

1 Year DSC 2 Year DSC

CLASS - III

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)
- 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 III Digital Signature Certificate. The applicant will receive notification over e-mail once the digital signature certificate is created and ready for download.

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

_____ Bank.

Date:

Seal and Signature of RAA / DCFC Admin

Registering Authority:

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

CISPL DCFC Code _____

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY
REQUEST FORM FOR CLASS-3 CERTIFICATE**

USER TYPE – COMPANY

Affix recent
Passport size
Photograph of the
Applicant
Please 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

COMPANY'S DETAILS TO BE FILLED IN BY THE APPLICANT: *

COMPANY REGISTRATION NO. *

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**Date of Incorporation/Agreement/
Partnership (DD/MM/YYYY) ***

		/			/								
--	--	---	--	--	---	--	--	--	--	--	--	--	--

PARTICULARS OF BUSINESS

A. Corporate / Branch / Registered Office

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Flat/Door/Block No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Premises/
Building/Village

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Road/Street/Lane/
Post Office

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Area/Locality/Taluka
Sub-Division

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town/City/District

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State/Union Territory

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pin

--	--	--	--	--	--	--

Telephone No.

--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--

Web Page URL, if any

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Details for at least one is mandatory

PASSPORT DETAILS #

Passport No.

Passport Issuing Authority

Passport Expiry Date

VOTER'S IDENTITY CARD NO. #

INCOME TAX PAN NO. #

E-MAIL ADDRESS * (Mandatory)

TYPE OF DIGITAL CERTIFICATE REQUIRED

Signing Certificate (Single Key pair)
(This can be used for signing and/or encryption)

Date

Signature of the Applicant

To be filled by TCS - RA Office

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

Signature of RA Office
Name:
Date:

Seal:

DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

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

NOTE:

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

Sr. No.	Required Documents	Document submitted	Documents verified by RA
1	<u>Certificate of Incorporation Public & Private Limited Companies (any one NOTARIZED copy required)</u> <ul style="list-style-type: none"> • Certificate true copy of the Certificate of incorporation / Business commencement from either the company secretary / a Director of the company • Certified true copy of the Memorandum and Articles of Association from either the Company secretary / a Director of the company • Copy of the latest Annual report. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<u>Partnership Firms (any one required)</u> <ul style="list-style-type: none"> • Certificate true copy of the partnership deed from either a Class I Gazette officer / Notary / Chartered Accountant. • Copy of One of the following: - <ul style="list-style-type: none"> ○ Latest Annual Report ○ Latest Balance sheet ○ Latest Income Tax Return 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<u>Proprietorship Firms (any one required)</u> <ul style="list-style-type: none"> • Copy of the Latest bank statement certified by the bank manager of the bank where the account is held. • Copy of One of the following: - <ul style="list-style-type: none"> ○ Latest Balance sheet ○ Latest Income Tax Return 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<u>Subscriber Verification Documents (any one attested copy required)</u> <ul style="list-style-type: none"> • Passport • Voter's ID • PAN card 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> Identity Card – Attested by Authorized signatory of the company with photograph. Driver's license Ration Card 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Proof of Address (any one attested copy required) <ul style="list-style-type: none"> Passport Ration card Driver's license Latest Telephone bill Latest Electricity bill LIC receipt Authorization Letter on the company's letterhead attested by company's authorized person. 	<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"/> <input type="checkbox"/>
4	Company PAN No. (Required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Certificate Enrollment Form (downloaded from www.tcs-ca.tcs.co.in) + Letter of Authority (Required)	<input type="checkbox"/>	<input type="checkbox"/>

Pricing Details:

Options	Digital Signature Certificate	USB Token	Validity Period	Price
Option A	1	-	1 year	Rs. 2,245/-
Option B	1	1	1 year	Rs. 3,125/-
Option C	1	-	2 years	Rs. 3,928/-
Option D	1	1	2 years	Rs. 4,808/-

Prices are inclusive of all Taxes

Renewal

Digital Signature Certificate	Validity Period	Price
1	1 year	Rs. 2,245/-*
1	2 years	Rs. 3,928/-*

The same USB token if procured earlier, can be used for the renewed certificate

Declaration

I hereby agree that I have read and understood the following instructions carefully and ensure proper usage of the Digital Certificate.

1. The certificate should be downloaded onto the same machine/device from where the request was initiated.
2. After placing an online request for a certificate, the following activities should not be carried out until the certificate is successfully downloaded:
 - √ Formatting of the machine the machine
 - √ Reinstallation or upgrade of the internet browser on the machine from which the certificate request was initiated
3. At the time of registration, a valid email ID that is accessed regularly should be provided.
4. Certificate revocation is permanent and irreversible. If my certificate is revoked, I will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
5. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
6. The 'Certificate Trust Chain' has to be downloaded for using my certificate. (Link: <http://www.tcs-ca.tcs.co.in/index.jsp?link=html/chaindownload.html>)
7. It is my responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
8. Requirements with respect to Operating System and Internet Browser are as follows:
 - √ Operating System
 - a. Supported Versions - Windows 2000/XP
 - b. Recommended Versions - Windows 2000/XP
 - √ Internet Browser
 - a. Supported Versions - IE 5.5 and above
 - b. Recommended Versions - IE 6.0 and above

Date

Signature of the Applicant



Annexure-A: Letter of Authority

I, _____, in the capacity of the _____ of _____, authorize _____, whose signature is attested below to carry out all the necessary formalities on behalf of _____ for the application of a Class-3 Digital Signature Certificate with the validity period of ____ year(s).

Signature and Designation
of Authorizing Person

Signature and Designation
of the Applicant

Signature and Designation
of the Authorizing Person

Payment Details:

The payment for the certificates can be made through Demand Draft only, in favor of “**Chartered Information Systems Pvt Ltd**”

Payment Details			
Demand Draft Number	Date	Bank Details	Amount

The Certificate Request Form, Demand Draft and the Document Checklist along with all the supporting documents has to be forwarded at the following address:

Duly mark the envelope as ‘**APPLICATION FOR CLASS III DIGITAL CERTIFICATE**’

<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>