



Delhi | Mumbai | Kolkata | Nagpur | Bengaluru | Pune

□ 4 Veer DCC □ 2 Veer DCC	John Mambal Romata Ragpar Johnstiana				
☐ 1 Year DSC ☐ 2 Year DSC					
	Certificate Application Check List To be filled by applicant)				
Name:	User ID:				
City: e-Ma	il:				
Company:					
Ph / Cell No.:	Enrollment Request Number:				
(For o	office use only) CISPL DCFC Code No:				
To be checked by RA Office or Digital Certific	cate Facilitation Center				
☐ Correct type of application form is use					
Recent photograph is affixed on the	application form and signed across.				
☐ Complete office address and residen	itial address is given.				
Document checklist in the form refle	-				
☐ Certificate Enrollment Form, genera	ated at the time of online enrolling process, is attached.				
Application form is signed correctly with proper dates. (Two signatures)					
Letter of Authority is complete with sign and seal of authorizing person in case of Government or Banking form.					
☐ Inform the customer not to upgrade o downloading digital signature.	r reinstall internet browser or operating system before				
DSC Kit Sr. No.					
DCFC Authority:	CISPL RA Administrator:				
Seal and Signature of DCFC Authority	Seal and Signature of CISPL RA Administrator				
	owledgment / Receipt				
	Enrollment Request Number:				
Received a completed application form from _	for				
	te. The applicant will receive notification over e-mail once the				
ligital signature certificate is created and ready f	for download.				
Received Rs by Cash / DD / Chq N	No drawn on Bank.				
Date:	Seal and Signature of RAA / DCFC Admin				
Registering Authority: Chartered Information System www.charteredinfo.com	ns Pvt. Ltd., Nagpur CISPL DCFC Code				



TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY REQUEST FORM FOR CLASS-2 CERTIFICATE

USER TYPE - COMPANY

Instructions:

- 1. Please fill the form in BLOCK LETTERS
- 2. Items marked with * are mandatory.
- 3. For the items marked with #, details for at least one are mandatory

Affix recent passport-size photograph of the applicant.
Applicant to sign across the photograph.

COMPANY'S DETAILS TO	BE FILLE	D IN BY TH	IE APPLICANT	: *			
COMPANY NAME *							
COMPANY REGISTRATION I	COMPANY REGISTRATION NO. *						
Partnership (DD/MM/YYYY	Date of Incorporation/Agreement/ Partnership (DD/MM/YYYY) * / / /						
Nature of Business	1 1 1						
Company Income Tax PAN No.							
COMPANY ADDRESS A. Corporate / Branch / Regist	ered Office						
Flat/Door/Block No.							
Name of Premises/ Building/Village							
Road/Street/Lane/ Post Office							
Area/Locality/Taluka Sub-Division							
Town/City/District							



TATA CONSULTANCY SERVICES

State/Union Territory														
Pin														
Telephone No.	Area	`ode				Telepho	one	No						
Fax		Joue				Гегери								
Web Page URL, if any	Area (Code				Fax No								
APPLICANT'S (AUTHORISED	SIGNAT	ORY)	PERS	SON	IAL	DETAI	LS:	* (N	land	dato	ory))		
FULL NAME * Last Name/Surname		Ι												
First Name														
Middle Name			П											
GENDER * (Tick as applicable)							,							
Male			Fema	ale										
DATE OF BIRTH (DD/MM/Y	<u>YYY) *</u>			/			′							
CONTACT ADDRESS Flat/Door/Block No.														
Name of Premises/ Building/Village			Ш											
Road/Street/Post Office		Ι	Ш											
Area/Locality/Taluka Sub-Division														
Town/City/District														
State/Union Territory														



TATA CONSULTANCY SERVICES

Pin		
Telephone No.		
	Area Code Telephone No.	_
	Extension No.	
Mobile No.		
Important Note: RA office	will contact using the contact numbers provided above.	
Fax No.	Area Code Fax No.	
Nationality	Alea Code Fax No.	$\neg \neg$
Visa details, in case of Foreign	n Nationals	
Details for at least of	one is mandatory	
Details for at least of PASSPORT DETAILS # Passport No.	one is mandatory	
PASSPORT DETAILS #	one is mandatory	
PASSPORT DETAILS # Passport No. Passport Issuing	one is mandatory	
PASSPORT DETAILS # Passport No. Passport Issuing Authority Passport Expiry Date		
Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY		
Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY CARD NO. #		
Passport No. Passport Issuing Authority Passport Expiry Date (DD/MM/YYYY) VOTER'S IDENTITY CARD NO. # INCOME TAX PAN NO. #		

ANY OTHER DETAILS	
Date	Signature of the Applicant
TO BE FILLED BY	RA OFFICE
The above details have been verified and found to be corre	ect.
TYPE OF DIGITAL CERTIFICATE REQUIRED:	
Signing Certificate (Single Key pair) - This can be used for	signing and/or encryption
	Signature of RA Office
	Name:
	Date:
	Seal:



DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

NOTE:

- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr. No.	Required Documents	Document submitted	Documents verified by
NO.	(Photo copies)	Submitted	RA
1	Company Information		
	(A) Public or Private Limited Companies:		
	(Notarized copy of any one of the documents listed below is required)		
	Certificate of incorporation		
	(OR)		
	Memorandum and Articles of Association		
	(OR)		
	Latest Annual report		
	(B) Partnership Firm:		
	(Attested/ Notarized copy of any one of the documents listed below is required)		
	Partnership deed		
	(OR)		
	Latest Annual Report		
	(OR)	_	_
	Latest Balance sheet		
	(OR)		
	Latest Income Tax Return		
	(C) Proprietory Firm: (Attested / Notarized copy of any one of the documents listed below is required)		
	Copy of the Latest bank statement.		
	(OR)		
	Latest Balance sheet		
	(OR)		
	Latest Income Tax Return		
2	Company PAN No. (Required)		



CERTIFYING AUTHORITY Recognized by the controller of Certifying Authorities

TATA CONSULTANCY SERVICES

3	Resolution of Company/GPA for the authorized	
	signatory (Required)	
4	Applicant Verification Document for Address proof (any one attested copy required)	
	Telephone bill	
	Electricity bill	
	Bank statement attested by the Bank	
	Pan allotment letter	
	Ration Card	
5	Applicant Verification Document for Photo-Id proof (any one attested copy required)	
	Passport	
	Pan Card	
	Driver's license	
	Employer Photo-Id	
	(Only Public Limited Companies, Banks and	
	Government Organisation)	
6	Certificate Request form (Required)	
7	Certificate Enrollment form + Letter of Authority	
	(Available for printing on completion of Online	
	Enrollment) (Required)	

Instructions

- The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
- 2. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
- 3. At the time of registration, a valid and active email ID that is accessed frequently shall be provided.
- 4. The certificate must not be shared with others or used by them on your behalf.
- 5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
- 6. Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
- 7. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
- 8. If your role changes and you are no longer the authorized signatory of the organization, you must contact your RA Administrator immediately and apply for the revocation of your certificate.
- 9. If any information provided in your certificate changes, then you shall revoke the existing certificate and apply for a new certificate. The same will be approved only after the payment of necessary applicable charges.

Declaration

I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.

Date	
Place	Signature of the Applicant



Annexure-A: Letter of Authority

1,	, in t	he capacity of the
authorize	, whose signature is attested below	w to carry out all the
necessary formalities on behalf of		for the
application of a Class-2 Digital Signat	ure Certificate with the validity period of	year(s).
	-	
Signature and Designation		
of Authorizing Person		
	Signa	ture and Designation
	Signa	of the Applicant
		or the Applicant
	Signa	ture and Designation
	of th	ne Authorizing Person



The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:

Duly mark the envelope as 'APPLICATION FOR CLASS II DIGITAL CERTIFICATE'

Contact Details

Corporate Office - Nagpur	Mumbai Office (New Address)
DSC Department	Tirupathi Bhalla Mayur Maniyar
Chartered Information Systems Pvt. Ltd.	Chartered Information Systems Pvt. Ltd.
"Chartered House",	#103, Millennium Plaza, Beside Sakinaka Ph.
West of Lata Mangeshkar Musical Park,	Exchange, Andheri – Kurla Road, Andheri (E)
Bhandara Road, Nagpur - 440 008 INDIA	Mumbai - 400 072 INDIA
Ph: 0712 - 663 8888 (100 Lines), 92252 45088	Ph: 022 – 6522 8288, 2850 0103
TeleFax: 0712 - 663 8899	dsc.mumbai@charteredinfo.com
digitalsignature@charteredinfo.com	www.charteredinfo.com
www.charteredinfo.com	
Kolkata Office	Bangalore Office
Biswajeet Bhattacharya	Shrinivas Raghav
Chartered Information Systems Pvt. Ltd.	Chartered Information Systems Pvt. Ltd.
"Haveli" Block No. 15, 2nd Floor,	#207-B, Wing A Brigade Majestic, 1st Main
17, Bal Mukund Macker Road, Near M.G. Metro,	(Kalidas) Road, Gandhinagar,
KOLKATA - 700 007	Bangalore – 560009 INDIA
Ph: 033 – 4007 8355, 4007 8356, 99035 36765	Ph: 080 - 40921639, 99729 32213
taxprokolkata@taxpro.co.in	dsc.bengaluru@charteredinfo.com
www.charteredinfo.com	www.charteredinfo.com
Delhi Office	Pune Office
Kapil Bhimjiyani	Chitesh Dave
Chartered Information Systems Pvt. Ltd.	93246 10283 (Chitesh)
#208, 3 rd Floor, Dhaka Chambers,	
2068/39, Naiwala, Karolbagh,	
New Delhi – 110 005 INDIA	
Ph: 011 - 45037177, 09871265511(Kapil)	
dsc.delhi@charteredinfo.com	
www.charteredinfo.com	