

## 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 **Declaration** section of the form. **(With Blue ink only.)**
- ☐ Step 4 Ensure to sign in **Authorization** section of the form. **(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 mentioned in form) should be compulsorily **Attested by** Authorised Signatory of Organisation. **(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.)**

**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:** \_\_\_\_\_

## NOTE

Upon receiving an Auto generated email or SMS from e-Mudhra, 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 eMudhra mobile verification number 080-43460300 and answer 2-3 questions to confirm the identity of the applicant. (From Monday – Friday 9.30 am - 6.00 pm and Saturday 9am - 05.00 pm)

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

eMudhra SMS based verification number: +91-9945211399

Format: VERIFY <Application ID> <Birth Date in DDMMYYYY format>

Example: verify 1234567 09121960

## DOCUMENTS REQUIRED FOR DIGITAL SIGNATURE

LIST –A Documents for ID Proof	LIST - B Documents for Address Proof
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**DOCUMENT PROOF** (attested by Bank Manager OR Post Master OR Gazetted Officer (Group 'A' /Group 'B'), against producing the originals)

**Proof of Identity** (Any one of below)\*

(Having applicant photo and Signature, as part of it)

- ☐ Passport.
- ☐ PAN Card of applicant (Mandatory if PAN provided)
- ☐ Driving License.
- ☐ Post Office ID Card.
- ☐ Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- ☐ Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments
- ☐ Any Government issued photo ID card bearing the signatures of the individual.

ID Number \_\_\_\_\_

**Attesting Officer \***

- ☒ Self attested copy of ID Card/Contact details of attesting officer.

**Proof of Address** (Any one of below)\*

- ☐ AADHAAR Card.
- ☐ Voter ID Card.
- ☐ Driving License (DL)/ Registration certificate (RC).
- ☐ Passport.
- ☐ Telephone Bill (Not older than 3 Months)
- ☐ Water Bill (Not older than 3 Months).
- ☐ Gas Connection/Bill (Not older than 3 Months).
- ☐ Electricity Bill (Not older than 3 Months).
- ☐ Bank Statements signed by the bank (Not older than 3 Months).
- ☐ Service Tax/VAT Tax/Sales Tax registration certificate.
- ☐ Property Tax/ Corporation/ Municipal Corporation Receipt.

### 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

## APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE



## FOR ORGANISATION

 Application ID: (S)         (E)       

(For Office Use Only)

## PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.html>

## APPLICANT INFORMATION

LAST NAME										FIRST NAME										MIDDLE NAME									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender		<input type="checkbox"/> Male	<input type="checkbox"/> Female	Nationality		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Organisation Name		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Department		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Org Address		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
City		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pin code		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
State		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																				
PAN of Applicant		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Email ID		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										

 Affix recent passport size photograph of the applicant **duly signed across**

## CLASS:

☐ Class 1 ☐ Class 2 ☐ Class 3

## TYPE:

☐ Signature ☐ Encryption ☐ Combo

## VALIDITY:

☐ 1 Year ☐ 2 Years
DOCUMENT PROOF (attested by Authorized Signatory of the Organization)
 Organization Type: ☐ Company ☐ Partnership ☐ Proprietorship ☐ AOP/BOI ☐ LLP ☐ NGO/TRUST

Document Name	Company	Partnership	Proprietorship	AOP/BOI	LLP	NGO/Trust
Copy of Applicant's Organizational ID Card / Letter from Organization / Pay Slip	✓	✓	✓	✓	✓	✓
Copy of Organizational PAN Card	✓	✓		✓	✓	✓
Copy of Bank Statement (First 2 Pages)	✓	✓	✓	✓	✓	✓
Copy of Incorporation/Registration Certificate	✓			✓	✓	✓
Copy of AOA & MOA / Rules / Bye laws (First 2 Pages)	✓			✓	✓	✓
Copy of Last Income Tax Return / Audit Report & Annual Return / Self Affidavit with reason, if not available (First 2 Pages)	✓	✓	✓	✓	✓	✓
Copy of Partnership Deed / Trust Deed / LLP Agreement containing the List of Partners / Signatories (2 Pages)		✓			✓	✓
Copy of Business Registration Certificate (S&E / ST / VAT)			✓			
Proof of Authorized Signatory (Board Resolution)	✓			✓	✓	✓
Authorized Signatory Organizational ID Card / Self-Attested Letter of Organizational Identity	✓	✓	✓	✓	✓	✓
Copy of PAN Card of Applicant, if PAN provided	*	*	*	*	*	*

## DECLARATION BY APPLICANT

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true &amp; correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date Place 
 Signature of the applicant  
(As in ID proof | Blue Ink Only)

## AUTHORIZATION

I hereby authorize the above applicant, on behalf of our Organisation to apply for obtaining the Digital Signature/ Encryption Certificate issued by e-Mudhra

Authorized Signatory (Sign and Seal)

## TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date 

RA Name, Code &amp; Seal

Signature of RA