

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Type of Certificate	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	Certificate Validity	1 Year	<input type="checkbox"/>
	Class 3	<input type="checkbox"/>		With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>		2 Years	<input type="checkbox"/>

Section 1: Subscriber Details

Name*:

Designation :

Date of Birth*: Gender *: Male Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name * :

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

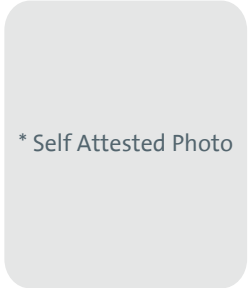
State/ Union Territory * :

Country* : PIN Code*

Telephone Number* (with STD Code):

Mobile Number* :

Email id* :



Section 2: Identity Proof Details

Photo Identity Proof* Identity Proof Name <input type="text"/> <small>(Eg: Pan Card, DL, Passport, ...)</small> Identity Proof Number <input type="text"/>	Address Proof* Address Proof Name <input type="text"/> <small>(Eg: Passport, DL, Latest Telephone Bill, ...)</small>
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Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

Signature of the Subscriber*

Date*: Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

Section 4: Authorisation (*only for ORG DSC)

I, _____ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner(*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal *

Date * Name *

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

SafeScript CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600113. E-Mail: enquiries@safescrypt.com

Partner Name:	<input type="text"/>
Date of Issuance:	<input type="text"/>
City:	<input type="text"/>

READY RECKONER FOR RCAI VALIDATION

This document guides you in fulfilling the documentation requirements for validation to procure for both RCAI Class 2/Class 3 Individual and Organisational digital certificate.

- **Photo ID** : Government issued Photo ID of the Subscriber which has subscriber signature
- **Address Proof**: Subscriber address for Individual certificate and Organisational address is required for digital certificate with organisation.
- **Proof of Right to do business** : Business registration document is required for Organisational certificate

Acceptable **Photo ID** and **Address proof** are given below:

Photo ID	Address Proof
• Pan Card	• Passport
• Passport	• Driving License
• Driving License	• Voters ID
• Bank Passbook attested by the Banker	• Mobile / Telephone bill /Gas connection
	• Property Tax
	• Aadhaar Card
	• Service Tax
	• VAT / Sales Tax
	• Electricity/water bill
	• Bank Statement attested by a Banker

Note:

- * **Photo ID**: Any other photo id issued by the Central/State Government of India which has the subscriber complete signature is acceptable
- * **Validity of the Address Proof**: Recent proof, but not earlier than 3 months in case of electricity/mobile/telephone bill or Gas connection.
- * **Attestation**: Both Photo ID and Address proof self should be self attested by the subscriber and also get counter attested by a **Gazetted Officer, Banker** or **Sify RA**.
- * **Class 3 DSC**: Subscriber has to appear before the Sify RA

Instructions to the Subscriber/ RA

The below checklist for the Subscription form is to ensure that all the mandatory information are provided. This will help for a speedy issuance of digital certificate

1. Subscriber has placed the signature half crossed over the Photo and the subscription form
2. All mandatory fields are filled
3. Given a valid Photo ID
4. Recent Address proof (Within 3 months as applicable)
5. Photo ID proof number and Address match with the supporting document
6. Photo ID proof and Address proof are attested
7. Signature in the Application form matches with the Govt Issued Photo ID proof.
8. Organisational address proof for organisation certificate and subscriber address for individual certificate
9. Section 4 attestation in the subscription form (as applicable)
10. Subscriber has to personally appear before the RA for Class 3 DSC certificate
11. Attestation by Sify RA for the Class 3 DSC over the subscription form

Proof of Right to do Business (POR) documents accepted for Organisational Certificate:

The Subscriber needs to submit any one of the documents in the relevant category

A. In case of a Limited Company under the Companies Act

- Certificate of Incorporation. **OR**
- Memorandum and Articles of Association.

B. In the case of Partnership Firms

- Partnership Deed

C. In the case of Proprietorship Concern

- Sales Tax /VAT Registration document issued to the Sole Proprietorship concern by the local, state or central government sales tax authority. **OR**
- Copy of the Income Tax returns filed in the last two years accompanied by the PAN card issued to the Sole Proprietorship concern. **OR**
- Licence to start a Factory **OR**
- Signature Verification Letter of the Proprietor from the Banker

D. In the case of Societies

- Certificate of Registration **OR**
- Memorandum of Association, Rules, Regulations Byelaws.

Note:

Business registration document should be attested by a Company Secretary with Seal, Director, Partner, proprietor or the Employee who attest the Section 4 of the subscription form.

For Organisation certificate, Section 4 attestation is not required if the subscriber is a Director, Partner or a Proprietor.

Signature Verification Letter

TO SAFESCRYPT LIMITED

This is to Certify that
..... (Name of the Organisation)
With its office at
..... (Address of
the Organisation) is maintaining a bank account (A/c No.)
with our Bank (Bank Name) and operating that
account in the normal course of its business/activities. Mr/Ms.....
..... is the authorized signatory for the operation of the
account. His/Her signature as appearing below is duly attested (as per the
records available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

Name: _____

Name: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)

Undertaking by Applicant for Digital Signature Certificate

Customer ID:

For Office Use ONLY

Instructions:

- Use Only Latest Application Form of Sify (Safescrypt).
- 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 or present originals to RA (Registration Authority) for verification and attestation.**
- 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.
- 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 Sify (Safescrypt).
- If Application form is rejected by Sify (Safescrypt), The rejected forms would remain with Sify (Safescrypt) 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)