

### 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.**

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(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.

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(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\* :

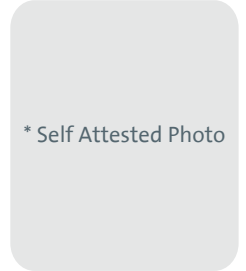
State/ Union Territory\* :

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, ...)	Address Proof Name
Identity Proof Number	(Eg: Passport, DL, Latest Telephone Bill, ...)

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"/>

SafeScrypt CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4, Rajiv Gandhi Salai, Taramani, Chennai - 600113. E-Mail: [enquiries@safescrypt.com](mailto:enquiries@safescrypt.com)

Class 3 Digital Signature Certificate is the highest level of digital signature in ways of security. Class 3 Digital Signature Certificates ensures secure transactions, transparency. Digital Signature Certificate (DSC) for Individuals , Companies and Organizations is mandatory to take part or who wish to take part in e-Tendering , e-Procurement , e-Ticketing , IPO, Patent, Trademark filing process on various websites in India.

### **What are the Types of Class 3 Digital Signature Certificate**

Class 3 Digital Signature Certificate can be obtained by Individual User or Authorized Individual on behalf of Org / Firm / Company. We categories these types as this : Individual User ( Class 3A ) & Company user( Class 3B) . As per Information Technology Act and legal status, Class 3A / Class 3B digital signature certificates can be issued in two certificates : **Signing Certificate & Encryption Certificate.**

#### **Documents required For Class 3 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**