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Object Identifier Registration Authority (OIDRA) Operations Procedure

Content

Purpose

This OIDRA Operations Procedure is intended to serve as a guide for the designated OIDRA in the Philippines, the Department of Science and Technology-Information and Communications Technology Office (DOST-ICT Office), in processing OID applications and in the issuance of the result of application to the requesting organization.

Scope

This OIDRA Operations Procedure shall cover the steps that shall be followed by the Philippines' OIDRA in the processing of OID applications. This operations procedure conforms to the recommendations specified in ITU-T X.660 | ISO/IEC 9834-1.

Issuing Authority

This document has been compiled and developed by the DOST-ICT Office, through the Integrated Government Philippines (iGovPhil) Project.

Contact Information

Policies and associated publications under iGovPhil Project can be found at http://i.gov.ph/.

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Queries, suggestions and clarifications with regard to this operations procedure may be forwarded to inquiry@i.gov.ph.

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1. Introduction

For the purpose of open systems interconnection, the Philippines' Object Identifier Registration Authority (OIDRA) implements and administers a system for the registration and issuance of component values (Number Form), otherwise known as Object Identifiers (OIDs), for all organizations in the Philippines that wish to have their names publicly known and registered at a national level. The Department of Science and Technology–Information and Communications Technology Office (DOST-ICT Office) is designated as the OIDRA in the Philippines.

1.1. Objectives of OIDRA

As an OID registration and issuing body, the OIDRA aims:

1.1. To receive proposals for register entries and register deletions from applicant entities;
1.2. To process proposals for entries and deletions;
1.3. To allocate an unambiguous OID to a requesting entity;
1.4. To convey the results, in a specified form, to the applicant entity when the processing of a proposal has been completed;
1.5. To maintain an updated database or register and public review list of OID registered entities in the Philippines to ensure that no two organizations have been assigned the same OID;
1.6. To conduct promotional activities to increase the awareness of OID system; and
1.7. To conduct trainings on OID system.

1.2. Benefits to OID-Registered Organizations

Organizations applying for OID Membership shall enjoy an array of benefits, which include:

i. Certifying bodies shall be able to allocate OID for security elements, like public and private keys;
ii. Organizations shall be able to assign unique product identification numbers, such as numbers of software and hardware;
iii. Companies shall be able to issue unique location numbers to identify companies unambiguously as party identification; and
iv. Financial institutions shall be able to assign public and private keys for electronic payments.

1.3. Definition of OID

Section 3.5.11 of the **Recommendation ITU-T X.660 | ISO/IEC 9834-1:2012** defines Object Identifier as "an ordered list of primary integer values from the root of the international object identifier tree to a node, which unambiguously identifies that node."

The OID Repository (oid-info.com) defines OID as "an extensively used identification mechanism jointly developed by ITU-T and ISO/IEC for naming any type of object, concept or "thing" with a globally unambiguous name which requires a persistent name (long life-time)."

1.4. What Does an OID Unambiguously Identify

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Objects that OIDs can universally and uniquely identify include, but not limited to:

i. Standards (ITU-T Recommendations, ISO International Standards, etc.);
ii. Countries, companies, projects;
iii. Encryption algorithms;
iv. ASN.1 modules, ASN.1 types;
v. X.500/LDAP attributes;
vi. Rec. ITU-T X.509 certificates (OIDs are widely deployed in e-commerce);
vii. Certification policies;
viii. SNMP MIBs;
ix. ID schemes (incl. RFID, 2D bar codes, etc.)
x. HL7 patient medical information; and
xi. Alerts and alerting agencies.

1.5. Structure of an OID

The OID is composed of a numeric form assigned by the OIDRA and allocated in a hierarchical manner. Each OID is unique within the Philippines' OIDRA register and globally unambiguous when added to a sequence of identifiers.

It shall follow the hierarchical structure below, based on ISO 8824:

Arc 1: International Standards Authority
Arc 2: National Member Body
Arc 3: National Country Number
Arc 4: Registration Authority
Arc 5: Organization Registered

The hierarchical name structure, or the OID tree, utilizes a sequence of names. The top-level "node" is identified by the first name. The next provides further identification of arcs leading to sub-nodes under the top-level. In other words, starting at the root of the OID tree, successive numbers of the nodes identify each node in the structure.

An OIDRA allocates arc beneath its node to the subordinate RAs and so on to an infinite depth.

Take this Object Identifier (OID) as an example: **2.16.608.1.2.1.1**

Number	Description
2	Common standardization area of ISO/IEC (International Organization for Standardization/International Electrotechnical Commission) and ITU-T (International Telecommunications Union - Telecommunication Standardization Sector)
16	Joint (ITU-T and ISO/IEC) registration within a country
608	Number assigned to the Philippines
1	Number assigned to Information and Communications Technology Office-National Computer Center (ICTO-NCC)
2	Number assigned to the Philippine RootCA

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1	Number assigned to Certificate Policy
1	Number assigned to specify the version of document

2. Operations Procedure

Following is a rundown of steps that shall be followed, in accordance with the ITU-T X.660 | ISO/IEC 9834-1.

2.1. Processing Proposals for Register Entries from Applicant Entities

As recommended by the applicable ITU-T Recommendation and/or International Standard, the OIDRA shall:

2.1.1. Receive proposals from entities – The OIDRA shall receive proposals from entities applying for OID membership.

To apply for OID component values, entities shall contact the designated OIDRA, the DOST-ICT Office, to obtain the OIDRA Membership Application Form (refer to Annex A). Entities may call (632) 920-7420; (632) 920-0101 local 3000; (632) 928-8040; or (632) 920-0101 local 1701 to 1703. Entities may also send an e-mail to odg@ncc.gov.ph; denis@asti.dost.gov.ph; or ecunanan@ncc.gov.ph. Entities' representatives shall then submit their application forms to the OIDRA:

> **Information and Communications Technology Office**
> NCC-ICTO Building, Carlos P. Garcia Avenue
> U.P. Campus, Diliman, 1101 Quezon City

If multiple OID component values are needed, applicants shall submit a separate application for each.

2.1.2. Process proposals – Upon the submission of the fully accomplished application form (refer to Annex A), with all the required documents specified in Sections 3 and 4 of this document, the OIDRA:

2.1.2.1. Shall ensure that all fields in the application form have been filled-out by the applicant entity and that all the required documents mentioned in Section 3 of this document are present;

2.1.2.2. Shall verify the submitted documents with the respective agencies' databases (e.g., GSIS, SEC, CDA, LGU, SSS databases). If additional documentation is needed at a later time, the OIDRA shall send notification to the requesting entity, through an e-mail and a phone call. Failure to submit any required documentation will result to cancellation of the proposal;

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2.1.2.3. Shall search its register to check if the organization has not duplicated an existing OID, before allocating the requesting organization a unique numeric identifier.

2.1.3. Record names – The OIDRA shall record names for each register entry that is accepted, in accordance with the procedures specified in applicable ITU-T Recommendation and/or International Standard.

2.1.4. Transmit to the International Registration Authority – Proposals received and reviewed by the OIDRA shall be transmitted to the International Registration Authority – the relevant ITU-T study group and/or ISO technical committee.

2.1.5. Promulgate the proposals for entries – The requesting entity shall then be posted on the OIDRA's own public review list in a three-month period.

2.1.6. Notify the Requesting Entity – As provided by the procedures specified in the applicable ITU-T Recommendation and/or International Standard, the OIDRA shall notify the requesting entity following the review period and absent challenges, through a specified form. The OIDRA shall ensure that the organization's numeric identifier shall never be allocated to any other organization within its register.

2.2. Processing Proposals for Deletion from the OIDRA Register

If, in any case, an entity requests for a deletion from the OIDRA register, the steps below shall be followed:

2.2.1. Receive proposals for deletion – The OIDRA shall receive proposals from entities applying for deletion from the OIDRA register.

When applying for multiple requests for deletion, organizations shall need to submit a separate application for each.

2.2.2. Process proposals for deletion – The OIDRA shall process the proposals for deletion, according to the specified procedures in the applicable ITU-T Recommendation and/or International Standard.

2.2.3. Transmit the proposals for deletion to the International Registration Authority – Proposals for deletion received by the OIDRA shall be transmitted to the International Registration Authority – the relevant ITU-T study group and/or ISO technical committee.

2.2.4. Promulgate the register deletions – The OIDRA shall promulgate in its OID Repository or public review list the register deletions in a three-month period.

2.2.5. Convey the results to the Requesting Entity – Following the promulgation of the register deletions, the OIDRA shall convey the results to the requesting entity through a specified form. It shall be specifically noted that the name of a deleted object shall not be reused by the entity.

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3. Specification of the Contents of Register Entries

Section 9.2 (f) of the Recommendation ITU-T X.660 | ISO/IEC 9834-1 mentions specification of the contents of register entries, which shall include:

i. The name assigned to the object;
ii. The name and contact information of the organization that proposed the entry;
iii. The dates of submission / registration;
iv. The definition of the object.

4. OID Application Process for Applicant Entities

4.1. The requesting entity shall fill-up the application form, which can be obtained from the DOST-ICT Office or may be downloaded from _____.

4.2. The requesting entity shall attach additional requirements, in accordance with Section 9.2 of the Recommendation ITU-T X.660 | ISO/IEC 9834-1, including the following:

i. The justification of the need for the registration; and
ii. A statement of the scope of objects to be registered.

4.3. The requesting entity shall also attach the relevant documents specified below to the application form.

4.3.1. For Non-government entities:

i. Articles of incorporation;
ii. Business permit issued by the Local Government Unit (LGU);
iii. Social Security System (SSS) Employer Clearance;
iv. Tax Payer identification Number (TIN);
v. Securities and Exchange Commission (SEC) business registration for corporation, DTI Certificate of Business Name Registration for Single Proprietorship, Cooperative Development Authority (CDA) registration for cooperatives;
vi. Partnership Authorization (for Business Partnership);
vii. Barangay Clearance;
viii. Special Power of Attorney / Board Resolution naming the authorized representative responsible for submitting OID application; and
ix. Consent to verify the information submitted.

4.3.1.1. *For the authorized representative submitting the OID proposal:*

i. Personal Appearance to the OIDRA;
ii. Tax Payer Identifier Number (TIN);
iii. Unified Multipurpose Identification (UMID)-compliant card; and
iv. Passport-sized photo taken within the last six (6) months.

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Representatives with no UMID-compliant card shall present at least one of the following valid photo-bearing identification documents specified in Circular No. 608 (series of 2008), issued by the Bangko Sentral ng Pilipinas (BSP):

   i. Passport;
   ii. Driver's License;
   iii. Professional Regulation Commission (PRC) ID;
   iv. National Bureau of Investigation (NBI) Clearance;
   v. Police Clearance;
   vi. Postal ID;
   vii. Voter's ID;
   viii. Barangay Certification;
   ix. Government Service Insurance System (GSIS) e-Card;
   x. Social Security System (SSS) Card;
   xi. Senior Citizen Card;
   xii. Overseas Workers Welfare Administration (OWWA) ID;
   xiii. OFW ID;
   xiv. Seaman's Book;
   xv. Alien Certification of Registration / Immigrant Certificate of Registration;
   xvi. Government Office and GOCC ID, e.g. Armed Forces of the Philippines (AFP) ID, Home Development Mutual Fund (HDMF) ID;
   xvii. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
   xviii. Department of Social Welfare and Development (DSWD) Certification;
   xix. Integrated Bar of the Philippines (IBP) ID;
   xx. Company IDs issued by Private Entities or institutions registered with or supervised or regulated either by the BSP, SEC or IC.

4.3.2. For government entities:

   i. Agency name;
   ii. Address;
   iii. Establishing law or articles of incorporation;
   iv. Tax Payer Identification Number (TIN);
   v. Government Service Insurance System (GSIS) registration system;
   vi. Special Power of Attorney / Board Resolution naming the authorized representative responsible for OID.

4.3.2.1. *For the authorized representative:*

The authorized representative shall also submit all of the above requirements for the non-government authorized representative.

4.4. After the ==three-month review period== and absent challenges, the requesting entity shall receive a specified form from the OIDRA indicating the result of the application.

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5. Criteria for Rejection of a Proposal

Section 9.2 (h) of the Recommendation ITU-T X.660 | ISO/IEC 9834-1 specifies the criteria for a rejection of a proposal, including:

5.1. Incomplete or incomprehensible definition;

5.2. Existence of an identical or similar entry in the register;

5.3. The proposed entry is not one of the permitted entries;

5.4. The proposed entry does not conform to an ITU-T Recommendation and/or International Standard listed in the References of the appropriate ITU-T Recommendation and/or International Standard; and

5.5. The justification for inclusion in the register is not adequate.

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Annex A: OIDRA Membership Application Form

OIDRA Membership Application Form

Name of Organization

Address of Organization

Telephone Number

Fax Number

E-mail Address

Name of Person Responsible for OID

Nature of Organization

Description of Organization's Activities

Organization Registration Number

Year of Incorporation

Structure of Code

Requested Name

Definition of the Object / Statement of Scope of Objects to be Registered

Justification of the Need for the Registration

For OIDRA Officer's Use Only:

OIDRA ID Assigned

Name of Officer

Date

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Annex B: Form for Deletion from the Register

Form for Deletion from the OIDRA Register

Name of Organization	
Address of Organization	
Telephone Number	
Fax Number	
E-mail Address	
Name of Person Responsible for OID	
Nature of Organization	
Description of Organization's Activities	
Organization Registration Number	
Year of Incorporation	
OIDRA ID Assigned	
Justification of the Need for the Deletion	

For OIDRA Officer's Use Only:

Approved / Disapproved	
Name of Officer	
Date	

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Related Document

Name	Reference	Location
OID Registration Application Form	DOST-ICT Office	_____

References

Name	Location
Recommendation ITU-T X.660 | ISO/IEC 9834-1:2012 Information Technology – Procedures for the operation of object identifier registration authorities: General procedures and top arcs of the international object identifier tree	http://www.itu.int/rec/T-REC-X/en
Object Identifier (OID) Repository	http://oid-info.com/
Singapore National Registration Authority for Object Identifiers (SNRAOID)	https://www.gs1.org.sg/Members/OIDMembership.aspx
Organization Name Registration	http://www.ansi.org/other_services/registration_programs/reg_org.aspx
"Introduction to Object Identifiers (OIDs) and Registration Authorities by Olivier Dubuisson	http://www.oid-info.com/doc/introduction%20to%20object%20identifiers%20(OIDs).pdf

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