



ANY OTHER DETAILS

Date

Signature of the Applicant

TO BE FILLED BY RA OFFICE

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

TYPE OF DIGITAL CERTIFICATE REQUIRED:

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

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 (Photo copies)	Document submitted	Documents verified by RA
1	<p><u>Company Information</u></p> <p>(A) Public or Private Limited Companies:</p> <p>(Attested/Notarized copy of the following documents is required)</p> <ul style="list-style-type: none"> • Certificate of incorporation 	<input type="checkbox"/>	<input type="checkbox"/>
	<p>(B) Partnership Firm:</p> <p>(Attested/ Notarized copy of any one of the documents listed below is required)</p> <ul style="list-style-type: none"> • Partnership deed (OR) • Latest Audited Balance sheet (OR) • Latest Income Tax Return (OR) • Copy of PAN 	<input type="checkbox"/>	<input type="checkbox"/>
	<p>(C) Proprietary Firm:</p> <p>(Attested/ Notarized copy of any one of the documents listed below is required)</p> <ul style="list-style-type: none"> • Copy of the Latest bank statement. (OR) • Latest Balance sheet (OR) • Latest Income Tax Return (Or) • Copy of PAN 	<input type="checkbox"/>	<input type="checkbox"/>
2	Company/Firm PAN (Required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Resolution of Company (Required)	<input type="checkbox"/>	<input type="checkbox"/>

Instructions

1. 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.
2. 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.
3. At the time of registration, a valid and active email ID that is accessed frequently shall be provided.
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. Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
7. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
8. If your role changes and you are no longer the authorized signatory of the organization, you must contact your RA Administrator immediately and apply for the revocation of your certificate.
9. If any information provided in your certificate changes, then you shall revoke the existing certificate and apply for a new certificate. The same will be approved only after the payment of necessary applicable charges.

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

(Must be on Company's Letter Head)

Letter of Authority

I, _____ (User Name), in
capacity of the _____ of

(Org Name), authorize _____, whose signature is
attested below to carry out all the necessary formalities on behalf of _____
for the application of a Class 2B Digital Signature Certificates with validity of 1 or 2 Years .

(Tick Which is applicable)

Signature of Applicant
With Company Stamp

Signature of Authorizing Person
With Company Stamp

Signature of Authorizing Person
With Company Stamp



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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 2B

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".**



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