

• Please select Certificate type

TIP : Please select class of certificate and validity.

Applicant ID (Internal use)

Order ID (Internal use)

Class 2 ☒Year 1 ☐ 2 ☐ 3 ☐Type Signing ☒

• Please fill the applicant details

TIP : The certificate would be issued in the following name.

Applicant Name

PAN Number

E-mail ID

Mobile No.

• Please fill organization details

TIP : Please tell us about your organization.

Organization Name

Organization Address

IEC Code

Branch Code

Pin Code

Department

Town/City/District

State/Union Territory

Organization PAN No.

GST No.

Identity & Address Proof

☐

Passport

☐

Driving licence

☐

Others*

Aadhar No.

Identity Proof

☐

Aadhar

☐

PAN Card

☐

Others*

I hereby declare that neither PAN ☐ nor Aadhaar ☐ Number has been issued to me.

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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

Instructions:

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 2 & 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only.
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to Capricornid CPS at www.certificate.digital
- Contact us at : support@certificate.digital or at +91 (011) 6140 0060
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
- for encryption certificate only
I hereby undertake that a backup copy of the encryption key will be securely maintained by me.(Applicant)
- Applicant has to sign across the photograph extended to application form.
- Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
- Address Proof gas connection,Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate, Telephone Bill, Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt, Bank Statement Signed By Manager.
- For Mobile verification please forward the sms sent on your registered number to 9212220059 Alternatively you can send the sms in the format given below : (in case you have not received the sms.) APXXXXX and ClientsEmail

Important:

- The DSC will be issued to Proprietor (in case of Proprietorship) and to Authorized Signatories for any other entities.
- The authorization letter should have photograph of the applicant and ID proof of signatory.
- The DSC authorization letter should have a Board of Resolution in case of corporate.
- The DSC authorization letter should be counter signed by at least one authorized signatory for every other entity apart from Proprietorship.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:

Signature of applicant as in ID Proof with seal of organization (Blue link only)

affix recent
passport
size photograph
of the
applicant

applicant has to sign across
the photograph extended
to application form

Authorization Letter

NOTE: The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,

CAPRICORN IDENTITY SERVICES PVT. LTD.

This is to certify that

Mr. / Ms (certificate applicant) _____

Mobile no. _____ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge, is working with (organization name) _____. He / She is hereby authorized to obtain a digital certificate issued by Capricorn Identity Services pvt. ltd.

Details of authorising person

Name

Designation

Identity / Card No. / Employee Id

Date

Place

Signature of authorising person only with seal of the organization

Organization Type :	Proprietorship	Partnership	LLP	AOP	NGO / Trust	Corporate Entities
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Name						
Copy of Business Registration Certificate GST / VAT / ST & SNE Registration	✓					
Copy of Bank Account Statement (First2 Pages)	✓	✓	✓	✓	✓	✓
ITR (1 Page) Copy of income tax return of last year	✓	✓	✓	✓	✓	
Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)		✓	✓		✓	
Organization Pan Card		✓	✓	✓	✓	✓
Certificate of Incorporation			✓	✓	✓	✓
Articles and MOA / Rules / By Laws (as applicable)			✓	✓	✓	✓
Audit Report (2 Pages)					✓	✓
The authorized representatives for forwarding/certifying the application form for DSC should be duly authorized by the resolution of board of directors				✓		✓
Organization ID Proof of Signatory (Authorising person)				✓	✓	✓
Authorization Letter		✓	✓		✓	✓

VEEYESKAY CONSULTANCY SERVICES PVT LTD |
www.veeyeskay.com



Capricorn
Identity Services Pvt. Ltd.
visit <http://www.Certificate.Digital>