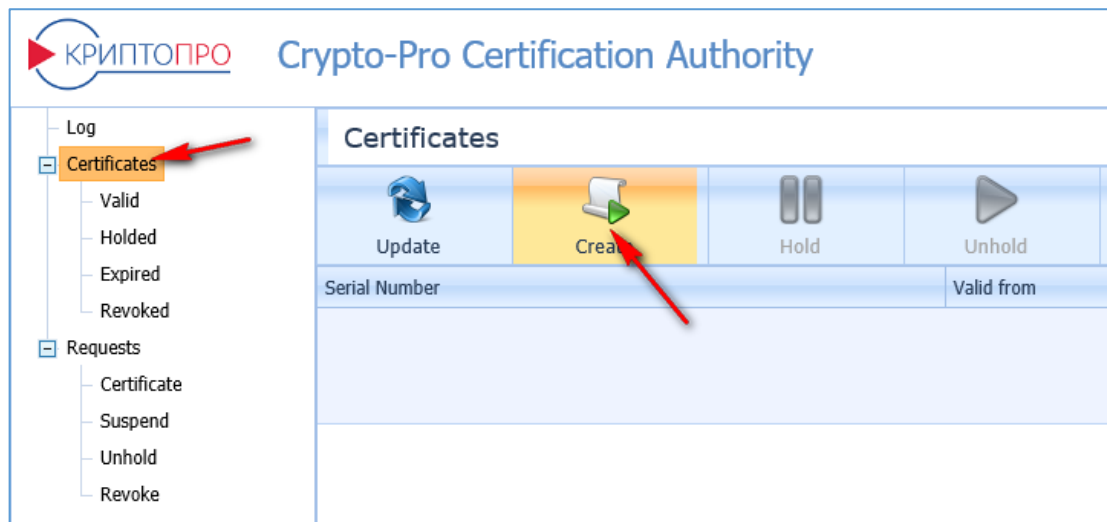
Continuing the registration process of the user of the Certification Authority with a temporary login and password.

User information

Login:

Password:

- 4) Form an order for production of NDS certificate – press “Create” button in “Certificates” section.

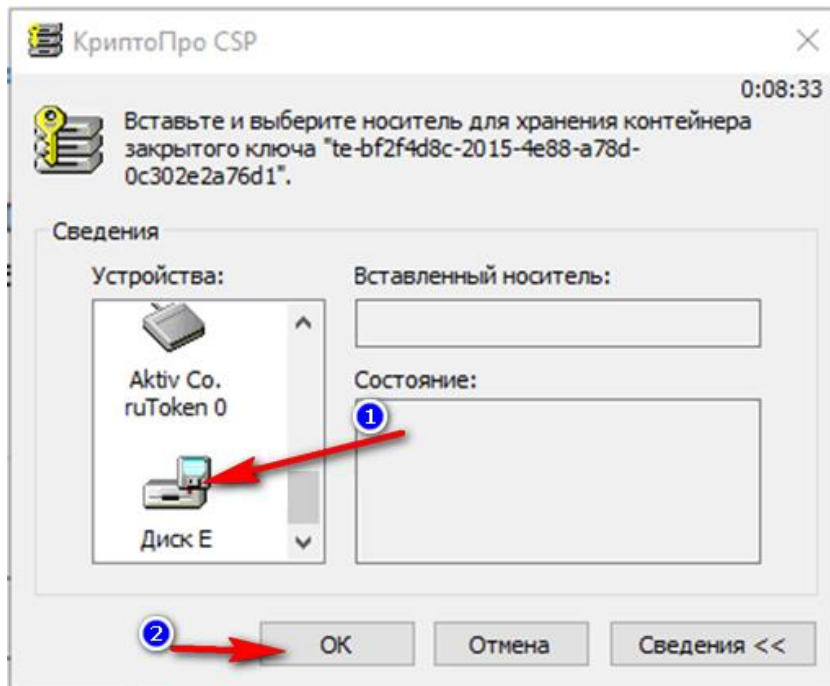


- 5) Certificate order form appears. Choose in “Certificate template” field – “User certificate - TekTorg [УЦ КРИПТО-ПРО]”.

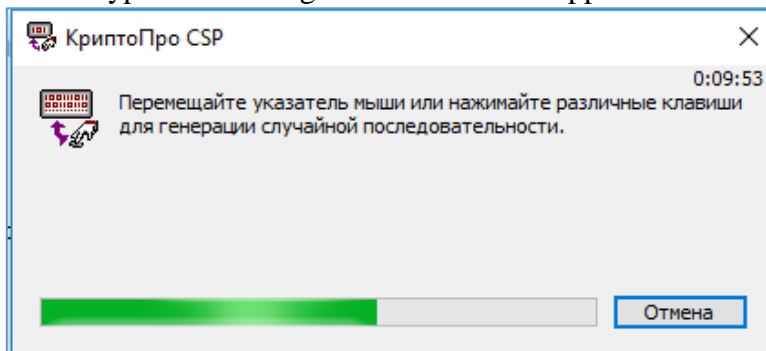
Press «Submit» button to start the production of NDS.

- 6) A form to choose where to store a NDS private key appears. It is possible to save NDS Private key to PC memory, USB stick or special token key. It is recommended to insert USB stick and choose “Disk”, and press “OK”, as indicated in the picture below:

**WARNING! In case of loss of generated NDS Private key – it will be impossible to restore it. It will be necessary to order and pay for NDS production again. Make a copy of Private key as per p.2.1.6, after NDS production, when saving it in the register!**



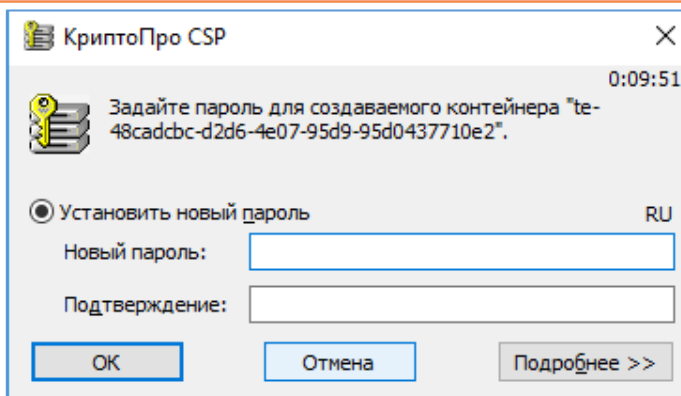
7) NDS CryptoPRO CSP generation window appears:



To generate NDS, a user must actively move a mouse and press the keyboard buttons in random order.

8) After the generation is over, a form for creating a password for NDS private key opens

**Attention! Be sure to save the password, because it cannot be restored. The only possible way to restore it – order and pay for production of the NDS again!**



Fill out a password in “Новый пароль” text field and reenter it in “Подтверждение” text field. Save a password. Never tell the NDS private key password to anyone. Press “OK”.

- 9) An application is sent for consideration to the Tek-Torg Operator and reflected in the Certificates list.

#### 2.1.4. Form and send the necessary package of documents to JSC “Tek-Torg”

- 1) Attach the next documents:
  - application for production of a certificate, certified by the signature of the person, in whose name the certificate will be produced, and by the stamp of the company;
  - documents, recognized as identity documents in compliance with the legislation of the Russian Federation.

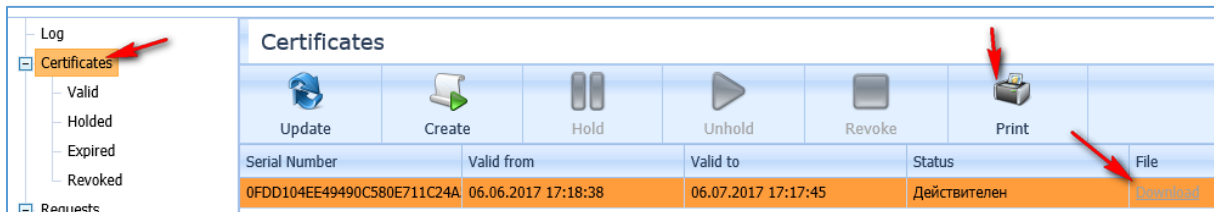
Documents issued on the territory of a foreign country must contain notarized translation into Russian. Besides, notarial stamp must also be translated into Russian. Identification of the Client is made by a notary, when the Client personally visits him to notarize translation of the documents.
- 2) Send the scans of documents to [help@tektorg.ru](mailto:help@tektorg.ru).
- 3) Send the original documents to JSC “Tek-Torg” postal address. Check the address [here](#):

*115191, Moscow, Gamsonovsky pereulok, d. 5, building 2, 5 floor, room VII.*

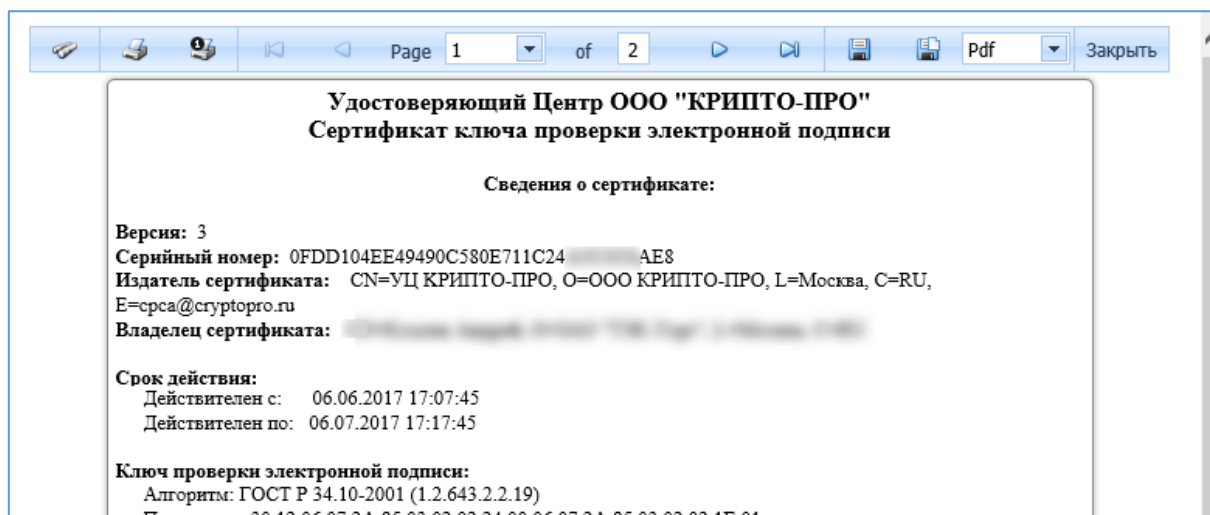
#### 2.1.5. Results of the application for production of the Non-certified Digital Signature.

After the consideration of the application for certificate production mentioned in article 2.1.4., a user will receive a letter to the e-mail address indicated in the Form. If it was approved:

- 1) Follow the link – [CA Personal area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/). Press «Personal page» and authorize.
- 2) In the Personal Area will appear a link to download a certificate, which can be installed on the PC. Press “Certificates” and “Download” in “File” table to install it.



- 3) NDS certificate must be printed, signed, and sealed by the organization stamp (the NDS recipient will represent the company when working on the ETP with the NDS) and send:
  - the original certificate to JSC “TEK-Torg” address, specified in the article 2.1.4. **The document must be obtained by JSC “TEK-Torg” in 20 (twenty) days from the date of certificate obtainment.**
  - the scan of document to [help@tektorg.ru](mailto:help@tektorg.ru).



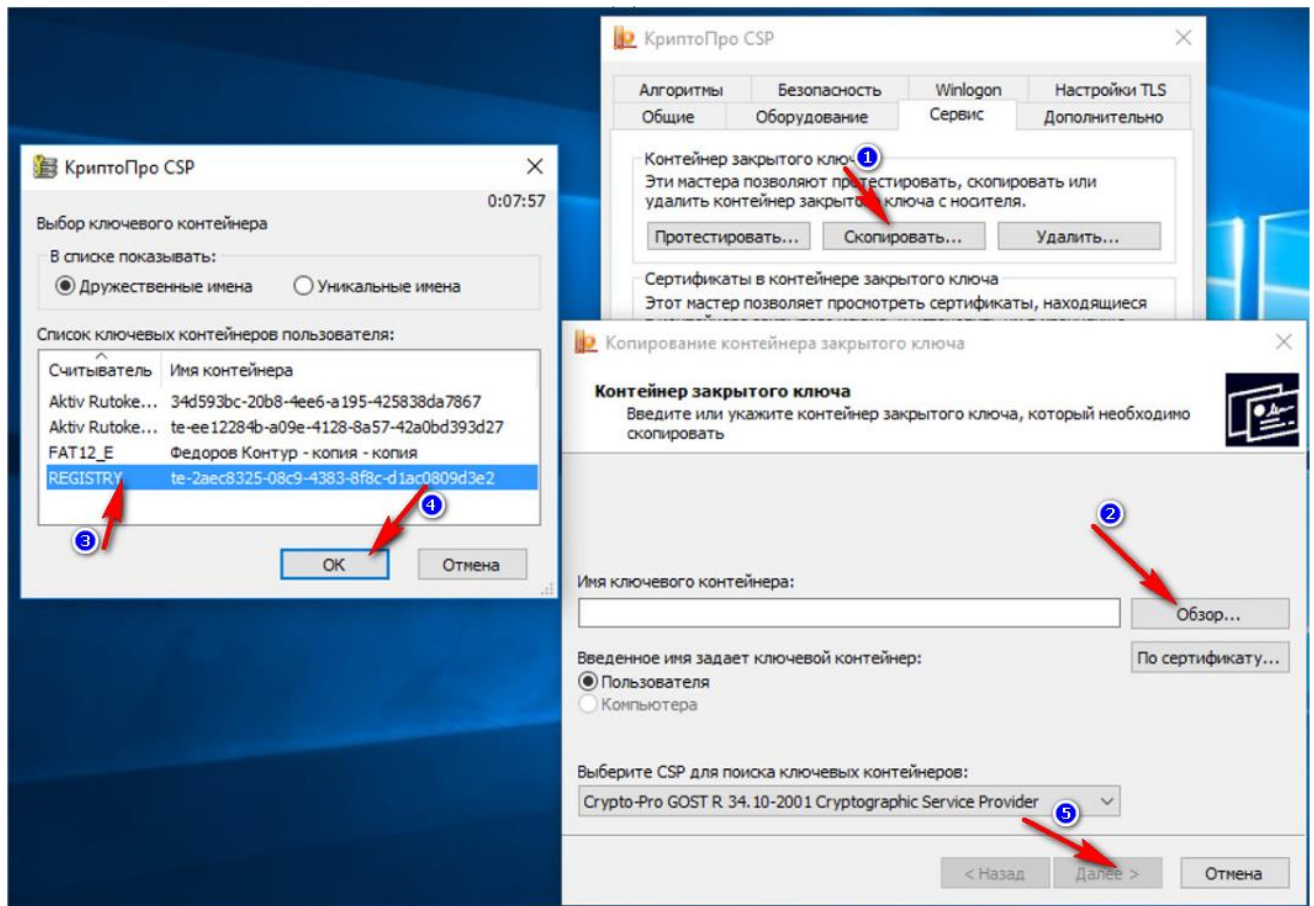
- 4) Downloaded file must be installed like CA Root Certificates as per p.1.2, but using “Personal” certification store.

### 2.1.6. Creation of NDS Private key copy.

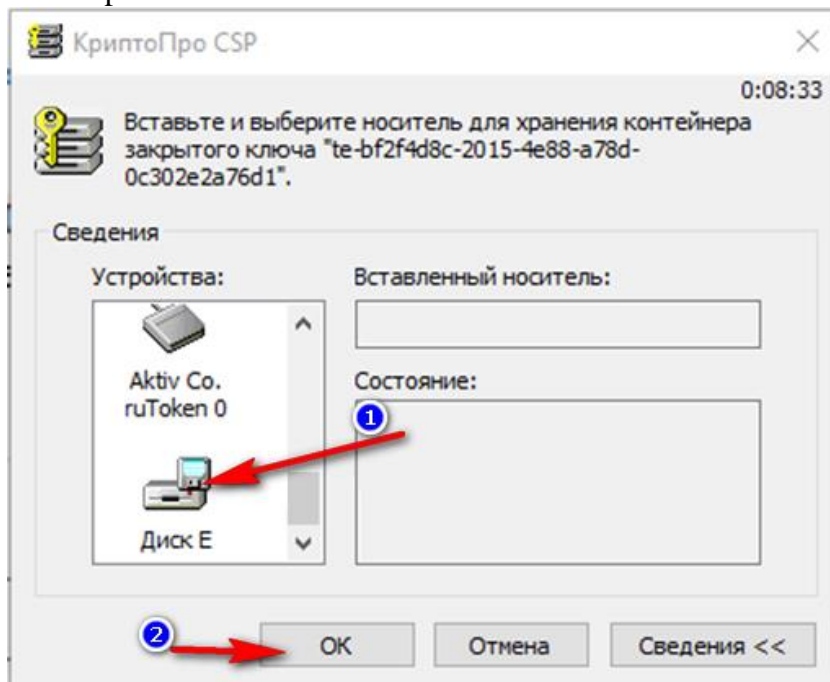
NDS Private key, generated as per p.2.1.4 is unique and available only to its owner. In case of loss of NDS Private part, it will be impossible to restore and use it on ETP. If you saved NDS Private key in register (on PC, and not on USB stick), make sure to copy it on USB stick right after generation. To do this follow the next steps:

1. Insert USB stick to USB port.
2. Log in to CryptoPro CSP program.
3. Open «Service» menu.
4. Press «Copy» button.
5. Press “Browse” button in the opened insert.
6. Choose container from the register.
7. Press «OK», «Next» and «Ready» buttons accordingly.

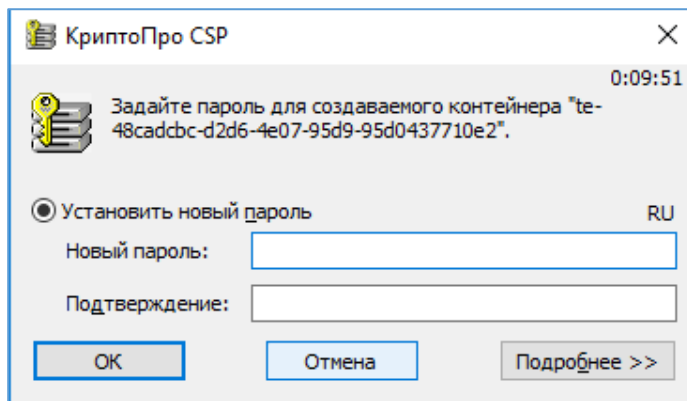




8. In the opened window choose “Disk ...” and inserted USB stick as per p.1, press «OK».



9. Fill out a password for container on a new insert and press “OK”.



10. A copy is created. It is recommended to work with USB stick constantly to avoid unauthorized access to DS keys.

In case of loss of the certificate, it will be possible to work in register with USB stick. Install the certificate from the USB stick on PC to do this..

Now NDS can be used for registration and operation on the ETP JSC “Tek-Torg”.

## 2.2. Prolongation of the NDS with active NDS

To prolong the NDS follow the next steps:

- 1) Follow the link <https://www.cryptopro.ru/order/nonresident/?online=true> using Internet Explorer.
- 2) Fill out an order for production of certificate.
  - To form an order:
    - a. Choose “ТЕК-Torg” in “Products”. Choose “Услуги Удостоверяющего центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for ТЕК-Torg”.
    - b. Choose the necessary amount of certificate licenses and NDS, and press «Add to cart».
    - c. Check «Shopping Cart» and press «Proceed to checkout».

Products

- CSP
- JCP
- Signature Certificate
- **ТЕК-TORG**
- Other
- Products of old versions

Product	Price	Quantity	
Услуги Удостоверяющего центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг и лицензия «КриптоПро CSP» версии 4.0 (исполнения Lic)/User signature certificate for ТЕК-Torg and "CryptoPro CSP" v. 4.0 (modification Lic) User License	10 500,00 P	0	
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for ТЕК-Torg	5 550,00 P	1	
Лицензия на право использования СКЗИ "КриптоПро CSP" версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) User License including technical portal access	4 950,00 P	0	
Лицензия на обновление СКЗИ "КриптоПро CSP" до версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) upgrade User License including technical portal access	3 375,00 P	0	

**Shopping Cart**

Product	Price	Quantity	Total	
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for ТЕК-Torg	5 550,00 P Incl. VAT 0%	1	5 550,00 P	<a href="#">Remove item</a>

Comment

Total: 5 550,00 P

[Proceed to checkout](#)

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- 3) Then repeat the d-g steps from the p. 2.1.3.
- 4) To form, activate the certificate and deliver the documents to JSC TEK-Torg repeat the procedures from p. 2.1.4 – 2.1.7.

### 2.3. Prolongation of the NDS with expired NDS

To prolong the expired NDS follow the next steps:

1) Contact JSC TEK-Torg client support by e-mail to [help@tektorg.ru](mailto:help@tektorg.ru).

It is necessary to write to [help@tektorg.ru](mailto:help@tektorg.ru) using an e-mail, indicated during registration of the Crypto PRO personal account (indicated by You in p.2.1.1 during the first NDS registration).

Indicate in the “Subject” field:

“Prolongation of the expired NDS for non-residents of the RF. <Write full name>”

Write in the body of the email, that you NDS is expired and you need a marker of temporary access.

You will get login and password to enter in accordance with the step 2.

2) Follow the link [Личный Кабинет \(ЛК\) \(http://срса20.cryptopro.ru/UITekTorg/\)](http://срса20.cryptopro.ru/UITekTorg/) using the Internet Explorer and press the button “Personal page”



5) Form an order for production of the certificate in accordance with the p.2.2, steps 2-4.

### 3. Necessary package of documents.

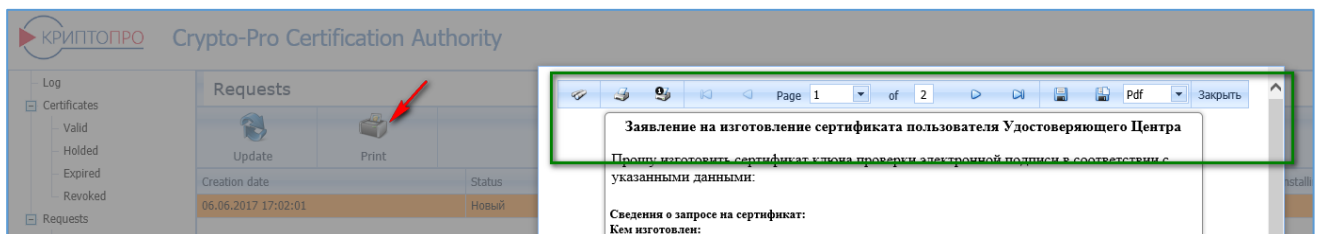
#### 3.1. List of documents for obtaining the NDS.

List of documents for obtaining the NDS:

- A notarized copy of identity papers, officially authorized on the territory of NDS recipient's country (organization representative) – passport, id card, etc.

Documents issued on the territory of a foreign country must contain notarized translation into Russian. Besides, notarial stamp must also be translated into Russian. Identification of the Client is made by a notary, when the Client personally visits him to notarize translation of the documents

- Signed application for production of the certificate, certified by a stamp of the organization, which the NDS recipient will represent, working on the ETP. Application for production of the certificate of the Certification Authority user can be printed in the “Request” section, after creation of a request for production of the certificate, defined in p.2.1.4:



- Paper version of the Certificate should be certified by a natural person signature and a stamp of the organization. Signature key certificate can be printed in the “Certificates” section after obtainment of the certificate, defined in p.2.1.5:

<b>Удостоверяющий Центр Сертификат ключа подписи</b>	
<b>Сведения о сертификате:</b>	
<b>Версия:</b>	3
<b>Серийный номер:</b>	124D455D1500D580E71153C5B3D538AF
<b>Издатель сертификата:</b>	CN=Тестовый УЦ ООО "КРИПТО-ПРО" (УЦ 2.0), O=ООО "КРИПТО-ПРО", C=RU, L=Москва, E=info@cryptopro.ru, ИНН=007717107991, ОГРН=1037700085444
<b>Владелец сертификата:</b>	CN=KAPer, SN=Komlev, G=Andrey, C=RU, S=MO, L=Moscow, STREET=test, O=ТЕК-Torg, OU=PM, E=kap4test@yandex.ru
<b>Срок действия:</b>	
Действителен с:	09.11.2017 16:31:30
Действителен по:	09.02.2018 16:41:30
<b>Открытый ключ:</b>	
Алгоритм открытого ключа:	ГОСТ Р 34.10-2001 (1.2.643.2.2.19)
Параметры:	30 12 06 07 2A 85 03 02 02 24 00 06 07 2A 85 03 02 02 1E 01
Значение:	0440 57C0 3834 4EE6 8A79 C0CA CE74 B132 1A2B 2BEE 2E18 C1C2 8AAB 8655 BFDE B657 708E 9FA 5 019D 0AF6 CF1C D36C 8E97 FC37 517D 42BE B650 E17B B88B 510D 3072 7CD6 090D