# Digital Signature Certificate Application Check List (To be filled by applicant)

lame:User ID:						
City:	e-Mail:					
Company:						
Ph / Cell No.:	Enrollment Request Number:					
	(For office use only)	FC Code No:				
To be checked by RA Office or Dig	gital Certificate Facilitation Center					
☐ Correct type of application	form is used.					
☐ Recent <b>photograph is</b> affix	xed on the application form and signed acros	SS.				
☐ Complete office <b>address</b> a	and residential address is given.					
☐ <b>Document checklist</b> in the	e form reflects the correct documents attache	d.				
☐ Certificate Enrollment Fo	rm, generated at the time of online enrolling	process, is attached.				
☐ Application form is signed	correctly with proper dates. (Two signatures	s)				
Inform the customer not to downloading digital signatu	upgrade or reinstall internet browser or opera	ating system before				
DSC Kit Sr. No.						
DCFC Authority:						
Seal and Signature of DCFC Authorit	ty Seal and Signature of CISPL	. RA Administrator				
	Acknowledgment / Receipt					
	Enrollment Requ	est Number:				
Received a completed application for	orm from	for				
obtaining a Class 2 Digital Signature digital signature certificate is created	re Certificate. The applicant will receive notificate and ready for download.	tion over e-mail once the				
	by Cash / DD / Chq No	drawn on				



# TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY REQUEST FORM FOR CLASS-2/CLASS-3 CERTIFICATE

# **USER TYPE - INDIVIDUAL**

## 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.

DETAILS TO BE FILLED I	NΒ	<u>Y T</u>	HE	AP	PLI	CAI	NT:	*									
FULL NAME * Last Name/Surname																	
First Name														Π			
Middle Name					1												
GENDER *(Tick as applicable)			Ma	le		]						Fem	nale	<u> </u>	 ]	1	
Residential Address *															_		
Pin Code																	
Mobile Phone No.																	
Telephone No.																	
	P	Area	Coc	de				Tel	epho	ne N	No.						
Office Address *																	
Pin Code																	

Shakambaree Traders Pvt. Ltd.



Details of at least one are mandatory #									
PASSPORT NO. #									
VOTER'S IDENTITY CARD NO. #									
INCOME TAX PAN NO. #									
E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)									

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

# 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:

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

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<u>Applicant Verification Documents</u> (any one attested copy required)		
	<ul> <li>Passport</li> </ul>		
	Voter's ID		
	Bank Account Details		
	Driver's license		
	Ration Card		
	Any Other (Accompanied with attested photocopy of		
	photo ID like PAN card, etc)		
2	Online Certificate Enrollment Form with Request Number + Letter of Authority (Available for printing on completion of Online Enrollment) (Required)		

Shakambaree Traders Pvt. Ltd.

Signature of the Applicant

### **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

Date: Place:

- 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.

TO BE FILLED BY RA OFF	ICE
The above details have been verified and found to be correct.	
RAA Name: Date:	Signature of RA Administrator

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 DIGITAL CERTIFICATE'

Shakambaree Traders Pvt. Ltd.