

RCAI Class 3 - Digital Signature Certificate (DSC) Application (for individuals with organization name)(ONLY SIGNING)

Instructions for filling in the application form:

1. This form is to be filled by the individual for whom the DSC is intended.
2. Please ensure that the form is complete in all respects. If you require assistance, please consult our authorized Safescrypt representative.
3. Incomplete forms would delay the certificate issuance process. Therefore, please fill in all fields unless marked "optional".
4. Use only BLOCK LETTERS to fill the form. Check all boxes wherever applicable
5. You are urged to review our CPS while applying for a certificate.
6. Detailed instructions for certificate issuance will be provided by our authorized Safescrypt representative.

| For official use only | |
|-----------------------|--|
| Partner Code | |
| City | |
| Date of Application | |
| CD Serial No. | |
| Remarks | |
| DSC Issued on | |

** Indicates mandatory fields*

Section: 1

| | |
|-------------------------------|---------------------|
| Certificate Validity * 1 Year | ONLY SIGNING |
|-------------------------------|---------------------|

Applicant details :

First Name * :

Middle Name :

Last Name * :

Date of Birth * : / /

Gender * : Male Female

Organisation Name * :



Residential Address

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

State/ Union Territory * :

PIN Code * :

Telephone Number * :

Mobile Number* :

Section 2:

Kindly provide your valid email address. The digital certificate will be sent to this email id and the same id has to be used while enrolling online*

Section 3a: Identity Proof Details

- Please provide details of a government-issued photo identity proof being enclosed by you
- Acceptable photo IDs are passport / PAN card/ driver's license
- The photocopy of the specified photo-ID is required to be duly attested by your banker/gazette officer/Notary

Identity Proof Submitted *

passport PAN card driver's license

Identity Proof Number * :

Section 3b: Address Proof Details of Applicant

- Please specify the Address Proof Documents that you will be submitting along with this application.

passport voter ID card driver's license / Others

- The address proof of the specified applicant is required to be duly attested by your banker/gazatted officer or Notary.

Declaration:

According to the Indian IT Act 2000 Part-II Section-I CHAPTER VIII states that every subscriber shall exercise reasonable care to retain control of the private key corresponding to the public key listed in his Digital Signature Certificate and take all steps to prevent its disclosure.

I hereby declare that all information provided on this Certificate Application Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge.

Signature of the Applicant * :

Date * :

Place * :

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Section 4: Attestation by Sify authorised LRA / partner

- I hereby declare that the above applicant has present himself to me and submitted the original document copies of ID proof and I have verified the same as TRUE COPY.

Signature & Seal * :

Date * :

Name * :

Note:
Sify, at its discretion, will make a telephone call to verify the details of this attested Signature of the Applicant to be signed before the Sify authorised LRA / partner

Authorization Letter

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

To,
SafeScript Ltd.

This is to certify that: Mr. / Ms. _____(certificate applicant)
has provided correct information in the Application Form for issue of Digital Certificate to the best of my knowledge and belief
and is working with _____(org name). He / She is hereby
authorized to obtain a Class IIb / Class IIIb / Class IIIc Digital Certificate issued by Safescript Ltd.

I understand that, while holding a valid Class IIb/ Class IIIb / Class IIIc Digital Signature, if this certificate ever needs to be revoked. It
is my org's responsibility to inform Safescript Ltd. regarding the same.

Details of Authorizing Person:

Name & Designation : _____
Organization Name : _____
Signature (with stamp of Orgn. / Office) : _____
Date & Place : _____



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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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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".**

