

1 Year DSC 2 Year DSC

## CLASS - II

### Digital Signature Certificate Application Check List

(To be filled by applicant)

Name: \_\_\_\_\_ User ID: \_\_\_\_\_

City: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Company: \_\_\_\_\_

Ph / Cell No.: \_\_\_\_\_ Enrollment Request Number: \_\_\_\_\_

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**(For office use only)**

CISPL DCFC Code No: \_\_\_\_\_

**To be checked by RA Office or Digital Certificate Facilitation Center**

- Correct type of application form is used.
- Recent **photograph is** affixed on the application form and **signed across**.
- Complete office **address** and residential address is given.
- Document checklist** in the form reflects the correct documents attached.
- Certificate Enrollment Form**, generated at the time of online enrolling process, is attached.
- Application **form is signed** correctly with proper dates. (Two signatures)
- Inform the customer not to upgrade or reinstall internet browser or operating system before downloading digital signature.

DSC Kit Sr. No. \_\_\_\_\_

DCFC Authority: \_\_\_\_\_

CISPL RA Administrator: \_\_\_\_\_

Seal and Signature of DCFC Authority

Seal and Signature of CISPL RA Administrator

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**Acknowledgment / Receipt**

Enrollment Request Number: \_\_\_\_\_

Received a completed application form from \_\_\_\_\_  
for obtaining a Class 2 Digital Signature Certificate. The applicant will receive notification over e-mail once the digital signature certificate is created and ready for download.

Received with thanks Rs. \_\_\_\_\_ by Cash / DD / Chq No. \_\_\_\_\_ drawn  
on

\_\_\_\_\_ Bank.

Date:

Seal and Signature of RAA / DCFC Admin

Registering Authority: Chartered Information Systems Pvt. Ltd.  
www.charteredinfo.com

CISPL DCFC Code \_\_\_\_\_

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY  
REQUEST FORM FOR CLASS-2 CERTIFICATE FOR FOREIGN DIRECTORS.**

**USER TYPE – INDIVIDUAL**

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

**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)

**DETAILS TO BE FILLED IN BY THE APPLICANT: \***

**FULL NAME \***  
Last Name/Surname

First Name

Middle Name

**GENDER \*** (Tick as applicable)

Male

Female

DATE OF BIRTH:

(DD)

(MM)

(YYYY)

**Residential Address \***





Pin Code

Country

Telephone No.

Code

Telephone No.

**E-MAIL ADDRESS \* (Mandatory - a valid and active email ID that is accessed frequently)**

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The information provided above in the Request Form for procuring a DSC from TCS-CA is true and correct to the best of my knowledge.

Date

Signature of the Applicant

### **Annexure-A: Letter of Authority**

This is to certify that. Mr./Ms./Mrs ..... with the residence at.....  
.....  
.....

(Residential Address) is maintaining a bank account (A/c NO.....) with our bank.....(Bank Name) and operation that account in the normal course of its business/activities. His/Her signature as appearing below is duly attested (as per the records available with bank).

Signature of Authorized Signatory

Signature of Branch Manager.

Name: .....

Name: .....

Designation: .....

Designation: .....

Date:

(Bank Seal)

## **Annexure-B: Letter of Authority**

To,  
Tata Consultancy Services – Certifying Authority  
Tata Consultancy Services Limited  
Hyderabad

This is to certify that Mr. / Ms. \_\_\_\_\_ (Director's name) is a bonafide Director of \_\_\_\_\_ (organization name)

### **Details of Attesting Authority (Company secretary)**

Name \_\_\_\_\_

Profession \_\_\_\_\_

Professional Membership No \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature with Stamp/Seal

### CHECKLIST FOR INDIVIDUAL 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 NOTARY PUBLIC OF RESPECTIVE COUNTRY.**

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1(a)	<p><b><u>IN CASE OF FOREIGN DIRECTOR/FOREIGN CITIZEN RESIDING IN INDIA</u></b> (Any one or more copies duly NOTARIZED BY <b><u>NOTARY PUBLIC</u></b> of the respective country, where the Director is resident of)</p> <p><b><u>Photo Identification Proof:</u></b></p> <ul style="list-style-type: none"> <li>• Passport with VISA details</li> <li>• Driving License</li> <li>• Social Security Number</li> <li>• Citizen Card</li> <li>• PAN or Equivalent Tax Card of the respective country, where the Director is Citizen of.</li> </ul> <p><b><u>Residence Proof:</u></b></p> <ul style="list-style-type: none"> <li>• Lease agreement/Property Documents</li> <li>• Telephone Bill</li> <li>• Electricity Bill</li> <li>• Driving License.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1(b)	<p><b><u>IN CASE OF INDIAN CITIZEN/INDIAN DIRECTOR RESIDING IN ABROAD</u></b> (Any one or more copies duly NOTARIZED BY <b><u>NOTARY PUBLIC</u></b> of the respective country, where the Director is resident of)</p> <p><b><u>Photo Identification Proof:</u></b></p> <ul style="list-style-type: none"> <li>• Passport with VISA details</li> <li>• Driving License</li> <li>• Social Security Number</li> <li>• Citizen Card</li> </ul> <p><b><u>Residence Proof:</u></b></p> <ul style="list-style-type: none"> <li>• Passport copy</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1(C)	<p><b><u>IN CASE OF FOREIGN DIRECTOR/FOREIGN CITIZEN RESIDING IN ABROAD</u></b> copies duly NOTARIZED BY <b><u>NOTARY PUBLIC</u></b> of the respective country, where the Director is resident of)</p> <p><b><u>Photo Identification Proof:</u></b> (Any One copy)</p> <ul style="list-style-type: none"> <li>• Passport with VISA details</li> <li>• Driving License</li> <li>• Citizen Card</li> </ul> <p><b><u>Residence Proof:</u></b> (Any one copy)</p> <ul style="list-style-type: none"> <li>• Passport with VISA details</li> <li>• Driving License</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Online Certificate Enrollment Form with Request Number.	<input type="checkbox"/>	<input type="checkbox"/>
3	Annexure-A Letter of Authority duly attested by the Banker where the Director holds valid bank account.  <b>(OR)</b> Annexure-B Letter of Authority duly attested by the Company secretary where Director doesn't have bank account.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

**Instructions**

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. 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.
3. 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.
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. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

**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

**TO BE FILLED BY RA OFFICE**

The above details have been verified and found to be correct.

Signature of RA Office

Name:

Date:

*This 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 III DIGITAL CERTIFICATE'**

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