

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	1 Year	<input type="checkbox"/>	Request Id:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Class 3	<input type="checkbox"/>	With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>	2 Years	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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* :



* Self Attested Photo

- Use blue-ink only including signature.
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

Section 2: Identity Proof Details

Photo Identity Proof * Identity Proof Name <input type="text"/> (Eg: Pan Card, DL, Passport, ...) Identity Proof Number <input type="text"/>	Address Proof * Address Proof Name <input type="text"/> (Eg: Passport, DL, Latest Telephone Bill, ...) <input type="text"/>
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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 in 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 the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescrypt.com/pdf/cps.pdf>) and also under the Section 71 of IT Act which 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.

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 Class3DSC Only)
 I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal *

Date * Name *

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

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

Important Instruction

Individual - Class 2 or Class 3 (Non Aadhaar eKYC based)

The Controller of Certifying Authorities of India has specified Identity Verification Guidelines and has made the same Mandatory w.e.f. July 01 2015. In accordance with the guidelines the Applicant should comply with the following.

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.

The Subscriber being an Indian National can opt for Aadhaar eKYC based service for issue of Digital Signature to experience a more Simplified procedure relating to documents requirements, mobile verification and physical verification. The Aadhaar eKYC based Digital Signature Form will be separately available. A Biometric device will be provided for verification.

- Please fill the form in BLOCK LETTERS in English. Use only **Blue Ink**. All signatures including DSC applicant, attestation and authorization should be with blue-ink only.
- Subscriber has cross-signed the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
- Power of attorney is not allowed to sign the Subscription Application on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected.
- Subscriber's Email ID in the application should be a valid and active, in order to issue the certificate.
- Mobile Number of DSC Subscriber is Mandatory.
- USB Token (FIPS 140-1/2 level validated Hardware Token) is required for generation of Signing Certificates.
- Proof of PAN is mandatory if PAN value is to be included in the Certificate (Required for Income Tax)
- For Class 3 Digital Certificate, a Video capture facility will be provided.

Document for Indian Nationals

<u>Document as proof of identity (Any one)</u>	<u>Documents as proof of address (Any one)</u>
a) Valid Passport	a) Telephone Bill, not earlier than 3 months
b) Valid Driving License	b) Electricity Bill, not earlier than 3 months
c) PAN Card	c) Water Bill, not earlier than 3 months
d) Valid Post Office ID card	d) Gas connection or Gas Bill, not earlier than 3 months
e) Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.	e) Bank Statements signed by the bank, not earlier than 3 months
f) Valid Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.	f) Service Tax/VAT Tax/Sales Tax registration certificate.
g) Any Government issued valid photo ID card bearing the signatures of the individual.	g) Valid Driving License (DL)/ Valid Registration certificate (RC)
	h) Voter ID Card
	i) Valid Passport
	j) Latest Property Tax/ Corporation/ Municipal Corporation Receipt.

Attestation

Attestation of supporting documents by RA or its Associates is no more allowed. Copy of supporting document should be attested by Authorised executive/Manager of the Bank or Post Master or Group 'A' or Group 'B' Gazetted officer after physical verification of original documents and with his Seal & Signature specifying his

Name, designation, office address and contact number which should be clearly visible.

<u>Group 'A' Gazetted officers include</u>	<u>Group 'B' Gazetted officers include</u>
a) All India services though posted to states	a) Section Officer
b) Promotes from states to the cadre of Assistant commissioner and above	b) BDO (Block Development Officer)
c) Police officers (Circle Inspector and above)	c) Tahsildar
d) Additional District Civil surgeons	d) Junior Doctors in Government Hospitals
e) Executive Engineers and above	e) Assistant Executive Engineer
f) District Medical Officer and above	f) Lectures in Government colleges
g) Lt. Col and above	g) Headmaster of Government high schools
h) Principals of Government Colleges and above	h) 2nd Lieutenant to Major
i) Readers and above of Universities	i) Magistrate etc.
j) Patent Examiner etc.	