

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 _____

B. Office Address

Name of Organisation

Flat/Door/Block No.

Name of Premises/
Building/Village

Road/Street/Post Office

Area/Locality/Taluka
Sub-Division

Town/City/District

State/Union Territory

Pin Code

Telephone No. --

Fax No. --
Area Code Telephone No.
Area Code Fax No.

ADDRESS FOR COMMUNICATION *

(Tick as applicable)

Residential Address

Office Address

FATHER'S NAME *

Last Name/Surname

First Name

Middle Name

SEX * (Tick as applicable)

Male

Female

DATE OF BIRTH (DD/MM/YYYY) *

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NATIONALITY *

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Visa details, in case of Foreign Nationals

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Details for at least one is mandatory*

PASSPORT DETAILS #

Passport No.

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Passport Issuing Authority

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Passport Expiry Date

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VOTER'S IDENTITY CARD NO. #

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DRIVER'S LICENSE NO. #

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INCOME TAX PAN NO. #

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E-MAIL ADDRESS *

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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:

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 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

Payment Details:

The payment for the certificates can be made through Demand Draft / Cheque, 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 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>

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