



Please select Certificate type

TIP : Please select class of certificate and validity.

v-1.5 - 10.08.2016

Class

2☐

3☐

Year

1☐

2☐

3☐

Type

Signing☐

Sign & Encrypt☐

Form ID

Please complete the applicant details

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

APPLICANT

First Name

Middle Name

Last Name

Date of Birth

PAN Number

Mobile No.

E-mail ID

Organization
(registered address)

Town/City/District

State/Union Territory

PIN

Identity Proof

☐ PAN Card

☐ Post Office ID Card

☐ Bank Account passbook having the photograph and signature by individual

☐ Driving licence

☐ Passport

☐ Any Government issued photo ID card bearing the signature of the individual

Address Proof

☐ Passport

☐ Voter ID Card

☐ Gas Connection

☐ Electricity Bill

☐ Service Tax / Vat Tax / Sales Tax Reg. Certificate

☐ Telephone Bill

☐ Water Bill

☐ Driving licence (DL) / Reg. Certificate (RC)

☐ Property Tax / Corporation Tax Municipal Corporation Receipt

☐ Bank Statement Signed by Manager

☐ Aadhar

Organization Type :	Proprietorship	Partnership	LLP	AOA	NGO / Trust	Corporate Entities
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Name						
VAT / ST & SNE Registration	✓				✓	
Bank Account (2 Pages)	✓	✓	✓	✓	✓	✓
ITR (1 Page)		✓	✓	✓	✓	
Partnership Deed / Agreement / Trust Deed (2 Pages)		✓	✓		✓	
Organization Pan Card		✓	✓	✓	✓	✓
Certificate of Incorporation			✓	✓	✓	✓
Articles and MOA / Rules / By Laws (as applicable)			✓	✓	✓	✓
Audit Report (2 Pages)					✓	✓
Board / Authority Resolution				✓	✓	✓
Organization ID Proof of Signatory				✓	✓	✓

Important:

- The DSC can 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.

Organization Name

Department

Organization PAN

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

Date

Place

Identity

Signature of authorising person only with seal of the organization

Instructions:

1. Please fill up the form in 'English' only.
2. Incomplete, illegible or inconsistent applications will be rejected.
3. Supporting documents should be attested either by a bank manager, a Gazette officer or a Post Master.
4. The utilities bill or bank statement should not be older than 3 months from the application date.
5. Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
6. For CLASS 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
7. Mobile verification by the applicant is mandatory.
8. DSC Download link is sent to the applicant email only.
9. The certificates must be downloaded only in a cryptographic device.
10. Applicants must refer to Capricornid CPS at www.certificate.digital
11. Contact us at : **support@certificate.digital** or at **+91 11 22422444**
12. The forms must be sent to : **709,Roots Tower,plot-7,laxmi nagar district centre, Delhi-110 092,India**
13. for encryption certificate only
I hereby undertake that a backup copy of the encryption key will be securely maintained by us.
14. Applicant to sign across the photograph extended to application form.

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.

Applicant Declaration

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

Date:

Place:

Signature of applicant

affix recent
passport
size photograph
of the
applicant

applicant to sign across
the photograph extended
to application form

For Official Use Only

Please affix Partner / Re-seller / Associate Signature here.
Verification Officer / Trusted Role Signature to be affixed here.

