



# Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions  
e-Safe . e-Secure . e-Sure

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](http://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 "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

### 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.)

### Organization Name

\_\_\_\_\_

### Govt. ID Card Detail (Enclose attested copy)

\_\_\_\_\_

Department

\_\_\_\_\_

### Office Address

As per supporting document submitted

### Area / Landmark

\_\_\_\_\_

Town/City/District

State

PIN CODE

### 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

Seal & Signature

### For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

V 4.3



Toll Free : 1800 - 233 - 1010

[www.ncodesolutions.com](http://www.ncodesolutions.com)





# Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions  
e-Safe . e-Secure . e-Sure .

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



## Documents Required for Verification

### Attested copy of following for Government Application

- A Applicant's identity card.
- B The application for DSC should be forwarded / Certified by the Head of Office.
- C A letter / notification from Head of Department (HOD) authorizing the Head of Office.
- D The Government ID Card of HOD (Authorizing the applicant).

**Note :**

- A For Class 3 certificate, HOD should certify the physical verification of subscriber.
- B The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

### PAYMENT DETAILS

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

## Authorization Letter

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). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

## DETAILS OF AUTHORISING PERSON

Name	<input type="text"/>			 <b>PHOTOGRAPH OF AUTHORISE PERSON</b>
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"/>		

### (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

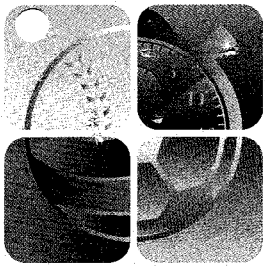
V 4.3

Toll Free : 1800 – 233 – 1010

www.ncodesolutions.com



e-Safe . e-Secure . e-Sure



# R. K. Solutions Private Limited

Dealer :- (n) Code Solutions - Division of GNFC Ltd.

TO

OFFICE OF THE PRINCIPAL  
CHIEF CONTRLLER OF ACCOUNTS  
CENTRAL BOARD OF DIRECT TAXES  
9<sup>TH</sup> FLOOR ,LOK NAYAK BHAWAN  
KHAN MARKET, NEW DELHI-110003  
011-24643955

Dear Sir/Madam

**For records sake, please note that from 1<sup>st</sup> June 2015 the Service Tax will increase from 12.36% to 14%**

With reference to the above-mentioned subject, following are the rates for the Digital Signature – CLASS IIB (SIGNING+ENCRYPTION):- ONLY FOR 2 YR VALIDITY

Price: Rs1035/- (Rupees One THOUSAND THIRTY FIVE ONLY inclusive 14% of all taxes), which includes Digital Signature Certificate, E PASS AUTO RUN USB Token

*(a)Attested\* Copy of the following*

**\*\*PAN CARD COPY SELF ATTESTED ATTESTED BY GAZETTED OFFICER OR BANK MANAGER**

**\*\*GOVT ID CARD COPY SELF ATTESTED ATTESTED BY GAZETTED OFFICER OR BANK MANAGER**

**\*\*VALID GOVERNMENT ADDRESS PROOF I.E MENTIONED IN GOVT LETTER HEAD FAVOUR TO CERTIFICATE APPLICANT WITH NAME AND OFFICIAL ADDRESS MENTIONED IN FORM 'TO WHOM SO IT MAY CONCERN' FORMAT WITH SIGN AND STAMP**

**NOTE : SEE NEW INSTRUCTIONS UPDATE MENTION IN UPDATE VERSION FORM 4.3**

***(b)Authorization Letter in favour of the certificate applicant from the Government Organization/ Agency (as per the format attached with the application form)***

***(c)Latest photograph of the applicant AND CROSS SIGNED PHOTO***

IS COMPULSORY

Physical Presence : YES

DD/CHEQUE ONLY ACCEPTED


DD MAKE IN FAVOR OF R.K.SOLUTIONS PVT LTD PAYABLE AT NEW DELHI

a) The request for issuance of Digital Signature Certificate would be expedited and processed within 24- 48 Hours (except Public Holidays and Sundays) after the receipt and acceptance of Documents

b) Pls ensure the Unique and valid email ID and mobile number is used in the application form

REGARDS

FOR R K SOLUTIONS PVT LTD

  
**R. K. SOLUTIONS PVT. LTD.**  
906, 9th Floor, Vikram Tower,  
16, Rajendra Place, New Delhi-8  
PH.: 011-41538932, 8800540933

DATE 25.06.2015

PLACE: NEW DELHI