

Undertaking by Applicant for Digital Signature Certificate

Instructions: For Office Use

- Use Only Latest Application Form.
- Read the Instructions Carefully given in the Application Form.
- Use Only Latest Passport size Colored Photograph of Applicant and must be cross signed by applicant.
- Fill the Application Form in CAPITAL Letters & in English Language only.
- All Details given in application form must be filled in same handwriting and must be matched with supporting documents.
- Application form must be duly signed by applicant.
- Don't make any alteration in Application Form, if found, will lead to rejection.
- Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
- Copy of supporting documents must be visible and readable.
- Supporting documents must be attested by **Gazetted Officer OR Bank Manager OR Post Master**. Documents attested by others shall not be accepted. **Else present the Originals to us for verification.**
- In case of PAN Based DSC, Provide Copy of Pan Card only. Print of online PAN data/ Details is not accepted.
- In Case of Organization Users, Authorization Letter must be on Organization's Original Letter Head with same Address provided in application form.
- Minimum Requirement for using Digital Signature is: Internet Explorer 7 or above with Windows 7 or Windows Vista or Windows 8. If you are using Windows XP / 2000 or any Old Windows, it must have Service Pack 3.

Terms & Conditions:

- In case of Any Misuse of Digital Signature we (RA,LRA)Company will not be responsible or liable.
- Submission of original Application form with required attested documents is mandatory.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted).
- **All forms are subject to final acceptance / rejection by SafeScrypt (Sify) or Emudhra CA**
- Use your Digital Signature Certificate within 72 hours from issuance. After that we shall not be responsible for any type of mistake in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.

I have read and understood all the above instructions, terms and conditions and hereby agreed to abide.

(Signature of Applicant with Date and Place)

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

I _____ (**Applicant Name**) don't have technical knowledge to Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to Download & provide my Digital Signature Certificate to me through USB Storage Device.

(Signature of Applicant with Date and Place)

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Type of Certificate	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	Certificate validity	1 Year	<input type="checkbox"/>
	Class 3	<input type="checkbox"/>		With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>		2 Years	<input type="checkbox"/>

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 with ORG DSC)

Organisation Name* :

Door No/Building Name* :

Road/ Street/ Post Office* :

Town/ City/ District* :

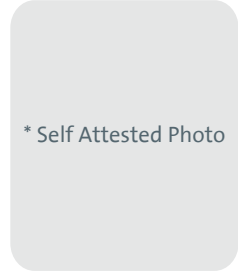
State/ Union Territory* :

Country* : PIN Code*

Telephone Number* (with STD Code):

Mobile Number* :

Email id :



Section 2: Identity Proof Details

Photo Identity Proof*	Address Proof*
Identity Proof Name (Eg: Pan Card, DL, Passport, ...) <input type="text"/>	Address Proof Name (Eg: Passport, DL, Latest Telephone Bill, ...) <input type="text"/>
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 on 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 a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the Safe Scrypt CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

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 Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document Copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal *

Date * Name *

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

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

Class 2 digital Signature Certificate now helps you to file your Income Tax Returns and Filing of E Forms with the Ministry of Corporate Affairs. Class 2A Digital Signature Certificates are Issued only to Individuals. File your Income Tax Return Hassle Free. No need to send Hand Signed Return acknowledgement copies to CPC Bangalore. Further E Filing of Income Tax Returns is mandatory for all assessee under the Income Tax Act who are liable to audit u/s 44AB (Turnover/Sales/ Gross receipts of Business Exceeding 1 Crore and 25 Lakhs in case of Professionals.

Ministry of Corporate Affairs (MCA) 21 – E Governance Project required all documents to be filed by the corporate electronically by authenticating with a Digital Signature Certificate of Class 2 or above Category

Uses:

1. E Filing of Income Tax Return – www.incometaxindiaefiling.gov.in
2. Filing of E Forms with Ministry of Corporate Affairs – www.mca.gov.in
3. Signing Form 16 / 16A – TRACES - www.tdscpc.gov.in
4. Signing of PDF Documents
5. State Level Tenders

Documents required For Class 2 digital signature are as below –

For individuals – Application Form Filled, Photograph, pan card and valid address proof ..

For companies and govt.

- Applicant photo, Application form Signed
- Company Pan Card and Registration proof
- Authorisation letter authorised by senior of applicant with stamp in section 4 of form
For Govt companies authorisation required on Letter Head with seal of senior of org.
- Applicant Pan Card and Address proof or for govt employee I card
- all docs self signed and stamp

→ Send physical copy to our address below..

→ **Signature Hub**

**Address: 270, Old Cannough Place, , Near Capri Trade Center,
Chakrata Road, Dehradun-248 001 (Uttarakhand)**

Mobile No.: +91-8791070061/8272024447/9927174944