

## Digital Document Certification, Digital Signature and Temporary Seal

### General Objectives:

This course is aimed at all professionals who wish to acquire knowledge of its applicability in the digital certification of documents and their signatures as well as the temporary seal.

### Specific objectives:

At the end of this course, participants will know how to frame the project of digital certification of documents, digital signatures and temporary seals in their companies:

- Define the actions required to implement digital certification of documents, digital signatures and temporary seals
- Understand the benefits of using the electronic process
- Fit digital certification into the company's business process
- Request technical complementarity to the company's information systems.

### Recipients:

All professionals who need to know and apply the digital certification of documents, electronic signature and time stamp.

### Duration:

12 Hours

### Content Program:

#### **Module I - LEGAL FRAMEWORK FOR DIGITAL SIGNATURE**

- Decree-Law No. 12/2021 of February 9 regulates digital signature
- Procedures and application of the digital signature
- Application methods.

#### **Module II - LEGAL FRAMEWORK FOR DIGITAL DOCUMENT CERTIFICATION**

- Decree-Law No. 196/2007 of May 15
- Formal procedures for digital document certification
- Organizational benefits

- Use and certification
- Application methods

## **Module III - PROBATORY EFFECTIVENESS**

- Judicial acceptance
- Filing media and mandatory standards
- Guarantee of reliability
- Inspection actions

## **Module IV - DIGITAL CERTIFICATES**

- Use and certification

## **Module V - DIGITAL SIGNATURE APPLIED TO DOCUMENTS**

- Technological solutions
- Market for specialized services

## **Module VI - ELECTRONIC TRADE LAWS**

- The electronic data interchange system and the legal conditions of the "Standard European EDI Agreement" approved by Commission Recommendation No. 1994/820/EC of October 19, 1994.

## **Module VII - TIME STAMP**

- Framework and requirements
- Use of the timestamp for PDF documents
- Using the timestamp for documents or files via the web interface
- Signing documents and using the timestamp
- Generate timestamp
- Timestamp validation

## **Modules VIII- PRACTICAL EXERCISE**