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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

SF/T 0034-2019

**Notary data requirements and specifications
(English Translation)**

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Foreword

This standard was drafted in accordance with the rules given in GB/T 1.1-2009.

1 Scope

This standard specifies requirements and related requirements for notarized data characteristics, data collection, data encryption, data storage, data certification, and data application.

Regulations.

This standard applies to the management, utilization and other business of notarized data by judicial administrative notarization management departments, notary associations and various notary institutions operating.

2 Normative references

The following documents are indispensable for the application of this document. For dated reference documents, only the dated version applies to this document.

For undated reference documents, the latest version (including all amendments) is applicable to this document.

GB/T 18894-2016 Electronic Document Filing and Management Specification
GB/T 22239-2008 Information Security Technology Information System Security Level Protection Basic Requirements
GB/T 33716.1-2017 Electronic archiving Part 1: Specifications for the design and operation of information systems for the preservation of electronic information
GB/T 35285-2017 Information security technology, public key infrastructure, reliable electronic signature generation and verification technical requirements based on digital certificates
SF/T 0023-2019 National Notarization Comprehensive Management Information System Technical Specifications
SF/T 0036-2019 Technical Specification for Notarized Information Security
SF/T 0037-2019 Digital Specification for Notarized Archives

3.1 Terms and definitions

The following terms and definitions apply to this document.

3.1.1

Notarization

According to the application of a natural person, legal person or other organization, a notary institution shall, in accordance with legal procedures, deal with civil legal acts and matters of legal significance.

Activities that prove the authenticity and legality of documents and documents.

3.1.2

Notarial institutions A certification institution established in accordance with the law, not for profit, independently performing notarization functions and assuming civil liabilities in accordance with the law.

3.1.3

Notarial matters

According to the provisions of Article 11 of the "Notarization Law of the People's Republic of China", the certification business handled by a notary institution.

3.1.4

Notarial affairs

According to the provisions of Article 12 of the "Notarization Law of the People's Republic of China", non-certification business handled by a notary institution.

3.1.5

Notarial data

In the process of notarization practice activities, notarial institutions and notaries shall follow the legal procedures and the requirements of legal certification rules to collect, process, and Processed data related to notarization activities.

Note: Notarization data stored in electronic form includes notarization data formed by traditional notarization converted into data stored in electronic form, as well as data stored in electronic form.

Notarized data formed in the form of electronic notarization.

3.1.6

Notarial certificate According to the application of the party concerned, the notary institution issued a certificate in accordance with the prescribed procedures and format to prove that the relevant civil legal act has legal significance Documents to prove the authenticity and legality of the facts and documents.

Note: Including legally valid notarization stored and displayed in electronic form.

3.2 Abbreviations

The following abbreviations apply to this document.

CA certificate certification authority (Certificate Authority) FC Fibre Channel (Fiber Channel) MD5 Message-Digest Algorithm NAS Network Attached Storage OCR Optical Character Recognition PDF Portable Document Format (Portable Document Format) RAID Redundant Arrays of Independent Disks SAN storage area network (Storage Area Network) SATA Serial Advanced Technology Attachment

4.1 Subject specific

Notary institutions and their notaries shall be the main body of notarization data collection and encryption.

4.2 Procedure statutory

The collection and encryption of notarization data is the use of electronic equipment and software tools for notarization agencies and their notaries in the process of notarization activities.

Follow the procedures and business rules stipulated by laws and regulations.

4.3 Directness

Notarization data should be directly derived from notarization practice activities.

4.4 Security

The storage and application of notarization data should follow the requirements of GB/T 22239-2008 to ensure the confidentiality of the notarization practice process and its results Performance, tamper-proof modification, non-repudiation.

4.5 Testability

The collection, encryption and storage process of notarization data should be able to completely record the whole process of notarization practice activities, and be able to follow the preset procedures Reproduce the entire process of notarization practice activities with conditions and maintain consistent results.

4.6 Completeness

In the process of collection, encryption, storage, certification and application of notarized data, the integrity of the data shall be ensured, and the data shall be determined in accordance with relevant laws.

Effective requirements.

5.1.1 Source classification

The data collection sources of this standard are mainly paper files and electronic documents.

5.1.2 Paper dossier

The paper dossier shall be the notarized dossier established by the notary institution when it handles the notarization business offline.

5.1.3 Electronic documents

Electronic documents should be mainly from the notarization system, online notarization system, electronic data custody system and other notarization business information systems Perform collection.

5.2.1 Electronic data collection process for paper dossier

The electronic data collection of paper dossiers should follow the following procedures.

Cataloging--File scanning--Electronic document trimming--Electronic document structuring