



**Safescript Digital Signature Certificate (DSC) Application Checklist**

No	Particulars Required	Checklist				
1.	<p><b>Certificate Application Form with Applicant Details</b></p> <p>a. Photo</p> <p>b. Sign across Photo &amp; Form</p> <p>c. Sign on Form And Document's Attached With Blue Ink Only</p> <p>d. Valid Unique e-Mail Address And Mobile Number entered</p> <p>e. PAN entered (Mandatory for Pan Based DSC)</p> <p>f. Applicant's Individual ID Proof and Address Proof Documents Are Self Attested and Attested by Banker / Gazetted Officer is a Must for All Classes OF DSC.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
2	<p>Proof of Certificate Applicant: <b>Attestation Required by:</b></p> <p>1. Self-Attested AND BY</p> <p>2. Banker OR Authorised executive of the Bank / Gazetted Officer / PostMaster.</p> <p>*** The Attesting Officer who is attesting Must Specify His Name, Designation, Address, Contact Number and the Date of Signing on At least one of the Documents and The Rest Documents Can Only be Attested With Seal and Signature.</p> <table border="1"> <tr> <td> <p><b>Photo ID Proof (ANY ONE* from below List)</b></p> <ul style="list-style-type: none"> <li>PAN Card (*Mandatory for Class II Individual DSC)</li> <li>Passport / Driving License / Voter ID / Aadhar Card</li> </ul> </td> <td><input type="checkbox"/></td> </tr> <tr> <td> <p><b>Address Proof :</b> should contain <b>same</b> current address as mentioned in Application Form (name on Address Proof should match with name on PAN Card for Class II Individual DSC)</p> <p><b>ANY ONE from Below List</b></p> <ul style="list-style-type: none"> <li>Passport / Driving License / Voters ID card / Aadhar Card</li> <li>Bank Statement attested by the bank – within last 3 months</li> <li>Water / Gas / Electricity / Mobile / Telephone Bill – within last 3 months</li> <li>Service Tax/VAT Tax/Sales Tax registration certificate</li> <li>Property Tax/Corporation/ Municipal Corporation Receipt – Current Year</li> </ul> </td> <td><input type="checkbox"/></td> </tr> </table> <p><b>Note: Only for Organisation based DSC, a single document (only from the list above) may be considered, if it contains both Photo &amp; Address of the applicant. – Passport / Driving Licence/ (Clear Copy is A Must) Only with both Photo &amp; Address Pages.</b></p>	<p><b>Photo ID Proof (ANY ONE* from below List)</b></p> <ul style="list-style-type: none"> <li>PAN Card (*Mandatory for Class II Individual DSC)</li> <li>Passport / Driving License / Voter ID / Aadhar Card</li> </ul>	<input type="checkbox"/>	<p><b>Address Proof :</b> should contain <b>same</b> current address as mentioned in Application Form (name on Address Proof should match with name on PAN Card for Class II Individual DSC)</p> <p><b>ANY ONE from Below List</b></p> <ul style="list-style-type: none"> <li>Passport / Driving License / Voters ID card / Aadhar Card</li> <li>Bank Statement attested by the bank – within last 3 months</li> <li>Water / Gas / Electricity / Mobile / Telephone Bill – within last 3 months</li> <li>Service Tax/VAT Tax/Sales Tax registration certificate</li> <li>Property Tax/Corporation/ Municipal Corporation Receipt – Current Year</li> </ul>	<input type="checkbox"/>	
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<p><b>Additional Notes : For Class III Documents List – Follow on Page 3</b></p>						
3.	<p><b>For Individual DSC, Kindly Sign in Declaration only, Fill only individual Details in the Application Form</b></p> <p><b>Proof of Right (PoR) to do Business documents Attested by Authorised Signatory with official seal And As Mentioned Below Kindly Follow Page 3 For Corporate / Partnership / Proprietorship / Trust-LLP And For Others Mentioned Below : All The Documents Must be Counter Attested by the 2nd Partner / Director / By the Authorised Person Who is Authorising the Applicant on Section No.4</b></p> <p><b>For Corporates Only – Annual Return Copy Means MGT-7 And Board Resolution Must Be Printed on Companies Letter Head.</b></p> <p><b>For Indian Nationals Only: If Any Documents Not Available, then The Entity needs to Submit A Self Affidavit on the Companies Letter head Why you are Not able to Submit the same.</b></p> <table border="1"> <tr> <td>Foreign Individual With Organisation Name</td> <td>Passport – Where Address is Written - Front and Back Page Translated In English Language, Registration Certificate of The Organisation And Address Proof of the Organisation. All the Documents Must be Translated into <b>ENGLISH AND</b> Attested by the Notarial Department of the Country where the Individual and Organisation Belongs to.</td> </tr> <tr> <td>GOVT Organisations / Subsidies / Departments</td> <td>Applicant's Photo id and Address Proof AND Government Id Card Authorisation letter from Head of Departments on companies letter head Authorising the Applicant OR Applicant's Govt Employee's ID Card.</td> </tr> </table>	Foreign Individual With Organisation Name	Passport – Where Address is Written - Front and Back Page Translated In English Language, Registration Certificate of The Organisation And Address Proof of the Organisation. All the Documents Must be Translated into <b>ENGLISH AND</b> Attested by the Notarial Department of the Country where the Individual and Organisation Belongs to.	GOVT Organisations / Subsidies / Departments	Applicant's Photo id and Address Proof AND Government Id Card Authorisation letter from Head of Departments on companies letter head Authorising the Applicant OR Applicant's Govt Employee's ID Card.	
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GOVT Organisations / Subsidies / Departments	Applicant's Photo id and Address Proof AND Government Id Card Authorisation letter from Head of Departments on companies letter head Authorising the Applicant OR Applicant's Govt Employee's ID Card.					

- Submit above documents with cheque issued in favour of  
(a) "N. K. Poddar e-Comm IT" (b) "We-Comm IT" (Only Delhi Customers)
- Delivery shall be made only on clearance of the cheque. Draft / Cash is also accepted.

Thanks & Regards,  
 Bharat Poddar  
 Partner & Business Head  
 N. K. Poddar e-Comm IT

## CHECKLIST FOR CLASS 2 / 3 ORGANIZATION NON-EKYC DIGITAL CERTIFICATE VALIDATION

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### **SUBSCRIBER FORM:**

1. First Name :
2. Last Name :
3. Email Address :
4. City :
5. State :
6. Country :
7. Passport size photograph of the Subscriber :
8. Photo ID:
  - i) Check the photo of the Subscriber:
  - ii) Check Identifying Numbers
  - iii) Check Expiry date (As applicable)
9. Address Proof : 
  - i) Check Subscriber/Organisation Name
  - ii) Check Expiry date
11. Signature of the Subscriber :
12. Date on the Document:
13. Date of Attestation by Bank/Gazatted Officer:
14. Attester Name :
15. Attester Designation :
16. Attester Signature :
17. Seal /Stamp confirmed :
18. Date of Attestation
19. Contact number of the Attested Officer

## **FOR POR**

### **Corporate Entities:**

1. Copy of Company Pan Card
2. Copy of certificate of incorporation
3. Copy of Article and Memorandum of Association (First two page)
4. Copy of statement of bank account (First and second page)
5. The copy of audit report along with the annual return pertaining to last financial year (First and second page)
6. The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

### **Partnership Firm:**

- 1 Copy of partnership deed ( Max of first three pages including list of partners and authorised signatories)
- 2 Copy of PAN card (Front side page-1)
- 3 Copy of statement of bank account (First and second page)
- 4 Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

### **Individual/Proprietorship Firm:**

- 1 Copy of Business Registration Certificate" (S&E / VAT / ST)
- 2 Copy of statement of bank account (First and second page)
- 3 Copy of ITR accompanied by computation of income/financial statement Front side page-1)

### **Non-Government Organization/Trust:**

- 1 PAN Card of NGO/Trust
- 2 Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
- 3 Copy of Trust Deed
- 4 Copy of rules and Bye laws of NGO
- 5 Copy of Bank Statement verified/attested by Banker
- 6 Copy of Income Tax Return of last year
- 7 Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- 8 Certified copy of organizational ID proof of authorised signatory

### **e-KYC:**

For e-KYC organizational type, the required documents will be the same as for Non-eKYC

## Board Resolution (Suggested format)

(To be printed on organization letter head)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS  
OF (Company Name) \_\_\_\_\_ HELD ON (Date) \_\_\_\_\_  
AT (Address) \_\_\_\_\_

**RESOLVED THAT** the company has decided to authorize, Mr. / Ms. \_\_\_\_\_  
\_\_\_\_\_ and is hereby authorized to sign and submit all the necessary papers, letters,  
forms, etc to be submitted by the company in connection with “authorizing any of the personnel of  
the company (applicant) to procure Digital Certificate”. The acts done and documents shall be binding  
on the company, until the same is withdrawn by giving written notice thereof.

### Specimen Signatures of Authorised Signatory:

(Signature)

**RESOLVED FURTHER THAT**, a copy of the above resolution duly certified as true by designated director  
/ authorised signatory of the company be furnished such other parties as may be required from time  
to time in connection with the above matter.

For the Organization,

(Seal & Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

# Digital Signature Certificate Subscription Form

Class of Certificate	Class 2 <input type="checkbox"/>	Individual <input type="checkbox"/>	Signing <input type="checkbox"/>	1 Year <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Class 3 <input type="checkbox"/>	With Org Name <input type="checkbox"/>	Encryption <input type="checkbox"/>	2 Years <input type="checkbox"/>	Request Id: <input type="text"/>								

## Section 1: Subscriber Details

Name\*:

Designation :

Date of Birth\*:         Gender \*:  Male  Female

**Address** (Residential address in case of Individual or Organization address in case of DSC with ORG )

Organisation Name \* :

Door No/Building Name \* :

Road/ Street/ Post Office \* :

Town/ City/ District \* :

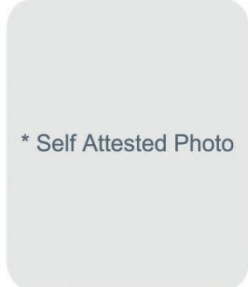
State/ Union Territory \* :

Country\* :  PIN Code\*

Telephone Number\* (with STD Code):

Mobile Number\* :

Email id\* :



\* Self Attested Photo

- Use blue-ink only including signature.
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

## Section 2: Identity Proof Details

Photo Identity Proof *	Address Proof *
Identity Proof Name <input type="text"/> ( Eg: Pan Card, DL, Passport, ... )	Address Proof Name <input type="text"/> ( Eg: Passport, DL, Latest Telephone Bill, ... )
Identity Proof Number <input type="text"/>	

Note\*: Subscriber's signature should appear on the Photo ID Proof.

## Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescript.com/pdf/cps.pdf>) and also under the Section 71 of IT Act which 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.

Signature of the Subscriber\*

Date\*:         Place\*:

Note\*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

## Section 4: Authorisation (only for ORG DSC)

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal\*

## For office use only

Attestation By Sify Authorised LRA/Partner\* (For Class3DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal \*

Date \*         Name \*

Note\*: Safescript at its discretion, will make a telephone call to verify the details of the Subscriber.

Partner Name:	<input type="text"/>
Sify RA:	<input type="text"/>
Date of Issuance:	<input type="text"/>