

Renewal of a certificate:

The subscriber will be notified by e-mail that his certificate is about to expire, 1 month prior to the actual expiry of his certificate. The Certificate holder can perform renewal by presenting the current certificate details like providing the previous enrollment details or the CER file of the cert.

If the existing Certificate is not presented, then the request is considered as a fresh issuance and not a renewal.

Subscriber can submit an undertaking letter if there is no change in the documents submitted for the previous certificate. If there is any change it is needed to submit a corresponding proof with attestation.

Undertaking for Renewal for Individual Certificate:

TO SAFESCRYPT LTD

I hereby confirm and acknowledge that the Validity of the documents submitted in the month of _____, for the year _____ during the Enrollment process to acquire the RCAI Class 2/3 Individual Digital Certificate are valid and in full force as on date given below.

(Signature of the Subscriber)

Name: _____

PAN Number: _____

Phone No: _____

Date: _____

Undertaking for Renewal for Organisational Certificate:

<To be printed on the letterhead of the Organisation>

TO SAFESCRYPT LTD

I hereby confirm and acknowledge that the Validity of the documents submitted in the month of _____, for the year _____ during the Enrollment process to acquire the RCAI Class 2/3 Digital Certificate with Organisation are valid and in full force as on date given below.

(Signature of the Authorised Person)

Name: _____

Designation: _____

Phone No: _____

Date: _____

(Company 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)