

☐ 1 Year DSC	☐ 2 Year DSC

#### **CLASS - III**

Registering Authority:

# Digital Signature Certificate Application Check List (To be filled by applicant)

Name: User ID: City: \_\_\_\_\_ e-Mail: \_\_\_\_\_ Company: \_\_\_\_\_ Enrollment Request Number: \_\_\_\_ Ph / Cell No.: (For office use only) CISPL DCFC Code No:\_\_\_\_\_ To be checked by RA Office or Digital Certificate Facilitation Center Correct type of application form is used. Recent **photograph** is affixed on the application form and **signed across**. Complete office address and residential address is given. **Document checklist** in the form reflects the correct documents attached. **Certificate Enrollment Form**, generated at the time of online enrolling process, is attached. Application form is signed correctly with proper dates. (Two signatures) Inform the customer not to upgrade or reinstall internet browser or operating system before downloading digital signature. DSC Kit Sr. No. DCFC Authority: \_\_\_\_\_ CISPL RA Administrator: Seal and Signature of DCFC Authority Seal and Signature of CISPL RA Administrator **Acknowledgment / Receipt** Enrollment Request Number: \_\_\_\_\_ Received a completed application form from \_\_\_\_\_ for obtaining a Class III Digital Signature Certificate. The applicant will receive notification over e-mail once the digital signature certificate is created and ready for download. Received with thanks Rs. \_\_\_\_\_ by Cash / DD / Chq No. \_\_\_\_\_ drawn Seal and Signature of RAA / DCFC Admin Date:

Chartered Information Systems Pvt. Ltd.

www.charteredinfo.com

CISPL DCFC Code \_\_\_\_



## TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY REQUEST FORM FOR CLASS-3 CERTIFICATE

### USER TYPE — COMPANY

#### Instructions:

- 1. Please fill the form in BLOCK LETTERS
- 2. Items marked with \* are mandatory.
- 3. For the items marked with #, details for at least one are mandatory

Affix recent Passport size Photograph of the Applicant Please sign across the Photograph

COMPANY'S DETAILS TO BE FILLED IN BY THE APPLICANT: *							
COMPANY REGISTRATION NO. *							
Date of Incorporation/Agreement/ Partnership (DD/MM/YYYY) * / / /							
PARTICULARS OF BUS A. Corporate / Branch /		Э					
Name							
Flat/Door/Block No.							
Name of Premises/ Building/Village							
Road/Street/Lane/ Post Office							
Area/Locality/Taluka Sub-Division							
Town/City/District							
State/Union Territory							
Pin							
Telephone No.							
Fax							
Web Page URL, if any							

#### **TATA CONSULTANCY SERVICES**

Nature of Business			
Company Income Tax PAN No.			
PERSONAL DETAILS OF	F THE AUTHORISED APPLICANT * (Mandatory)		
FULL NAME * Last Name/Surname			
First Name			
Middle Name			
ADDRESS Flat/Door/Block No.			
Name of Premises/ Building/Village			
Road/Street/Post Office			
Area/Locality/Taluka Sub-Division			
Town/City/District			
State/Union Territory			
Pin			
Telephone No.			
Fax			
Mobile Phone No.			
Nationality			
Visa details, in case of Foreign Nationals			

Details for at least one is mandatory			
Passport No. #			
Passport Issuing Authority			
Passport Expiry Date			
VOTER'S IDENTITY CARD NO. #			
INCOME TAX PAN NO. #			
E-MAIL ADDRESS * (Mandatory)			
TYPE OF DIGITAL CERTIFICATE REQUIRED  Signing Certificate (Single Key pair) (This can be used for signing and/or encryption)  Date  Signature of the Applicant			
To be filled by TCS - R	RA Office		
The above details have been verified and found to be correct			
	Signature of RA Office Name: Date:		
	Seal:		



#### DOCUMENT CHECKLIST FOR <u>COMPANY</u> TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

#### NOTE:

- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr. No.	Required Documents	Document submitted	Documents verified by RA
1	Certificate of Incorporation Public & Private Limited Companies (any one NOTARIZED copy required)  Certificate true copy of the Certificate of incorporation / Business commencement from		
	either the company secretary / a Director of the company		
	Certified true copy of the Memorandum and     Articles of Association from either the Company		
	<ul><li>secretary / a Directory of the company</li><li>Copy of the latest Annual report.</li></ul>		
	Partnership Firms (any one required)		
	Certificate true copy of the partnership deed from either a Class I Gazette officer / Notary /		
	Chartered Accountant.		
	Copy of One of the following: -		
	<ul><li>Latest Balance sheet</li><li>Latest Income Tax Return</li></ul>		
	<ul> <li>Proprietorship Firms (any one required)</li> <li>Copy of the Latest bank statement certified by the bank manager of the bank where the account is</li> </ul>		
	held.		
	Copy of One of the following: -		
	<ul><li>Latest Balance sheet</li><li>Latest Income Tax Return</li></ul>		
2	Subscriber Verification Documents (any one	_	_
	<ul><li>attested copy required)</li><li>Passport</li></ul>		
	Voter's ID		
	PAN card		



# CERTIFYING AUTHORITY Recognized by the controller of Certifying Authorities

### **TATA CONSULTANCY SERVICES**

	(Required)		
5	<u>www.tcs-ca.tcs.co.in</u> ) + Letter of Authority		
	Certificate Enrollment Form (downloaded from		
4	Company PAN No. (Required)		
	<ul> <li>LIC receipt</li> <li>Authorization Letter on the company's letterhead attested by company's authorized person.</li> </ul>		
	Latest Electricity bill     LIC receipt		
	Latest Telephone bill		
	Driver's license		
	Ration card		
3	Proof of Address (any one attested copy required)  Passport		
	Ration Card		
	Driver's license		
	the company with photograph.		
	Identity Card – Attested by Authorized signatory of		

#### **Declaration**

I hereby agree that I have read and understood the following instructions carefully and ensure proper usage of the Digital Certificate.

- 1. The certificate should be downloaded onto the same machine/device from where the request was initiated.
- 2. After placing an online request for a certificate, the following activities should not be carried out until the certificate is successfully downloaded:
  - $\sqrt{\phantom{a}}$  Formatting of the machine the machine
  - √ Reinstallation or upgrade of the internet browser on the machine from which the certificate request was initiated
- 3. At the time of registration, a valid email ID that is accessed regularly should be provided.
- 4. Certificate revocation is permanent and irreversible. If my certificate is revoked, I will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
- 5. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
- 6. The 'Certificate Trust Chain' has to be downloaded for using my certificate. (Link: http://www.tcs-ca.tcs.co.in/index.jsp?link=html/chaindownload.html)
- 7. It is my responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
- 8. Requirements with respect to Operating System and Internet Browser are as follows:
  - √ Operating System
    - a. Supported Versions Windows 2000/XP
    - b. Recommended Versions Windows 2000/XP
  - √ Internet Browser
    - a. Supported Versions IE 5.5 and above
    - b. Recommended Versions IE 6.0 and above

Date Signature of the Applicant

### **Annexure-A: Letter of Authority**

l,	, in the capacity of the
	of
authorize	, whose signature is attested below to carry out all the
necessary formalities on behalf of	for the
application of a Class-3 Digital Signat	ure Certificate with the validity period of year(s).
- <u></u>	-
Signature and Designation	
of Authorizing Person	
	Signature and Designation
	of the Applican
	Signature and Designation
	of the Authorizing Persor