







**DOCUMENT CHECKLIST FOR COMPANY 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 PUBLIC NOTARY.
- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.

Sr. No.	Required Documents	Document submitted	Documents verified by RA
1	<p><b><u>Certificate of Incorporation Public &amp; Private Limited Companies (any one NOTARIZED copy required)</u></b></p> <ul style="list-style-type: none"> <li>• Certificate true copy of the Certificate of incorporation / Business commencement from either the company secretary / a Director of the company</li> <li>• Certified true copy of the Memorandum and Articles of Association from either the Company secretary / a Director of the company</li> <li>• Copy of the latest Annual report.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
	<p><b><u>Partnership Firms (any one required)</u></b></p> <ul style="list-style-type: none"> <li>• Certificate true copy of the partnership deed from either a Class I Gazette officer / Notary / Chartered Accountant.</li> <li>• Copy of One of the following: -               <ul style="list-style-type: none"> <li>○ Latest Annual Report</li> <li>○ Latest Balance sheet</li> <li>○ Latest Income Tax Return</li> </ul> </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"/>
	<p><b><u>Proprietorship Firms (any one required)</u></b></p> <ul style="list-style-type: none"> <li>• Copy of the Latest bank statement certified by the bank manager of the bank where the account is held.</li> <li>• Copy of One of the following: -               <ul style="list-style-type: none"> <li>○ Latest Balance sheet</li> <li>○ Latest Income Tax Return</li> </ul> </li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
2	<p><b><u>Subscriber Verification Documents (any one attested copy required)</u></b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Voter's ID</li> <li>• PAN card</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>Identity Card – Attested by Authorized signatory of the company with photograph.</li> <li>Driver’s license</li> <li>Ration Card</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
3	<b>Proof of Address (any one attested copy required)</b> <ul style="list-style-type: none"> <li>Passport</li> <li>Ration card</li> <li>Driver’s license</li> <li>Latest Telephone bill</li> <li>Latest Electricity bill</li> <li>LIC receipt</li> <li>Authorization Letter on the company’s letterhead attested by company’s authorized person.</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"/>
4	Company PAN No. <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>
5	Certificate Enrollment Form (downloaded from <a href="http://www.tcs-ca.tcs.co.in">www.tcs-ca.tcs.co.in</a> ) + Letter of Authority <b>(Required)</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Pricing Details:**

Options	Digital Signature Certificate	USB Token	Validity Period	Price
<b>Option A</b>	1	-	1 year	Rs. 2,245/-*
<b>Option B</b>	1	1	1 year	Rs. 3,125/-#
<b>Option C</b>	1	-	2 years	Rs. 3,928/-*
<b>Option D</b>	1	1	2 years	Rs. 4,808/-#

\* - Includes 12.24 % Services Tax on Digital Signature Certificate

#- Includes 12.24 % Services Tax on Digital Signature Certificate & 10% CST on USB Token

**Renewal**

Digital Signature Certificate	Validity Period	Price
1	1 year	Rs. 2,245/-*
1	2 years	Rs. 3,928/-*

The same USB token if procured earlier, can be used for the renewed certificate

### **Declaration**

**I hereby agree that I have read and understood the following instructions carefully and ensure proper usage of the Digital Certificate.**

1. The certificate should be downloaded onto the same machine/device from where the request was initiated.
2. After placing an online request for a certificate, the following activities should not be carried out until the certificate is successfully downloaded:
  - √ Formatting of the machine the machine
  - √ Reinstallation or upgrade of the internet browser on the machine from which the certificate request was initiated
3. At the time of registration, a valid email ID that is accessed regularly should be provided.
4. Certificate revocation is permanent and irreversible. If my certificate is revoked, I will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
5. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
6. The 'Certificate Trust Chain' has to be downloaded for using my certificate. (Link: <http://www.tcs-ca.tcs.co.in/index.jsp?link=html/chaindownload.html>)
7. It is my responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
8. Requirements with respect to Operating System and Internet Browser are as follows:
  - √ Operating System
    - a. Supported Versions - Windows 2000/XP
    - b. Recommended Versions - Windows 2000/XP
  - √ Internet Browser
    - a. Supported Versions - IE 5.5 and above
    - b. Recommended Versions - IE 6.0 and above

Date

Signature of the Applicant



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

I, \_\_\_\_\_, in the capacity of the  
\_\_\_\_\_ of \_\_\_\_\_,  
authorize \_\_\_\_\_, whose signature is attested below to carry out all the  
necessary formalities on behalf of \_\_\_\_\_ for the  
application of a Class-3 Digital Signature Certificate with the validity period of \_\_\_\_ year(s).

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

\_\_\_\_\_  
Signature and Designation  
of the Authorizing Person