

Customer Identification Number : \_\_\_\_\_ (for office use only)

PLEASE TICK ANY ONE

Class 2

OR

Class 3

Only Signing

OR

Sign & Encrypt



Validity 2 Years

OR

Validity 1 Year

Individual

OR

Organization

### 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](http://www.ncodesolutions.com/cps.pdf) for more information.
- In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- For obtaining Class 3 "In Person verification and 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

Nationality

Passport No.

Visa Details

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.)

### Individual DSC

Residential Address

As per supporting document submitted

Area / Landmark

Town/City/District

State

P I N C O D E

### Organization DSC

Organization Name

Company PAN. if applicable

Department

Office Address

As per supporting document submitted

Area / Landmark

Town/City/District

State

P I N C O D E

### 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 with seal of Organization

Verified by (n)Code Office

For RA use only

ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY

Seal & Signature

RA Name, Seal & Signature

Customer Identification Number : \_\_\_\_\_ (for office use only)

## Documents Required for Verification



### 1. Verification of identity and address documents for foreign nationals.

#### (a) Foreign national is residing in native country

**If native country is a signatory of Hague Convention:** For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and apostilled by the competent authority of that foreign country.

**If native country is not a signatory of Hague Convention:** For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and consularized by the competent authority of that foreign country.

Documents required: Passport, Application form with Photo(all attested).

#### (b) Foreign national residing in India

The following documents should be certified by Individual's Embassy

1. Resident Permit certificate issued by Assistant Foreigner Regional Registration. Officer, an officer of Bureau of Immigration India.
2. Passport
3. Visa
4. Application form with Photo(attested)

#### (c) Foreign national neither in India nor in the native country

The following documents should be certified by the local embassy of the country to which the person belongs

1. Passport
2. Visa
3. Application form with Photo (attested)

#### (d) Foreign Nationals holding OCI passport

For foreign nationals with Indian dual citizenship (OCI passport issued by Govt of India and living in India)

1. For DSC with Indian address, the identity and address proof requirements shall be same as Indian nationals living in India.
2. For DSC with foreign address, the copy of their native country passport shall be treated as identity and address proof.
3. No apostilisation and consularisation is required.
4. For DSC application and attestation requirements shall be same as Indian nationals living in India.
5. If applicant not in India then he/she will have to follow the process of a foreign DSC applicant

### 2. Organisational person DSC for the categories 1 a-c

For organisational person DSC, letter of authorization from organization should be certified in addition to Proof of identity and address of the DSC applicant as given above.

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

#### For Info

**Hague Convention/ Apostille Treaty:** is an international treaty drafted by the Hague Conference on Private International Law. It specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.

#### (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

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### PAYMENT DETAILS

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

### 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 certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant) 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	<input type="text"/>			 <p><b>PHOTOGRAPH OF AUTHORISING PERSON</b></p>
Designation	<input type="text"/>	Identity	<input type="text"/>	
Address	<input type="text"/>	Area/Landmark	<input type="text"/>	
Town/City/District	<input type="text"/>	State	<input type="text"/>	
Date	<input type="text"/>	Signature of Authorising Person (with seal of Organization)		
Place	<input type="text"/>	[Sign : _____ ]		
		PIN CODE <input type="text"/>		

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