

N. K. Poddar e-Comm IT

P-3 New CIT Road (Tiretti),
2nd Floor, Kolkata –700 073

Email : nkpecit@gmail.com

Web : <http://www.ecommit.in>



Ph : (033) 4003 5113

Cell : +91 98300 52999
+91 94332 79918

e-Mudhra Digital Signature Certificate With Organisation (DSC) Application Checklist

No	Particulars Required :	Checklist				
1.	Certificate Application Form with Applicant Details a. Photo b. Sign across Photo & Form c. Sign on Form And Document's Attached With Blue Ink Only d. Valid Unique e-Mail Address And Mobile Number entered e. PAN entered (Mandatory for All Classes) f. Valid IEC No (Mandatory for DGFT Only) g. Valid GSTN (Valid For All Classes)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
2	Proof of Certificate Applicant: Attestation Required by: 1. Self-Attested AND BY 2. Authorised Signatory of the Organisation OR *** Follow the Instruction Given in the Application Form e-Mudhra Photo ID / Address Proof: should contain same current address as mentioned in Application Form (name on Address Proof should match with name on PAN Card for Class II Individual DSC) - Kindly Follow e-Mudhra Application Form Checklist. Note: Kindly Do the Same Signature as per the ID Proof Provided	<input type="checkbox"/>				
Additional Documents for Organisation based DSCs						
3.	Proof of Right (PoR) to do Business documents [Attested by Authorised Signatory with official seal And As Mentioned in Point No. 2). All Documents are to be provided as per the Status of the Organisation. Kindly Follow the Checklist of the Application Form <table border="1"><thead><tr><th>Organisation Type</th><th>Copies of Document</th></tr></thead><tbody><tr><td>NOTE</td><td>Govt id card Must Be Provided, if one Doesn't have Then LOI (Letter of Identity) Must be Provided. LETTER OF IDENTITY - IT Must be Printed on the company's letter head and Must be provided with the Application Form Twice. 1st Letter will be in the name of the Applicant and the person Authorising the Applicant Signs it with his seal and 2nd Letter in the name of Authorised Signatory Where in if the Applicant is not an employee then he signs the same All Documents Provided Must be Attested by the Authorised Person Who is Authorising the Applicant on the Application Form.</td></tr></tbody></table>	Organisation Type	Copies of Document	NOTE	Govt id card Must Be Provided, if one Doesn't have Then LOI (Letter of Identity) Must be Provided. LETTER OF IDENTITY - IT Must be Printed on the company's letter head and Must be provided with the Application Form Twice. 1 st Letter will be in the name of the Applicant and the person Authorising the Applicant Signs it with his seal and 2 nd Letter in the name of Authorised Signatory Where in if the Applicant is not an employee then he signs the same All Documents Provided Must be Attested by the Authorised Person Who is Authorising the Applicant on the Application Form.	<input type="checkbox"/>
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- 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

Letter of Identity Proof by Organization

(To be printed on organization letter head / Office seal. To be signed by HRD of Organization / Authorized Signatory / Government Department in-charge. To be used if the Organizational ID card is not available for the applicant.)

To:

eMudhra Limited

Bangalore

Subject: Organizational ID Proof of the applicant

Organization Name: _____

Name of the Individual	
Org ID Number (if available)	
Designation	
Department	

I hereby confirm the Identity of the above Individual. I'm the Authorized Personnel to certify the Identity on behalf of the Organization.

For the Organization,

(Seal & Signature)

Name: _____

Designation: _____

APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE



FOR GOVERNMENT ORGANIZATION

Application ID: (S) (E)

(For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.html>

APPLICANT INFORMATION

Applicant Name

Date of Birth Gender Male Female Nationality

Organisation Name

Department

Org Address

City Pin code

State

PAN of Applicant Mobile

Aadhaar (NOTE : Either PAN and / or Aadhaar No. is mandatory)

Email ID

Affix recent passport size photograph of the applicant **duly signed across**

CLASS:
Class 1 Class 2 Class 3

TYPE:
Signature Encryption Combo

VALIDITY:
 1 Year 2 Years 3 Years

DOCUMENT PROOF (attested by Authorized Signatory of the Organization)

- Document required:
- Copy of Applicant's Government ID Card / Letter from Organization / Pay Slip
 - Authorized Signatory Organisational ID Card / Self-Attested Letter of Organizational Identity
 - Copy of PAN Card of Applicant, if PAN provided
 - Copy of Aadhaar Card of Applicant, if Aadhaar provided

DECLARATION BY APPLICANT

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date

Place

Signature of the applicant
(As in ID proof | Blue Ink Only)

AUTHORIZATION

I hereby authorize this application on behalf of the organization. I hereby confirm the mobile number of Applicant given above. In case of class 3, I confirm the Physical Verification of Applicant.

Authorized Signatory (Sign and Seal)

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date

RA Name, Code & Seal

Signature of RA