☐ 1 Year DSC   ☐ 2 Year DSC

CLASS - III

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

Name: _____**User ID:**_____

City: _____ e-Mail: _____

Company: _____

Ph / Cell No.: _____   Enrollment Request Number: _____

_____

(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

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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 on _____ Bank.

Date: Seal and Signature of RAA / DCFC Admin

Registering Authority: Chartered Information Systems Pvt. Ltd.   CISPL DCFC Code _____
                        www.charteredinfo.com

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

USER TYPE - INDIVIDUAL

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

Details to be filled in by the Applicant: *

FULL NAME *
Last Name/Surname

First Name

Middle Name

ADDRESS
*A. Residential Address ***

Flat/Door/Block No.

Name of Premises/ Building

Road/Street/Post Office

Town/City/District

State/Union Territory

Pin Code

Telephone No.

Mobile Phone No.

B. Office Address

Name of Organisation

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 Code

Telephone No.

Area Code   Telephone No.

Fax No.

Area Code   Fax No.

ADDRESS FOR COMMUNICATION *
(Tick as applicable)

Residential Address   Office Address

FATHER'S NAME *

Last Name/Surname

First Name

Middle Name

SEX * (Tick as applicable)

Male   Female

DATE OF BIRTH (DD/MM/YYYY) *

NATIONALITY *

Visa details, in case of Foreign Nationals

Details for at least one is mandatory*

PASSPORT DETAILS #

Passport No.

Passport Issuing
Authority

Passport Expiry Date

VOTER'S IDENTITY CARD NO. #

DRIVER'S LICENSE NO. #

INCOME TAX PAN NO. #

E-MAIL ADDRESS *

Date   Signature of the Applicant

To be filled by TCS — RA Office

The above details have been verified and found to be correct.

Signature of RA Office
Name:
Date:

Seal:

DOCUMENT CHECKLIST FOR <u>INDIVIDUAL</u> TYPE OF CERTIFICATE

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

NOTE:

- *NOTARIZATION WHERE REQUIRED SHOULD BE DONE BY NOTARY PUBLIC.*
- *ATTESTATION TO BE DONE BY GAZZETTED OFFICER.*

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	**Applicant Verification Document for Photo-Id proof (any one attested copy required)**		
	• Passport	☐	☐
	• Pan Card	☐	☐
	• Driver's license	☐	☐
	• Employer Photo-Id (Only Public Limited Companies, Banks and Government Organisation)	☐	☐
2	**Applicant Verification Document for Address proof (any one attested copy required)**		
	• Telephone bill	☐	☐
	• Electricity bill	☐	☐
	• Bank statement attested by the Bank	☐	☐
	• Pan allotment letter	☐	☐
	• Ration Card	☐	☐
3	Certificate Request form **(Required)**	☐	☐
4	Online Certificate Enrollment Form with Request Number	☐	☐

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:
   √ 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