

Customer Identification Number : \_\_\_\_\_ (for office use only)



PLEASE TICK ANY ONE

Class2

OR

Class3

Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

**INSTRUCTIONS :**

- Please fill the form in English only in legible format and **IN BLUE INK ONLY**.
- OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

**Applicant Name**

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname  First Name  Middlename

Unique Email ID

Unique Mobile No.

Affix recent  
passport size  
photograph of the  
applicant

**Identity Detail of Applicant**

Please tick any one and enclose the copy of same

- \*PAN Card  
  Driving License  
  Passport  
  Postoffice ID Card  
  Copy of Bank A/c. Passbook containing photo & signed by applicant with attestation by concerned Bank Officer  
  Government issued photo ID card bearing the signature of the applicant

\*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

Company Name

Company PAN  Department

Office Address

Area / Landmark  Town/City/District  State  PIN CODE

**PLEASE NOTE :**

"Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

**DECLARATION :**

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY

RA Name, Seal & Signature



Customer Identification Number : \_\_\_\_\_ (for office use only)

## Documents Required for Verification



### DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION

#### 1 ATTESTED COPY OF FOLLOWING DOCUMENTS

##### INDIVIDUAL/ PROPRIETORSHIP FIRM

- Copy of Business Registration Certificate" (S&E / VAT / ST)     Copy of statement of bank account (First and second page)     Copy of ITR accompanied by computation of income/financial statement Front side page-1)

##### PARTNERSHIP FIRM

- Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)     Copy of PAN card (Front side page-1)     Copy of statement of bank account (First and second page)
- Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

##### CORPORATE ENTITIES

- Copy of Company Pan Card (Front side page-1)     Copy of article and memorandum of association (First two page)     Copy of statement of bank account (First and second page)
- Copy of certificate of incorporation (page-1)
- The copy of audit report along with the annual return pertaining to last financial year (First and second page)     The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

##### LIMITED LIABILITY PARTNERSHIP

- PAN Card of LLP     Incorporation and Registration Certificate issued by authority such as Registrar     Copy of LLP agreement     Memorandum of Association/ copy of rules/Bye laws
- Copy of Bank Statement     Copy of Income Tax Return of last year     Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorized signatory

##### NON-GOVERNMENT ORGANISATION /TRUST

- PAN Card of NGO/Trust     Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances     Copy of Trust Deed     Copy of rules and Bye laws of NGO
- Copy of Bank Statement verified/attested by Banker     Copy of Income Tax Return of last year     Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- Certified copy of organizational ID proof of authorised signatory

#### 2 Authorization Letter

#### COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- Gazette officer     Bank Manager/Authorised executive of the Bank     Post Master     \*Authorized Signatory (Except personal documents of applicant)

\*Please enclose of the Certified copy of organizational ID proof of authorized signatory

#### PAYMENT DETAILS

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

#### (n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi  
011-26452279/80  
northsales@ncode.in

Bangalore  
080-25272525  
southsales@ncode.in

Mumbai  
022-22048908  
mumbaisales@ncode.in

Surat  
0261-2789944  
suratsales@ncode.in



Customer Identification Number : \_\_\_\_\_ (for office use only)



## Authorization Letter

**Please Note:** The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,  
(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant)

Mobile \_\_\_\_\_ has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with \_\_\_\_\_ (organization name). He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

### DETAILS OF AUTHORISING PERSON

|             |   |  |                      |
|-------------|---|--|----------------------|
| Name        | <input type="text"/>                              |  |                      |
| Designation | <input type="text"/>                              | Identity   | <input type="text"/> |
| Date        | <input type="text"/> / <input type="text"/> /2015 | Signature of Authorising Person (Blue Ink Only)<br>(with seal of Organization) |                      |
| Place       | <input type="text"/>                              | [Sign :  | ]                    |

## END OF FORM

### (n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi  
011-26452279/80  
northsales@ncode.in

Bangalore  
080-25272525  
southsales@ncode.in

Mumbai  
022-22048908  
mumbaisales@ncode.in

Surat  
0261-2789944  
suratsales@ncode.in