

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

Affix recent passport-size photograph of the applicant. Applicant to sign across the photograph

**USER TYPE – COMPANY**

Validity of DSC\*

<input type="checkbox"/> Empower India DSC	<input type="checkbox"/> 1 year
<input type="checkbox"/> 2 Years	

E-Mail Address\*^

Alternative E-Mail Address

**Corporate / Branch / Registered office - Organisation Details**

Name\*^

House Identifier\*^

Street Address\*^

City\*^  Pin Code\*^

Country\*^  State\*^

Telephone\*    Mobile

FAX

PAN\*

**Applicant Details**

Gender\*  Male  Female

Surname^  Given Name\*^

Father/Husband's Name  Initials^

House Identifier\*

Street Address\*

City\*  Pin Code\*

Country\*  State\*

Telephone\*    Mobile

Nationality\*

**DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE**

**Corporate / Branch / Registered office (any one ATTESTED copy required)**

Public & Private limited

<input type="checkbox"/> Certificate of incorporation	<input type="text"/>	<input type="checkbox"/> Business commencement	<input type="text"/>
<input type="checkbox"/> Memorandum and articles	<input type="text"/>	<input type="checkbox"/> Latest annual report.	<input type="text"/>

Partnership Firms

<input type="checkbox"/> Partnership deed	<input type="text"/>
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Proprietorship firms

<input type="checkbox"/> Latest bank statement	<input type="text"/>	<input type="checkbox"/> Latest income tax return	<input type="text"/>
<input type="checkbox"/> Latest balance sheet	<input type="text"/>	<input type="checkbox"/> Sales tax certificate	<input type="text"/>
<input type="checkbox"/> Business commencement licence	<input type="text"/>		

**Subscriber proof of identity and residence(ATTESTED copy required)**

Identity and Residence

<input type="checkbox"/> Passport	<input type="text"/>	<input type="checkbox"/> Driving License	<input type="text"/>
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Identity

<input type="checkbox"/> PAN Card	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>	<input type="checkbox"/> Bank A/C Passbook with Photo	<input type="text"/>
<input type="checkbox"/> Photo Identity Card	<input type="text"/>		

Residence

<input type="checkbox"/> Latest Telephone Bill	<input type="text"/>	<input type="checkbox"/> Latest Electricity Bill	<input type="text"/>
<input type="checkbox"/> Latest Bank Statement	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>		

Letter of Authority\*

Letter of Authority

**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/Class-2 Digital Signature Certificate with the validity period of \_\_\_\_\_ year(s).(required validity period needs to be mentioned)

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

**Note:** [Guidelines on how to fill the Letter Of Authority based on type of organization.](#)

- Public & Private Limited Companies: The applicant of the certificate has to get himself authorized by the superior to whom he/she reports in the said company. If the applicant himself is the head of the organization, he can authorize himself.
- Partnership Firms: The partner who is the applicant of the certificate has to get himself authorized by the other partner of the said partnership firm.
- Proprietorship Firms: The proprietor who is the applicant of the certificate has to self authorize as he is the whole & sole responsible of the proprietary concern.

**Prize Details :**

# - Inclusive of taxes applicable.

Options	Digital Signature Certificate	USB Token	Validity Period	Price	Check Option
Option A	1(Sign or Encryp)	-	1 Year	Rs.2,245/-	
Option B	1(Sign or Encryp)	1	1 Year	Rs.3,125/- #	
Option C	1(Sign or Encryp)	-	2 Years	Rs.3,928/-	
Option D	1(Sign or Encryp)	1	2 Years	Rs.4,808/- #	
Option E	2(Sign + Encryp)	-	1 Year	Rs.4,490/-	
Option F	2(Sign + Encryp)	1	1 Year	Rs.5,370/- #	
Option G	2(Sign + Encryp)	-	2 Years	Rs.7,856/-	
Option H	2(Sign + Encryp)	1	2 Years	Rs.8,763/- #	

**Applicant Declaration**

**RA 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

I hereby confirm that I have received and verified the documents submitted by the subscriber.

Date:

Place: \_\_\_\_\_ Signature of the RA Officer

**RA OFFICE NAME** : TCS-CA - Registration Authority / **USER ID** : \_\_\_\_\_ / **REQUEST NUMBER** : \_\_\_\_\_

The certificate Request Form, Online Enrollment Form, Demand Draft and the supporting documents as per the document checklist have to be forwarded to the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

**TCS-CA - Registration Authority**

Tata Consultancy Services [Certifying Authority - PKI Services] Advanced Technology Centre  
deccanpark  
1 - Software Units Layout Madhapur  
Hyderabad -500 081