

APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE



(FOR ORGANISATION)

Application ID Number (For office use only):

Instructions:

1. Please fill the form in BLOCK LETTERS only.
2. [*] MARKED Fields are Mandatory.
3. Any discrepancy or inconsistency in the form will lead to delay and / or rejection.
4. Attestation of documents by any: Public Notary OR Gazetted Officer OR Bank Manager OR Company Secretary/Director OR present originals to our Registration Authority for verification & attestation.
5. All subscribers are advised to read Certification Practice Statement of e-Mudhra available at www.e-Mudhra.com
6. At Par Cheque/Demand Draft to be drawn in favour of **Chartered Soft Solutions**.
7. Applicants for Class III shall present themselves at the RA location where the registration form for Digital Signature Certificate was sent, for verification of physical presence.
8. Legal proceedings will be initiated against cheque bounce.

Affix recent passport size photograph of the applicant.

Applicant to sign across the photograph extended to application form

1A. CERTIFICATE CLASS:*	1B. CERTIFICATE TYPE:*	2. CERTIFICATE VALIDITY:*	3. USB TOKEN:*
<input type="checkbox"/> Class 2 Gold Organisation	<input type="checkbox"/> Signature	<input type="checkbox"/> 1 Year	<input type="checkbox"/> Required
<input type="checkbox"/> Class 3 Platinum Organisation	<input type="checkbox"/> Encryption	<input type="checkbox"/> 2 Years	<input type="checkbox"/> Not Required
<input type="checkbox"/> Class 3 Device/Server	<input type="checkbox"/> SSL Server		

APPLICANT DETAILS* (As per applicant's valid ID Proof at Sl.No.11 below)			
4. Name:*	First Name	Middle Name	Last Name/Surname
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. Date of Birth:*	D D M M Y Y Y Y	6. Gender:*	<input type="checkbox"/> Male <input type="checkbox"/> Female
7. Nationality:*	<input style="width: 100%;" type="text"/>	8. Residential Status:*	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident

CONTACT DETAILS*									
9. Office Address:*									
Organisation Name	<input style="width: 100%;" type="text"/>								
Designation	<input style="width: 100%;" type="text"/>								
Department	<input style="width: 100%;" type="text"/>								
Flat/Door/Block No.	<input style="width: 100%;" type="text"/>								
Name of the Premises/Building/Village	<input style="width: 100%;" type="text"/>								
Road/Street/Lane/Post Office	<input style="width: 100%;" type="text"/>								
Area/Locality/Taluka/Sub-division	<input style="width: 100%;" type="text"/>								
Town/City/District	<input style="width: 100%;" type="text"/>								
State/Union Territory	<input style="width: 100%;" type="text"/>								
Pincode	<input style="width: 100%;" type="text"/>								
Telephone No. (e.g.+91-80-23333333)	<input style="width: 100%;" type="text"/>								
Mobile No. (e.g.+91-9999999999)	<input style="width: 100%;" type="text"/>								
Fax No. (e.g.+91-80-23333333)	<input style="width: 100%;" type="text"/>								

IDENTIFICATION DETAILS*									
10. E-Mail ID:* (Valid and active E-mail ID to be included in the Digital Signature Certificate)	<input style="width: 100%;" type="text"/>								
11. a) PAN Number:*	<input style="width: 100%;" type="text"/>								
11. b) Valid Identity Details:* (Please tick any one and fill the ID number and attach attested copy of ID proof)	<input type="checkbox"/> Passport <input type="checkbox"/> Driving License <input type="checkbox"/> Voter's ID <input type="checkbox"/> Organisation Id Card <input type="checkbox"/> PAN Card								
	<input style="width: 100%;" type="text"/>								

12. DETAILS REQUIRED IF APPLYING FOR SERVER CERTIFICATE

ISP Name																				
Domain Name																				
Domain IP Address																				
Physical Location (of Server Hosting)																				
Services Offered on the website																				
Name of registrar of Domain																				
Domain registration validity (DD/MM/YYYY)																				

ORGANISATION DETAILS*

13. Organisation Details:* Corporate Office Head Office Registered Office Branch Office

Organisation Name																				
Registration Number																				
Date of Incorporation/Proprietorship Commencement/Partnership Agreement																				
Flat/Door/Block No.																				
Name of the Premises/Building/Village																				
Road/Street/Lane/Post Office																				
Area/Locality/Taluka/Sub-division																				
Town/City/District																				
State/Union Territory																				
Pincode																				
Telephone No. (e.g.+91-80-23333333)																				
Mobile No. (e.g.+91-9999999999)																				
Fax No. (e.g.+91-80-23333333)																				
Corporate Website (URL)																				
PAN No. of Organization* (Attach photo copy)																				

Organization's Bank Account Details*

Bank Name		Account Type	<input type="checkbox"/> Savings	<input type="checkbox"/> Current
Branch Name & Place		Account Number		

PAYMENT DETAILS*

14. Mode of Payment* Online Cheque/DD

Online Payment Details		Cheque/DD Payment Details	
Transaction/Reference No.		Cheque/DD No.	
Bank Name		Bank & Branch Name	
Account Type		Account Type	
Amount Rs.		Amount Rs.	
Date		Date	

DECLARATION*

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in e-Mudhra repository.

Place: _____ Signature of the Applicant:
Date: _____ Name of the Applicant:
Office Seal and Stamp:

CHECK LIST OF ORGANISATION DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION*

- a. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Certificate of Incorporation | <input type="checkbox"/> Memorandum of Association | <input type="checkbox"/> Regd Partnership Deed | <input type="checkbox"/> Valid Business Licence |
|---|--|--|---|
- b. True copy of any one (attested by Company Secretary OR Director OR Partner of the Organisation as applicable)
- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Latest Income Tax Return | <input type="checkbox"/> Latest Organisation Bank details from the Bank | <input type="checkbox"/> Statement of Income issued by Chartered Accountant |
|--|---|---|---|
- c. Attested Copy of the Organisation PAN Card
- d. Authorization letter in favour of the certificate applicant from the Organisation as per format below
- e. Domain Name registration proof from the registrar of Domains **(If applying for Server Certificate)**

TO BE FILLED BY RA OFFICE ONLY*

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Name:	RA Seal & Stamp
Signature:	
Place:	
Date:	

AUTHORISATION LETTER FORMAT*

(This Authorisation Letter is required on the Organization's letterhead)

To,
 e-Mudhra, 3i Infotech Consumer Services Limited,
 XXXXXXXX

Date:

D	D	M	M	Y	Y	Y	Y
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Dear Sir,

Sub: Authorisation letter for obtaining Digital Signature Certificate.

This is to certify that Mr. /Mrs./Miss. _____ (Certificate applicant) has provided correct information in the "Application Form for issue of Digital Signature Certificate" to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

- Class 2 Gold Organisation Class 3 Platinum Organisation Class 3 Device / Server

Details of Executive Authorizing the Applicants:

Signature:	
Name:	
Designation:	
Department:	
Office Seal and Stamp	

CONTACT DETAILS

Mumbai # 022 24323011 / 14 / 17 / 19, 65078339 , 9320037661 / 9820627819 email: contact@caofficeonline.com