

APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE - FOR ORGANISATION

Application ID Number (For office use only):

Instructions:

1. Please fill the form in BLOCK LETTERS and (*) MARKED Fields are Mandatory.
2. Inconsistent/incomplete applications are liable to be rejected.
3. Attestation of documents by any: Gazetted Officer OR Bank Manager OR Company Secretary OR Post Master OR present originals to our Registration Authority for verification & attestation.
4. All subscribers are advised to read Certification Practice Statement and Subscriber agreement eMudhra available at www.e-mudhra.com
5. At Par Cheque / Demand Draft to be drawn in favour of **eMudhra Consumer Services Ltd.**
6. For Class III Digital Signatures "In Person Verification" of the applicant is mandatory

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

1A. CERTIFICATE CLASS*	1B. CERTIFICATE TYPE*	2. CERTIFICATE VALIDITY*	3. USB TOKEN*
<input type="checkbox"/> Class 2 Gold Organisation	<input type="checkbox"/> Signature	<input type="checkbox"/> 1 Year	<input type="checkbox"/> Required
<input type="checkbox"/> Class 3 Platinum Organisation		<input type="checkbox"/> 2 Years	<input type="checkbox"/> Not Required

APPLICANT DETAILS* (As per applicant's valid ID Proof at Sl. No. 11below)

4. Name:* Mr./Ms./Dr.

5. Date of Birth:* **6. Gender:*** Male Female **7. Nationality**

8. Residential Status* Resident

ORGANISATION DETAILS* (Door No., Name of the premises, Road, Area, City, State and Pin Code needs to be filled)

9. Organisation Details: * Corporate Office Head Office Registered Office Branch Office

Organisation Name

Registration Number

Date of Incorporation / Proprietorship

Commencement / Partnership Agreement

Address :

Pincode City State

Telephone No. (e.g. +91-80-23333333) Mobile No. (e.g. + 91-9999999999)

Fax No. (e.g. +91-80-23333333)

Corporate Website (URL)

PAN No. of Organisation* Attach photo copy)

Organisations Bank Account Details: *

Bank Name

Branch Name & Place

Account Type Savings Current

Account Number

IDENTIFICATION DETAILS*

10. E-Mail ID:* (Valid and active E-mail ID to be included in the Digital Signature Certificate)

11. a) PAN of the Applicant:

11. b) Valid Identity Documents : * Passport Copy of Driving License PAN card 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 Government

Any Government issued photo ID Card bearing the signatures of the individual

PAYMENT DETAILS*

12. Mode of Payment * Online Cheque/DD

Online Payment Details

Transaction/Reference No.	<input type="text"/>
Bank Name	<input type="text"/>
Account Type	<input type="text"/>
Amount Rs.	<input type="text"/>
Date	<input type="text"/>

Cheque/DD Payment Details

Cheque /DD No.	<input type="text"/>
Bank & Branch Name	<input type="text"/>
Account Type	<input type="text"/>
Amount Rs.	<input type="text"/>
Date	<input type="text"/>

DECLARATION

I hereby agree that I have read and understood the provisions of eMudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in eMudhra repository.

Place : _____ Signature of the Applicant

Date : _____ Name of the Applicant :

Office Seal and Stamp

UNDER CHECK LIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION*

- a. ID proof of applicant as selected in S.No 11
- b. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
 - Certificate of Incorporation Memorandum of Association Regd. Partnership Deed Valid Business License
- c. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
 - Annual Report Latest Income Tax Return Latest Organisation Bank details from the Bank Statement of Income issued by Chartered Accountant
- d. Attested Copy of the Organisation PAN Card
- e. Authorization letter in favour of the certificate applicant from the Organisation as per format below
- f. List of Partners/Members/Directors with their complete name and address details

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.

RA Name :

Signature :

Place :

Date : _____ RA Seal & Stamp

AUTHORISATION LETTER FORMAT* (This Authorisation Letter is required on the Organisation's letterhead)

To,
eMudhra Consumer Service Limited,
3rd Floor, Sai Arcade, 56 Outer Ring Road,
Deverabeesanahalli, Opp Intel, Bangalore 560103
Phone : +91 80 4336 0000

Date :

Dear Sir,

Sub : Authorisation letter for obtaining Digital Signature Certificate.

This is certify that Mr./Mrs./Miss. _____ (Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature Certificate' to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

- Class 2 Gold Organisation
- Class 3 Platinum Organisation
- Class 3 Device / Server

Details of Executive Authorizing the Applicants :

Signature :

Name :

Designation :

Department :

Office Seal and Stamp :

CONTACT DETAILS

eMudhra Consumer Service Limited, 12/27, First Floor, Udayappa Colony, Salem - 636 007. Tamil Nadu
Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-Mudhra.com Website.e-Mudhra.com

Authorization Letter

(This Authorization Letter is required on the Organization's letterhead)

To,
eMudhra Consumer Service Limited,
3rd Floor, Sai Arcade, 56, Outer Ring Road,
Deverabeesanahalli, Opp Intel, Bangalore 560103

Dear Sir,

This is certify that Mr./Mrs./Miss _____(Applicant name) has provided correct information in the Application Form for issue of Digital Signature Certificate to best of my knowledge and belief vide application form dated _____. I hereby authorize him/her, on behalf of our Org to apply for obtaining the following Class of Digital Signature of 1 Years / 2Years.

Class 2 Gold Org Class 3 Platinum Org Class 3 Devices/ Server

Details of Executive Authorizing the Applicant:

Signature: _____

Name : _____

Designation : _____

Department : _____

Office Seal & Stamp : _____



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[CLASS 3 DIGITAL SIGNATURE](#) | [DGFT DIGITAL SIGNATURE](#) | [CLASS 2 DIGITAL SIGNATURE](#) | [USB TOKENS](#)



Declaration by Applicant

I _____ (Applicant Name)

Hereby declare that the details mentioned in the application form are true & correct to my knowledge & belief. I hereby authorize **e-Solutions** to enroll & download my Digital Signature on my behalf.

Signature of Applicant

Date & Place

Declaration by Proposer (By CA/ CS/ ICWA/Any Other)

I _____ (Name)

Certify that I have submitted the correct details for _____ (Applicant Name)

my client mentioned in the application form to get the DSC as required. ID proof & Address Proof are duly certified and attested by me.

Signature of Proposer With Stamp

Date & Place



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[CLASS 3 DIGITAL SIGNATURE](#) | [DGFT DIGITAL SIGNATURE](#) | [CLASS 2 DIGITAL SIGNATURE](#) | [USB TOKENS](#)



DOCUMENTS REQUIRED & TO BE SUBMITTED BY THE APPLICANT FOR CLASS 3B

1. Application Form duly filled in.
2. Latest Photograph of Applicant (Must be Pasted on Form with Cross Signature)
3. Duly Attested Photocopy of anyone of the following ID Proof of Applicant :
 - Passport
 - Driving License
 - PAN Card Copy
 - Govt. Issued ID Card
4. Duly Attested Photocopy of anyone of the following Address Proof of Applicant :
 - Passport
 - Driving License
 - Latest Utility Bill (Telephone Bill / Mobile Bill / Electricity Bill / LIC Receipt / Water Bill) - Not Older then three months
5. Proof of Right to do Business :
 - Certificate of Incorporation OR
 - Memorandum and Articles of Association OR
 - Registered Partnership Deed OR
 - Valid Business License Document Like VAT / Service Tax Regn.
6. Proof of Right to do Business :
 - Annual Report OR
 - Income Tax Return OR
 - Organization's Bank Account Details on Bank's Letter Head by Bank Manager OR
 - Statement of Income by Chartered Accountants
7. Copy of PAN Card of Organization.
8. Authorization Letter in favor of applicant on Company's Letter Head.

Note:

- **All Supportive Documents must be attested by Public Notary OR Gazetted Officer**
- **To obtain PAN Based Digital Signature , Photocopy of PAN Card is mandatory.**
- **CASH/ DD should be in favor of "e-Solutions".**

