

Applicant ID (Internal use)

Order ID (Internal use)

• FACT

Please read the following to understand the need of documentation before issuing a certificate.

We would like to explain the fundamental behind the document and attestation, before a certificate is issued. There are Five fundamentals which need to be fulfilled in order to get a Digital Signature Certificate.

<p>FACT # 1</p> <p>Individual (who is applying, also called applicant) identity needs to be verified.</p>	<p>FACT # 2</p> <p>Organization (applicant on behalf of organization) identity needs to be verified.</p>	<p>FACT # 3</p> <p>Relationship between organization and applicant needs to be verified.</p>	<p>FACT # 4</p> <p>Signatory who is establishing relationship between applicant and organization needs to be verified.</p>	<p>FACT # 5</p> <p>We would need a third party attestation to certify all is in order.</p>
--	---	---	---	---

• Please select Certificate type

TIP : Please select class of certificate and validity.

Class 2 3 Year 1 2 3 Type Sign Sign & Encrypt Organization

• Please select one of the following categories

TIP : Once you select the category the document required are mentioned in adjacent row.

Document Name	Attestation of form required	Resident Permit	Visa	Passport	Identity Proof	Notarized	Attestation
<input type="checkbox"/> Foreign National residing in native country (part of Hague Convention)	✓			✓	✓	Public Notary	Apostilled by competent authority in foreign country
<input type="checkbox"/> Foreign National residing in native country	✓			✓	✓	Public Notary	Consularized by the competent authority in foreign country
<input type="checkbox"/> Foreign National residing in India	✓	✓	✓	✓			Certified by the individual embassy
<input type="checkbox"/> Foreign National neither in India nor in the Native Country	✓		✓	✓			Certified by the individual embassy
<input type="checkbox"/> Foreign National holding OCI Passport (foreign address) living in India	✓			✓			

• Please include the following documents of organization

TIP : The below documents are required from your organization.

Authorization letter with applicant photograph on company letterhead by company signatory (Authorising person).
 Company identity proof self signed by company signatory and attested.
 Company signatory signature proof.
 Company entity proof (Bank statement, Audit report, Electricity bill).

• Signature of the applicant with seal of the company

• Please fill the applicant details

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

Applicant Name Mobile No.
 PAN Card (if applicable) Passport Number (if applicable) Visa Number (if applicable)
 E-mail ID

• Please fill organization details

TIP : Please tell us about your organization.

Organization Name
 Organization Address
 Pin Code Nationality Department
 Town/City/District State/Union Territory

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.