

STEPS FOR FILING THE FORM

Please Tick Below as and when steps are completed

- Step 1 Fill up the form in **BLOCK** letters with all the columns dully filled.
Unique email ID and unique Mobile number should be used for each applicant.
- Step 2 **Sign Across** the Photograph. **(With Blue ink only.)**
Photograph should be colored and on photo paper only.
- Step 3 Ensure to **Sign in Section 3** of Form. **(With Blue ink only.)**
- Step 4 Ensure to **Sign in Section 4** of Form with Stamp or Seal. **(With Blue ink only.)**
- Step 5 The ID Proof (Any one of from List A below) should be compulsorily **Attested by Bank Manager or Gazetted Officer.** **(In other than Black ink.)**
- Step 6 The Address Proof (Any one of from List B below) should be compulsorily **Attested by Bank Manager or Gazetted Officer.** **(In other than Black ink.)**
- Step 7 The Organisation Proof (As per List C below) should be compulsorily **Attested by Bank Manager or Gazetted Officer.** **(In other than Black ink.)**
- Step 8 The Applicant should also self attest the ID Proof, Address Proof and Organization Proof. **(With Blue ink only.)**
- Step 9 The applicant herself/himself has to visit our office for Video recording. It is a verification Process. **(With Blue ink only.)**

NOTE : CA / CS / Notary Public are not authorized to attest the Documents

I _____ (Name of the applicant) hereby declare that the details mentioned in the form are true and correct to my knowledge & belief. I hereby authorise D. Sign Softech Pvt Ltd to download my Digital Signature Certificate on mine behalf. It should be treated as downloading of Certificate is done at my end.

Signature of Applicant:

Dated: _____

Place: _____

MOBILE VERIFICATION

Upon receiving an Auto generated email or SMS from Sify Safescrypt, the applicant has to do mobile verification from her/his mentioned mobile number in the application form. The Applicant has to provide correct details as filled by her/him in the application form. If wrong details provided during this verification process, your DSC will be rejected and you have to submit documents and payment again. So it is suggested to you to keep a copy of application form in front of you while doing this process.

Option 1 - Voice: Call Sify Toll free verification number 1800 419 2929 & Extn. 8 and answer 2-3 questions to confirm the identity of the applicant. (From Monday – Saturday 9.00 am - 8.00 pm excluding National Holidays)

Option 2 - Text : SMS to Sify Safescrypt Self-Service number in specific format and complete the verification.

Sify Safescrypt SMS based verification number: +91-9664166000

Format: Safe <Request id number> <Email id > confirmed

Example: Safe 12345678 consumerid@safescrypt.com confirmed

DOCUMENTS REQUIRED FOR DIGITAL SIGNATURE

LIST –A Documents for ID Proof	LIST - B Documents for Address Proof
<ul style="list-style-type: none"> a) PAN Card (Compulsory) b) Passport c) Driving License d) Post Office ID Card e) Bank Account Passbook containing the Photograph with attestation by the concerned Bank official f) Photo ID Card issued by the Ministry of Home Affairs of Centre/State Government g) Any Government issued photo ID Card bearing the signature of the individual h) Adhaar Card 	<ul style="list-style-type: none"> a) Telephone Bill b) Electricity Bill c) Bank Statements signed by the Bank d) Driving Licence e) Voter ID Card f) Passport g) Certificate of Registration for owned Vehicle h) Adhaar Card <p>Note: For A to C the date of last transaction should not be older than 3months, for S.No. F & G the same should be pertain to the current financial year. All documents should have the complete address for the purpose of accepting the same as proof.</p>

LIST - C

Supporting Documents in respect of Existence of organization:	
Category	Documents required
Proprietorship Firm	<ul style="list-style-type: none"> • Copy of Business Registration Certificate" (S&E / VAT / ST) • Copy of statement of bank account (First and second page) • Copy of ITR accompanied by computation of income/financial statement Front side page-1)
Partnership Firm	<ul style="list-style-type: none"> • Copy of partnership deed (Max of first three pages including list of partners and authorised signatories) • Copy of PAN card (Front side page-1) • Copy of statement of bank account (First and second page) • Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)
Corporate Entities	<ul style="list-style-type: none"> • Copy of Company Pan Card (Front side page-1) • Copy of certificate of incorporation(page-1) • Copy of article and memorandum of association(First two page) • Copy of statement of bank account (First and second page) • The copy of audit report along with the annual return pertaining to last financial year (First and second page) • The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

Association of person (body of individuals)	<ul style="list-style-type: none"> • PAN Card of entity • Incorporation and Registration Certificate issued by authority such as Registrar • Memorandum of Association/copy of rules/Bye laws • Copy of Bank Statement • Copy of Income Tax Return of last year • Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents • Certified copy of organizational ID proof of authorized signatory
Limited Liability Partnership	<ul style="list-style-type: none"> • PAN Card of LLP • Incorporation and Registration Certificate issued by authority such as Registrar • Copy of LLP agreement • Memorandum of Association/copy of rules/Bye laws • Copy of Bank Statement • Copy of Income Tax Return of last year • Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents • Certified copy of organizational ID proof of authorized signatory
Non-Government Organisation /Trust	<ul style="list-style-type: none"> • PAN Card of NGO/Trust • Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances • Copy of Trust Deed • Copy of rules and Bye laws of NGO • Copy of Bank Statement verified/attested by Banker • Copy of Income Tax Return of last year • Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents • Certified copy of organizational ID proof of authorised signatory

Group 'A' Gazetted officers include

- a) All India services though posted to states
- b) Promotes from states to the cadre of Assistant commissioner and above
- c) Police officers (Circle Inspector and above)
- d) Additional District Civil surgeons
- e) Executive Engineers and above
- f) District Medical Officer and above
- g) Lt. Col and above
- h) Principals of Government Colleges and above
- i) Readers and above of Universities
- j) Patent Examiner etc.

Group 'B' Gazetted officers include

- a) Section Officer
- b) BDO(Block Development Officer)
- c) Tahsildar
- d) Junior Doctors in Government Hospitals
- e) Assistant Executive Engineer
- f) Lectures in Government colleges
- g) Headmaster of Government high schools
- h) 2nd Lieutenant to Major
- i) Magistrate

Signature Verification Letter (optional)
On Letter Head of Bank

TO SAFESCRYPT LIMITED

This is to Certify that (Name of the Organization)
with its Office at

.....

(Address of the Organisation) is maintaining a bank account (A/c No.)
with our Bank (Bank Name) and operating that account in the
normal course of its business/activities. Mr/Ms..... is the
authorized signatory for the operation of the account. His/Her signature as appearing below
is duly attested (as per the records available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

Name: _____

Name: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2 <input type="checkbox"/>	Individual <input type="checkbox"/>	Signing <input type="checkbox"/>	1 Year <input type="checkbox"/>	Request Id: <input type="text"/>
	Class 3 <input type="checkbox"/>	With Org Name <input type="checkbox"/>	Encryption <input type="checkbox"/>	2 Years <input type="checkbox"/>	

Section 1: Subscriber Details

Name*:

Designation:

Date of Birth*: Gender*: Male Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name * :

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

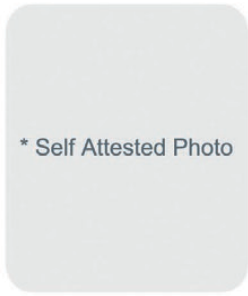
State/ Union Territory * :

Country* : PIN Code*

Telephone Number* (with STD Code):

Mobile Number* :

Email id* :



* Self Attested Photo

- Use blue-ink only including signature.
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

Section 2: Identity Proof Details

Photo Identity Proof * Identity Proof Name <input type="text"/> (Eg: Pan Card, DL, Passport, ...) Identity Proof Number <input type="text"/>	Address Proof * Address Proof Name <input type="text"/> (Eg: Passport, DL, Latest Telephone Bill, ...)
--	---

Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescrypt.com/pdf/cps.pdf>) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber*

Date*: Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

Section 4: Authorisation (only for ORG DSC)

I, _____ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner* (For Class3DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal *

Date * Name *

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

Partner Name:	D. Sign Softech Private Limited
Sify RA:	
Date of Issuance:	