

PROCEDURE AND REQUIREMENT FOR GETTING DIGITAL SIGNATURE CERTIFICATE

All Types of Digital Signature Certificate (DSC) are available with different types of Signing, Signing With Encryption , Individual / With Organisation / 1 year , 2 year are available as follows :-

- Class 2 (For P.F., ESI, I.T., Sales Tax, etc.)
- Class 3 (For Tendering, etc.)
- DGFT (for Import / Export) (Renewal Option available)

Documents for Class 2 Digital Signature (Individual)

1. Two Passport size photo.
2. Personal PAN card.
3. Personal Address proof (Voter ID, DL, Passport, Aadhaar Card, etc.)
4. All Documents should be self attested and also attested by Gazetted Officer/
Bank Manager / Post Master.

OR

Documents for Class 2/3/DGFT Digital Signature (Individual with ORG Name)

Contact Us for Documents Requirement.

Documents Courier/Drop

1. Courier / Drop, the duly filled form at 30 / 227 Kidwai Park, Raja Mandi, Agra – Uttar Pradesh – 282002.
2. DSC Processing Time May Differ Time to Time.
3. Get Your DSC USB Token by Hand / Courier.

For Best and Current Prices Contact :

Vikas Kumar Agarwal

Mob.: 9927622192 (for DSC Only)

Payment Option (100% with Form)

By Cash / NEFT / Draft / Cheque (Subject to clearing)
(Contact us for Bank Details)

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 :

- Please fill the form in English only in legible format and **IN BLUE INK ONLY**.
- OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- 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.
- 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.
- 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 Details of Applicant DOC No.

- *PAN Card
 Driving License
 Passport
 Govt. ID Card
 Postoffice ID Card
 Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (*For PAN based DSC, please provide the PAN Card details.)

Residential Address

Area / Landmark

Town/City/District

State

PIN

Contact No.

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 :

- 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.
- 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.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant (Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

APPLICANT DECLARATION FORM


I _____ (Name of the applicant) hereby declare that the details mentioned below are true & correct to my knowledge & belief. I hereby authorize Goyal Computer Centre to download my Digital Signature Certificate on mine behalf. It should be treated as downloading of Certificate is done at my end.

* Self Attested Photo

1	Duly signed Application form	Yes / No
2	Applicant Name	
3	Organisation Name	
4	Address (With PIN Code)	
5	Email ID (in Block Letter)	
6	Applicant Phone No. (With STD Code)	
7	Applicant Mobile No.	
8	ID Proof (Type & No.)	
9	Address proof (Type & No.)	
10	Self Attested Photograph	Yes / No

★ Copy of the **PAN CARD IS COMPUSORY**

★ Copy of the **ADDRESS PROOF IS COMPUSORY**

 _____
Signature of Applicant

Dated: _____

Place: _____