

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









	<ul style="list-style-type: none"> <li>Identity Card – Attested by Authorized signatory of the company with photograph.</li> <li>Driver's license</li> <li>Ration Card</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
3	<p><b>Proof of Address (any one attested copy required)</b></p> <ul style="list-style-type: none"> <li>Passport</li> <li>Ration card</li> <li>Driver's license</li> <li>Latest Telephone bill</li> <li>Latest Electricity bill</li> <li>LIC receipt</li> <li>Authorization Letter on the company's letterhead attested by company's authorized person.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
4	Company PAN No. <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>
5	Certificate Enrollment Form (downloaded from <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a> ) + Letter of Authority <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>

### 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



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

I, \_\_\_\_\_, 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 Signature Certificate with the validity period of \_\_\_\_ year(s).

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

\_\_\_\_\_  
Signature and Designation  
of the Authorizing Person