

Digital Signature Certificate Replacement Form



Undertaking for Renewal and Revocation of Digital Certificate.

(In case of Certificate mis-download only)

To,
(n)Code Solutions, A Division of Gujarat Narmada Valley Fertilizers & Chemicals Limited.

I, hereby confirm and acknowledge that the documents submitted by me for procurement of Digital Certificate with Customer Identification Number (CIN) , during Certificate download process the said DSC has been mis-downloaded and no private/public key is available with me for the same as on date.

I hereby also confirm that I want to revoke the certificate as it was mis-downloaded and request you to replace the same by using following details.

Replacement Details

Validity	1 Year <input type="checkbox"/> 2 Year <input type="checkbox"/>	Type	Only Signing <input type="checkbox"/> Sign & Encrypt <input type="checkbox"/>	Customer ID	<input type="text"/>
Name of Applicant	Surname <input type="text"/>	First Name <input type="text"/>	Middlename <input type="text"/>		
Name of the Organization	<input type="text"/> (Incase of organization)				
Class of Certificate to be Renewed (Please tick the one applicable)					
<input type="checkbox"/> Class 2 (Individual)	<input type="checkbox"/> Class 3 (Individual)	<input type="checkbox"/> Class 2 (Organization)	<input type="checkbox"/> Class 3 (Organization)	<input type="checkbox"/> (n)eXIM for DGFT	<input type="checkbox"/> Class 3C for website
PAN No.	<input type="text"/>			Mobile no.	<input type="text"/>
(Applicable for Class2 & Class3 Individual Applicant in case of Income Tax E-filing)				(In case it is changed)	
e-mail ID (In case it is changed)	<input type="text"/>			Department	<input type="text"/>
Date :	<input type="text"/>				(Signature & Seal*)

(Digital Signature / Seal of Applicant / LRA)

(In case of electronic submission, DSC Replacement Form shall be digitally signed.)

Verified by (n)Code Office	For LRA use only
All Documents Checked & Verified by :	All Documents Checked & Verified by :
Seal & Signature	LRA Name, Seal & Signature

To be filled by RA	Name Of RA: <input type="text"/>	Ref No: <input type="text"/>	Dt : <input type="text"/>
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(n)Code Offices Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Mumbai

022-22048908

mumbaisales@ncode.in

Delhi

011-26452279/80

northsales@ncode.in

Bangalore

080-25272525

southsales@ncode.in

Chandigarh

0172-2707732

punjabsales@ncode.in

Surat

0261-3003690

suratsales@ncode.in

Digital Signature Certificate Revocation Request Form



Name of Certificate Holder *	Surname	Name	Initials
Public Key of Certificate Holder			
(Pls. attach a print out of the Digital Certificate wherein the Public Key is displayed)			
Class of Certificate to be revoked (Please tick the one applicable)	<input type="checkbox"/> Class IIa / (n)21 for MCA	<input type="checkbox"/> Class IIIa for IRCTC / (n)Rail	
	<input type="checkbox"/> Class IIb	<input type="checkbox"/> Class IIIb for Corporates	
	<input type="checkbox"/> (n)eXIM for DGFT	<input type="checkbox"/> Class IIIC for websites	
Reason for revocation * (Please tick the one applicable)	<input type="checkbox"/> Private key compromise <input type="checkbox"/> Information in the Certificate has changed <input type="checkbox"/> Death / insolvency of the subscriber <input type="checkbox"/> Dissolution / winding up of the company <input type="checkbox"/> Other (pls. specify) _____		
E-mail address *			
Distinguished Name			
Serial No. of Certificate *			
Certificate Fingerprint			
Date & Time of Communication			
Customer Identification Number			

(Signature of Certificate Holder) *

Note : Fields marked with * are compulsory.

(n) Care

Ahmedabad Corporate Office	Mumbai	Delhi	Bangalore	Chandigarh	marketing@ncodesolutions.com
079-4000 7300	022-22048908	011-26452279	080-25272525	0172-2707732	



e - S a f e , e - S e c u r e , e - S u r e

Undertaking by Applicant for Digital Signature Certificate

Customer ID:

For Office Use ONLY

Instructions:

- Use Only Latest Application Form of (n) code Solutions.
- Read the Instructions Carefully given in the Application Form.
- Use Only Latest Passport size Colored Photograph of Applicant and must be cross signed by applicant.
- Fill the Application Form in CAPITAL Letters & in English Language only.
- All Details given in application form must be filled in same handwriting and must be matched with supporting documents.
- Application form must be duly signed by applicant.
- Don't make any alteration in Application Form, if found, will lead to rejection.
- Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
- Copy of supporting documents must be visible and readable.
- Supporting documents must be attested by **Gazetted Officer OR Bank Manager OR Post Master**. Documents attested by others shall not be accepted.
- In case of PAN Based DSC, Provide Copy of Pan Card only. Print of online PAN data/ Details is not accepted.
- In Case of Organization Users, Authorization Letter must be on Organization's Original Letter Head with Address provided in application form.
- Minimum Requirement for using Digital Signature is: Internet Explorer 7 or above with Windows 7 or Windows Vista or Windows 8. If you are using Windows XP / 2000 or any Old Windows, it must have Service Pack 3.

Terms & Conditions:

- Submission of original Application form with required attested documents is mandatory.
- Payment must be in favor of "**Koteshwar Marketing Pvt Ltd**" and mandatory to pay at the time of submission of Application Form.
- We will start the Processing of DSC after realization of payment.
- Applicant must verify "E-Mail" as and when received from (n) Code Solutions for "E-Mail Confirmation Request" for further processing.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted & time taken to verify the e-mail).
- All forms are subject to acceptance / rejection by (n) Code Solutions.
- If Application form is rejected by (n) Code Solutions, The rejected forms would remain with (n) Code Solutions and Applicant need to submit a fresh Application form with all required attested document again within 24 hours. If applicant fails to submit within 24 Hours to us, No Refund would be entertained. If Applicant reacts after 24 Hour, Applicant need to submit Fee and Form again.
- Check your Digital Signature Certificate within 72 hours from issuance. After that we shall not be responsible for any type of mistake in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.

I have read and understood all the above instructions, terms and conditions and hereby agreed to abide.

(Signature of Applicant with Date and Place)

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

I _____ (**Applicant Name**) don't have technical knowledge to Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to Download & provide my Digital Signature Certificate to me through e-mail provided in application form / storage device.

(Signature of Applicant with Date and Place)