

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

PLEASE TICK ANY ONE

SSL

OR

Code Signer

OR

Document Signer



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.
- As per CCA Guidelines, A document signer can be Issued to an Organization only.

## 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.)

### Individual DSC

Residential Address As per supporting document submitted

Area / Landmark

Town/City/District

State

PINCODE

### Organization DSC

Organization Name

Company PAN

Department

Office Address

As per supporting document submitted

Area / Landmark

Town/City/District

State

PINCODE

## 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.
- I hereby declare and understand that Organizational Document Signer Certificate issued to us will be used only for automated signing of documents/information and will not be used in any other context including individual signature.
- I hereby declare that necessary controls have been built in software applications to ensure that there is no misuse.
- I hereby declare and understand that the documents/messages authenticated using Organisational Document Signer Certificate issued to us is having organisational accountability.

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



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## Details Required if Applying for SSL Certificate

### ISP / Domain Details

ISP Name	<input type="text"/>						
Domain Name (Website Address)	<input type="text"/>						
Domain IP Address	<input type="text"/>	Domain Reg. validity up to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Services offered on the Website	<input type="text"/>						
Domain Registered with (Name of Reg. of Domain)	<input type="text"/>						
Physical Location (of Server Hosting)	<input type="text"/>						

## Details Required if Applying for Documents Signer Certificate

HSM Serial Number	<input type="text"/>
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### GUIDELINES :

1. The domain/IP credentials in the Certificate Signing Request (CSR) are as per the details mentioned in the application.
2. Please confirm the technical specs of Hardware Security Model (HSM)/ Token before applying for DSC.

### PAYMENT DETAILS

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

### (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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## Documents Required for Verification



Document Required for SSL Certificate		Document Required for all Class of DSC	
Domain Name Ownership		Existence of Organization (all attested)	
CATEGORY	DOCUMENTS REQUIRED	CATEGORY	DOCUMENTS REQUIRED
Individual / Proprietorship Firm	Affidavit of ownership in the name of individual or proprietorship firm.	Individual / Proprietorship Firm	<ul style="list-style-type: none"> <li>● Copy of PAN card (Front side page-1)</li> <li>● Copy of statement of bank account (First and second page)</li> <li>● Copy of ITR accompanied by computation of income / financial statement Front side page-1)</li> </ul>
Partnership Firm	Affidavit of ownership in the name of Partnership firm or in the name of Partner and in case it is in the name of Partner, additional affidavit from Partner confirming authorisation for use by firm.	Partnership Firm	<ul style="list-style-type: none"> <li>● Copy of partnership deed ( Max of first three pages including list of partners and authorized signatories)</li> <li>● Copy of PAN card (Front side page-1)</li> <li>● Copy of statement of bank account (First and second page)</li> <li>● Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)</li> </ul>
Corporate Entities	Certificate of ownership in the name of company issued by statutory	Corporate Entities	<ul style="list-style-type: none"> <li>● Copy of Company Pan Card (Front side page-1)</li> <li>● Copy of certificate of incorporation(page-1).</li> <li>● Copy of article and memorandum of association(First two page).</li> <li>● Copy of statement of bank account (First and second page).</li> <li>● The copy of audit report along with the annual return pertaining to last financial year (First and second page).</li> </ul>
Government Organisations	Domain Name ownership certified by Head of Office.	Government Organisations	<ul style="list-style-type: none"> <li>● The application for SSL should be forwarded / attested /certified by the Head of Office</li> <li>● Copy of applicant's official identity</li> </ul>

**COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)**

Gazette officer       Bank Manager / Authorised executive of the Bank       Post Master

## 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			Designation		
Identity	Address				
Area/Landmark	Town/City/District		State		
Pincode		Date	/ /2015		
Place			Signature of Authorising Person (with seal of Organization)		
		[Sign :		]	

**PHOTOGRAPH OF AUTHORISING PERSON**

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