

RCAI Class 3 - Digital Signature Certificate (DSC) Application (For Individual with Organization name)

Instructions for filling in the application form :

1. This form is to be filled by the Individual Applicant in own handwriting.
2. Please ensure that the form is complete in all respects. If you require any assistance / guidance for certificate issuance please consult our authorized representative.
3. Incomplete forms would delay the certificate issuance process. Therefore, please fill in all fields unless marked "optional".
4. Use only BLOCK LETTERS to fill the form. Check all boxes wherever applicable.
5. You are urged to review the Certificate Practice Statement available at <http://www.safescrypt.com/pdf/cps.pdf> before applying .
6. Attach documents as mentioned in section 3a to 3e on page 2 of this Form
7. Please ensure to select the **Correct Form** before applying .

For official use only	
Partner Code	
City	
Date of Application	
TRN (If applicable)	
Remarks	
DSC Issued on	

**indicates mandatory fields*

Section : 1

Certificate Type : Class 3 Individual with Organization name	Certificate Usage* Signing <input type="checkbox"/> Encryption <input type="checkbox"/>
Certificate Validity* 1 year <input type="checkbox"/> 2 years <input type="checkbox"/>	Token required* Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant details (As per Identity & Address proof)

First Name * :

Middle Name :

Last Name * :

Date of Birth * : Sex * (Male/Female)

Father's Name* :

Residential Address with PIN Code*



Photo with Signature across

If Foreigner : Nationality : Passport No. : Visa Detail. :

Organization Details (As per document attached)

Name of Organization* :

Designation of the Applicant* : Organization Unit

Organization Address with PIN Code* :

Applicant's Mobile No.* : Organization's Telephone No.*

Section : 2

Please submit the Applicant's **VALID e-mail address** which will be used for digital certificate. The same e-mail should also be used while enrolling for the digital certificate online

E-mail Address *
in BLOCK LETTERS

Documentation :

Section 3a : Identity Proof of the Applicant : Attach self attested Photocopy of any one - Valid Passport, PAN Card, Valid Driving Licence or any other Government issued ID card containing Applicant's Signature. The Photocopy of this ID proof is also to be attested by the Banker, Public Notary or a Gazetted Officer

Identity Proof submitted* Identity Proof Number*

Section 3b : Address Proof of the Applicant : Attach self attested Photocopy of any one-Residential Address proof in Applicant's Name (If Monthly Utility Bills like Telephone Bill, Electricity Bill or Bank Statement etc. is attached, the same should not be more than 3 months old. Residential Address Proof submitted*

Section 3c : Proof of Business of the Organization : Photocopy of any document as proof of right to do Business such as Valid Trade licence, Registered Partnership Deed or Certificate of Incorporation etc. duly signed by the Proprietor / All Partners / Director of the Organization. Proof of Business submitted*

Section 3d : Address Proof of the Organization : Attach any one self attested Address proof in the Name of the Organization (If Monthly Utility Bills like Telephone Bill, Electricity Bill or Bank Statement etc. is attached as address proof, it should not be more than 3 months old. Organization Address Proof submitted*

Section 3e : Letter of Employment / Authorization Letter : The format of the letter is enclosed with the Form. This letter is to be issued by the Person Authorizing the Applicant such as Proprietor / Partner / Director (as applicable) and it should not be issued by the Applicant himself. In case the Proprietor is himself the Applicant, necessary proof of his proprietorship is to be enclosed instead of this letter of Employment / Authorization letter.

Letter issued by Designation

Declaration :

I hereby declare that all information provided on this Certificate Application Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge.

Applicant's Signature ----->

(To be signed in the presence of Attestation Authority)

Form with fields: Date *, Place *, Signature*, Name of the Applicant*

Section 4 : Attestation by Sify LRA / Partner / PVS

I hereby declare that the applicant has presented himself before me and produced the original documents of ID & Address proof and I have attested the photocopies of the same as TRUE COPIES. The applicant has signed this application form in my Presence

Signature & Seal of the Attestation Authority* ----->

Form with fields: Date*, Code

Name of the Attestation Authority * :

Address of the Attestation Authority * :

Email Id & Mobile No. of Attestation Authority *

Note : Sify, at its discretion, will verify the details of this attestation.

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For office use only

Form with fields: Amount, Cheque / Cash / DD / Transaction No., Dated, Bank, Branch, Account No., Received from, Phone no., Date, Time

Licensed Registration Authority

Poddar Professional Solutions Private Limited

Regd. Office : 13, B. B. Ganguly Street, Kolkata - 700 012, India. (Near Lal Bazar, Dalhousie)

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