



1 Year DSC

2 Year DSC

Digital Signature Certificate Application Check List

(To be filled by applicant)

Name: _____ User ID: _____

City: _____ e-Mail: _____

Company: _____

Ph / Cell No.: _____ Enrollment Request Number: _____

(For office use only)

CISPL DCFC Code No: _____

To be checked by RA Office or Digital Certificate Facilitation Center

- Correct type of application form is used.
- Recent **photograph is** affixed on the application form and **signed across**.
- Complete office **address** and residential address is given.
- Document checklist** in the form reflects the correct documents attached.
- Certificate Enrollment Form**, generated at the time of online enrolling process, is attached.
- Application **form is signed** correctly with proper dates. (Two signatures)
- Letter of Authority is complete with sign and seal of authorizing person in case of Government or Banking form.
- Inform the customer not to upgrade or reinstall internet browser or operating system before downloading digital signature.

DSC Kit Sr. No. _____

DCFC Authority: _____

CISPL RA Administrator: _____

Seal and Signature of DCFC Authority

Seal and Signature of CISPL RA Administrator

Acknowledgment / Receipt

Enrollment Request Number: _____

Received a completed application form from _____ for obtaining a Class 2 Digital Signature Certificate. The applicant will receive notification over e-mail once the digital signature certificate is created and ready for download.

Received Rs. _____ by Cash / DD / Chq No. _____ drawn on _____ Bank.

Date: _____

Seal and Signature of RAA / DCFC Admin

Registering Authority:

Chartered Information Systems Pvt. Ltd., Nagpur
www.charteredinfo.com

CISPL DCFC Code _____



**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY
REQUEST FORM FOR CLASS-2 CERTIFICATE**

USER TYPE – GOVERNMENT/BANKING SECTOR

Affix recent passport-size photograph of the applicant. Applicant to sign across the photograph.

Instructions:

1. Please fill the form in BLOCK LETTERS
2. Items marked with * are mandatory.
3. For the items marked with # (Details for at least one are mandatory)

DETAILS TO BE FILLED IN BY THE APPLICANT: *

FULL NAME *

Last Name/Surname

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First Name

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Middle Name

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Designation:

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GENDER * (Tick as applicable)

Male

Female

ORGANISATION/OFFICE DETAILS *

Organization Name

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Office Address

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Pin Code

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Administrative Ministry/
Department

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Government of India/
State Government

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Telephone No.

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Area Code Telephone No.

Fax No.

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Area Code Fax No.

Residential Address *

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Pin Code

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Country

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Telephone No.

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Code Telephone No.

Details of at least one are mandatory #

EMPLOYEE IDENTIFICATION NO. #

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PASSPORT NO. #

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VOTER'S IDENTITY CARD NO. #

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INCOME TAX PAN NO. #

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E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)

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Date

Signature of the Applicant

Instructions

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
3. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

Declaration

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.

Date:

Place:

Signature of the Applicant

LETTER OF AUTHORITY

This is to certify that Mr./Ms. _____ has provided correct information in the "Application form for issue of Digital Certificate for subscriber of Government" to the best of my knowledge and belief. I hereby authorize him/her, on behalf of my organization to apply for obtaining Digital Certificate from CA for the purpose specified above.

Date:

Place:

Name of Officer with Designation:

(Signature of Officer with stamp of Org./Office)

Office Email:

TO BE FILLED BY RA OFFICE

The above details have been verified and found to be correct.

Signature of RA Office

Name:

Date:

CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

NOTE:

- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.
- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<p><u>Applicant Verification Document for Photo-Id proof</u> (any one attested copy required)</p> <ul style="list-style-type: none"> • Passport • Pan Card • Driver's license • Employer Photo-Id (Only Public Limited Companies, Banks and Government Organisation) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p><u>Applicant Verification Document for Address proof</u> (any one attested copy required)</p> <ul style="list-style-type: none"> • Telephone bill • Electricity bill • Bank statement attested by the Bank • Pan allotment letter • Ration Card 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Certificate Request form (Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Online Certificate Enrollment Form with Request Number + Letter of Authority <i>(Available for printing on completion of Online Enrollment)</i> (Required)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Note:

1. In case of passport the same document can be used for both identity and address verification.

2. In the case where the address on the photo-id proof provided e.g. copy of Passport or Driving License does not match with the address in address proof provided, an affidavit should be submitted along with the supporting documents and the application form.

The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:

Duly mark the envelope as 'APPLICATION FOR CLASS II DIGITAL CERTIFICATE'

Contact Details

<p>Corporate Office - Nagpur DSC Department Chartered Information Systems Pvt. Ltd. "Chartered House", West of Lata Mangeshkar Musical Park, Bhandara Road, Nagpur - 440 008 INDIA Ph: 0712 – 663 8888 (100 Lines), 92252 45088 TeleFax: 0712 – 663 8899 digitalsignature@charteredinfo.com www.charteredinfo.com</p>	<p>Mumbai Office (New Address) Tirupathi Bhalla Mayur Maniyar Chartered Information Systems Pvt. Ltd. #103, Millennium Plaza, Beside Sakinaka Ph. Exchange, Andheri – Kurla Road, Andheri (E) Mumbai - 400 072 INDIA Ph: 022 – 6522 8288, 2850 0103 dsc.mumbai@charteredinfo.com www.charteredinfo.com</p>
<p>Kolkata Office Biswajeet Bhattacharya Chartered Information Systems Pvt. Ltd. "Haveli" Block No. 15, 2nd Floor, 17, Bal Mukund Macker Road, Near M.G. Metro, KOLKATA - 700 007 Ph: 033 – 4007 8355, 4007 8356, 99035 36765 taxprokolkata@taxpro.co.in www.charteredinfo.com</p>	<p>Bangalore Office Shrinivas Raghav Chartered Information Systems Pvt. Ltd. #207-B, Wing A Brigade Majestic, 1st Main (Kalidas) Road, Gandhinagar, Bangalore – 560009 INDIA Ph: 080 - 40921639, 99729 32213 dsc.bengaluru@charteredinfo.com www.charteredinfo.com</p>
<p>Delhi Office Kapil Bhimjiyani Chartered Information Systems Pvt. Ltd. #208, 3rd Floor, Dhaka Chambers, 2068/39, Naiwala, Karolbagh, New Delhi – 110 005 INDIA Ph: 011 - 45037177, 09871265511(Kapil) dsc.delhi@charteredinfo.com www.charteredinfo.com</p>	<p>Pune Office Chitesh Dave 93246 10283 (Chitesh)</p>