Registration Form for Digital Certificate

ORGANIZATION

GNFC

(n)Code Solutions
e-Safe . e-Secure . e-Sure .

Customer Identification Number : _____ (for office use only)

PLEASE TICK ANY ONE | Class2 ☐ | OR | Class3 ☐

Validity 2 Years ☐ | OR | Validity 1 Year ☐ || Only Signing ☐ | OR | Sign & Encrypt ☐

INSTRUCTIONS :

1. Please fill the form in English only in legible format and **IN BLUE INK ONLY.**
2. OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
3. Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
4. For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
7. FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name — APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM

Surname | First Name | Middlename

Unique Email ID

Unique Mobile No.

Affix recent passport size photograph of the applicant

Identity Detail of Applicant — Please tick any one and enclose the copy of same

☐ *PAN Card ☐ Driving License ☐ Passport ☐ Postoffice ID Card ☐ Copy of Bank A/c. Passbook containing photo & signed by applicant with attestation by concerned Bank Officer ☐ Government issued photo ID card bearing the signature of the applicant

*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

Company Name

Company PAN | Department

Office Address — As per supportting document submitted

Area / Landmark | Town/City/District | State | PINCODE

PLEASE 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date : Place :

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

ALL DOCUMENTS, ADDRESS AND PHYSICALPRESENCE VERIFIED BY

RA Name, Seal & Signature

V 4.4

Toll Free : 1800 – 233 – 1010
www.ncodesolutions.com

e-Safe , e-Secure , e-Sure

Registration Form for Digital Certificate

ORGANIZATION

GNFC

(n)Code Solutions
e-Safe . e-Secure . e-Sure .

Customer Identification Number : _____ (for office use only)

Documents Required for Verification

DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION

1 ATTESTED COPY OF FOLLOWING DOCUMENTS

INDIVIDUAL/ PROPRIETORSHIP FIRM

- ☐ Copy of Business Registration Certificate" (S&E / VAT / ST)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of ITR accompanied by computation of income/financial statement Front side page-1)

PARTNERSHIP FIRM

- ☐ Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)
- ☐ Copy of PAN card (Front side page-1)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

CORPORATE ENTITIES

- ☐ Copy of Company Pan Card (Front side page-1)
- ☐ Copy of article and memorandum of association (First two page)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of certificate of incorporation (page-1)
- ☐ The copy of audit report along with the annual return pertaining to last financial year (First and second page)
- ☐ The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

LIMITED LIABILITY PARTNERSHIP

- ☐ PAN Card of LLP
- ☐ Incorporation and Registration Certificate issued by authority such as Registrar
- ☐ Copy of LLP agreement
- ☐ Memorandum of Association/ copy of rules/Bye laws
- ☐ Copy of Bank Statement
- ☐ Copy of Income Tax Return of last year
- ☐ Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- ☐ Certified copy of organizational ID proof of authorized signatory

NON-GOVERNMENT ORGANISATION /TRUST

- ☐ PAN Card of NGO/Trust
- ☐ Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
- ☐ Copy of Trust Deed
- ☐ Copy of rules and Bye laws of NGO
- ☐ Copy of Bank Statement verified/attested by Banker
- ☐ Copy of Income Tax Return of last year
- ☐ Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- ☐ Certified copy of organizational ID proof of authorised signatory

2 ☐ **Authorization Letter**

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- ☐ Gazette officer
- ☐ Bank Manager/Authorised executive of the Bank
- ☐ Post Master
- ☐ *Authorized Signatory (Except personal documents of applicant)

***Please enclose of the Certified copy of organizational ID proof of authorized signatory**

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

(n)Code Offices Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi	Bangalore	Mumbai	Surat
011-26452279/80	080-25272525	022-22048908	0261-2789944
northsales@ncode.in	southsales@ncode.in	mumbaisales@ncode.in	suratsales@ncode.in

V 4.4

Toll Free : 1800 – 233 – 1010

www.ncodesolutions.com

Corporate Office : (n)Code Solutions, 301, GNFC Infotower, Bodakdev, Ahmedabad-380054

e-Safe , e-Secure , e-Sure

Registration Form for Digital Certificate

ORGANIZATION

GNFC

(n)Code Solutions
e-Safe . e-Secure . e-Sure .

Customer Identification Number : _____ (for office use only)

Authorization Letter

Please Note: The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certifiy that

Mr. / Ms. _____ (certificate applicant)

Mobile_____ has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with _____ (organization name). He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name			
Designation		Identity	
Date	/ /2015	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place		[Sign :]	

END OF FORM

e-Safe , e-Secure , e-Sure

(n)Code Offices Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25272525
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Surat
0261-2789944
suratsales@ncode.in

V 4.4

Toll Free : 1800 – 233 – 1010

www.ncodesolutions.com

Corporate Office : (n)Code Solutions, 301, GNFC Infotower, Bodakdev, Ahmedabad-380054