

RCAI Class 3 - Digital Signature Certificate (DSC) Application (for individuals with organization name)

Instructions for filling in the application form:

1. This form is to be filled by the individual for whom the DSC is intended.
2. Please ensure that the form is complete in all respects. If you require assistance, please consult our authorized Safescrypt representative.
3. Incomplete forms would delay the certificate issuance process. Therefore, please fill in all fields unless marked "optional".
4. Use only BLOCK LETTERS to fill the form. Check all boxes wherever applicable ☐
5. You are urged to review our CPS while applying for a certificate.
6. Detailed instructions for certificate issuance will be provided by our authorized Safescrypt representative.

For official use only	
Partner Code	
City	
Date of Application	
CD Serial No.	
Remarks	
DSC Issued on	

* Indicates mandatory fields

Section: 1

Certificate Validity * (Tick as applicable)	<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years
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Applicant details :

First Name * :

Middle Name :

Last Name * :

Date of Birth * :

Gender * : ☐ Male ☐ Female

Organisation Name * :

Self
Attested Photo

Residential Address

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

State/ Union Territory * :

PIN Code * :

Telephone Number * :

Mobile Number* :

Section 2:

Kindly provide your valid email address. The digital certificate will be sent to this email id and the same id has to be used while enrolling online*

Section 3a: Identity Proof Details

- Please provide details of a government-issued photo identity proof being enclosed by you
- Acceptable photo IDs are passport / PAN card/ driver's license
- The photocopy of the specified photo-ID is required to be duly attested by your banker/gazette officer/Notary

Identity Proof Submitted *

☐ passport ☐ PAN card ☐ driver's license

Identity Proof Number * :

Section 3b: Address Proof Details of Applicant

- Please specify the Address Proof Documents that you will be submitting along with this application.

☐ passport ☐ voter ID card ☐ driver's license / Others
- The address proof of the specified applicant is required to be duly attested by your banker/gazatted officer or Notary.

Declaration:

According to the Indian IT Act 2000 Part-II Section-I CHAPTER VIII states that every subscriber shall exercise reasonable care to retain control of the private key corresponding to the public key listed in his Digital Signature Certificate and take all steps to prevent its disclosure.

I hereby declare that all information provided on this Certificate Application Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge.

Signature of the Applicant * :

Date * :

D

D

M

M

Y

Y

Y

Y

Place * :

For official use only

Section 4: Attestation by Sify authorised LRA / partner

☐ I hereby declare that the above applicant has present himself to me and submitted the original document copies of ID proof and I have verified the same as TRUE COPY.

Signature & Seal * :

Date * :

D

D

M

M

Y

Y

Y

Y

Name * :

Note:
Sify, at its discretion, will make a telephone call to verify the details of this attested
Signature of the Applicant to be signed before the Sify authorised LRA / partner

- **Annexure 4: Letter of Employment**

<< To be printed on the Organisations Letter Head >>

Letter of Employment

Certificate Applicant Information

First Name: _____

Last Name: _____

Email ID: _____

I, (Name of the Authorised Person) _____, certify that on (Date) _____, (Name of the Certificate Applicant) _____ is an employee of our Organisation (Organisation Name) _____ and that the Applicant's Employee ID is (Employee ID) _____. I acknowledge by my signature, that the Applicant information in this document is complete and accurate as per our office records.

I fully understand that the Applicant is responsible to transact on the Organization's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future

(Signature of Authorised Person)

(Company Seal)

Details of Authorised Person

Full Name: _____

Organisation Name: _____

Designation: _____

Email Address: _____

Phone Number (Fixed Line numbers only): _____

1. Documentation Requirement

1.1 Government-issued Photo-ID

- Passport
- Driving License
- Pan Card
- Any other photo id issued by the Government of India or the state government is acceptable with a condition that the applicant complete signature **MUST** be there on the id.

1.2 Address Proof

Any one of the following can be submitted for the Address proof:

- Passports
- Driving License
- Voters ID card
- Ration Card
- Student SSC / HSC / graduation / post graduation degrees certificate
- Birth certificate
- School leaving certificate
- Electricity bill
- Mobile / Telephone bill
- Water Bill
- Gas Bill
- Property Tax/ Corporation/ Municipal Corporation Receipt
- Service Tax/VAT Tax/Sales Tax registration certificate
- Bank Statement attested by the bank
- PF statement.

Validity of the Address Proof: Recent proof, but not earlier than 3 months in case of electricity bill, mobile/telephone bill and water bill.

Using single document copy for both Photo-ID & Address proof may be considered. If the address in the Photo-id is different from the Address given in the application then a separate Address proof may be insisted & collected.

NOTE: Attested True Copy of the **Any one** of the above photo-Id/Address proof by Banker / Public Notary or Gazetted Officer

1.3 Proof of Right to do Business document

Documentation to include Organization Name in the certificate – Any one of following document:

- ☐ Certificate of Incorporation
- ☐ Memorandum of Articles of Association
- ☐ Registered partnership deed
- ☐ Acts or other valid business license document.

Certified True Copy Company Secretary with Seal, Director, Partner, proprietor or the Employee who attest the Letter of employment)

Letter of Employment (Annexure-4, in letter head duly filled / signed by authorized Signatory) (or) A declaration from Company Director / Partner / Company Secretary of the Applicant in case applicant is an authorized Signatory.

This is to verify that Applicant is an employee of the requesting Organisation and the authorized person who gives the letter of employment is taking the responsibility to verify the applicant details.

- ☐ MUST be on the letterhead of the requesting Organisation
- ☐ For Limited Company, the HR, Director or the reporting officer MUST sign the letter.
- ☐ For Partnership firm – MUST be signed by any of the other partners and the signature MUST match with in the Partnership Deed.
- ☐ Affixation of the Company Seal is MUST.

Letter of Employment is not required for proprietorship firm – proprietor has to produce the proof, which MUST indicate that he is the Sole owner of the requesting organization. The documents can be registration documents, VAT copy that contains applicant photo.

2. Acceptance of Application form

1) Applicant appears before RA

Applicants can submit all documentation by presenting themselves directly to Sify/ Sify authorised RA/RA representative/Partner through Applicant/Applicants authorised representative or post to the nearest location of Sify/RA office.

The following authentication steps to be followed for these processes.

- ☐ Applicant appears before Sify RA/RA representative/Partner
- ☐ Self Attestation to be done by the Applicant in the presence of Sify RA/RA/Partner representative
- ☐ Sify RA/RA/Partner representative will check the signature against the Govt: Issued Photo ID signature.
- ☐ Follow the steps as described in Annexure 1, 2 and 3.

Note: Applicant must present himself or herself before the Sify RA/RA representative if they have posted the documents and Sify RA/RA representative has to follow the above process.

2) Applicant submits through their Authorised representative

- ☐ Authorised representative should submit a declaration letter from the Applicant
- ☐ One Govt Issued ID proof of authorised representative attested by Applicant.
- ☐ Sify RA/RA representative will check the signature against the Govt Issued Photo ID signature.
- ☐ Follow the steps as described in Annexure 1, 2 and 3.