

# Application for Individual Digital Certificate

CERTIFICATE . DIGITAL

Licensed Certifying Authority

To,  
**Capricorn Identity Services Private Limited**

Applicant ID (Internal Use)

Order ID (Internal Use)

AP

OR

Form To Be Filled In Blue Ink Only. Forms Filled In Other Ink May Be Rejected.

• **Select Certificate Type** **Class** 2  3  **Year** 1  2  3  **Type** Sign  Sign & Encrypt  Encrypt

• **Please fill the applicant details**

Applicant Name

PAN Number

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Email ID

Mobile No.

Gender

D. O. B.

		Male <input type="radio"/> Female <input type="radio"/>	DD / MM / YYYY
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## Residential Address

Address			
Town/City/District	State/Union Territory		
PIN Code	GST No. (if Applicable)		

## Document as proof of identity (Any one)

- a) Aadhaar (eKYC Service)
- b) Valid Passport
- c) PAN Card (For PAN Based DSC)
- d) Valid Driving Licence
- e) Valid Post Office ID Card
- f) Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
- g) Any Government issued photo ID card bearing signatures of the individual.
- h) Bank Passbook/statement containing signature and photograph attested by the concerned Bank official.

## Documents as proof of address (Any one)

- a) Aadhaar (eKYC Service)
- b) Valid Passport
- c) Valid Driving Licence (DL)/ Registration Certificate (RC)
- d) Latest Utility Bill (Telephone Bill/ Electricity Bill/ Water Bill)
- e) Latest Gas Connection Bill
- f) Latest Bank Statements signed by the bank
- g) Voter ID Card
- h) Latest Property Tax/ Municipal Corporation Receipt

Identity Proof Number

Address Proof Details

Both the above listed Documents to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)

**Note:** Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

## Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

affix recent passport size photograph of the applicant

applicant has to sign across the photograph extended to application form in **BLUE INK**

Signature of applicant as in ID Proof

**Signature In Blue Ink Only.**

**Date:**

**Place:**

## For Office Use Only

Please Affix Partner / Re-seller / Associate Signature Here.  
Verification Officer / Trusted Role Signature To Be Affixed Here.

Docs Verification	
Form Accepted	
Enrollment	
Imaging	
Phone Verification	
Video Recording	
CA Approval	
Key Generation	



# For Class 2 or Class 3 Individual Category of Digital Signature Application

## DOCUMENTS

<b>For Individual DSC - Any one Subscriber's Identity Proof as per Table A and Any One Subscriber's Address Proof as per Table B</b>	
<b>Table A</b> <b>Document as proof of identity (Any one)</b>	<b>Table B</b> <b>Documents as proof of address (Any one)</b>
a) Valid Passport b) Valid Driving License c) PAN Card (Proof Mandatory if PAN Value is to be included) d) Valid Post Office ID card e) Bank Account Passbook containing photograph and signed by the individual attested by the concerned Bank official. f) Valid Photo ID card issued by Ministry of Home Affairs. g) Any Government issued valid photo ID card bearing the signatures of the individual.	a) Latest Utility Bill (Telephone Bill/ Electricity Bill/ Water Bill) b) Aadhaar Card c) Valid Passport d) Gas connection or Gas Bill, not earlier than 3 months e) Bank Statements signed by the bank, not earlier than 3 months f) Valid Driving License (DL)/Valid Registration certificate (RC) g) Voter ID Card h) Latest Property Tax/ Municipal Corporation Receipt. i) Any Govt. Issued Photo ID card Containing Address of Applicant.
<b>Both the above listed Documents to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)</b>	

## INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. Use **Blue Ink** only.
- Subscriber shall cross-sign the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, the signature should be verified by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or for any other reasons, Power of attorney holder is NOT allowed to sign on behalf of the Subscriber; such Subscriber should apply through Aadhaar eKYC service (Biometric based or OTP based).
- Inconsistent/incomplete applications are liable to be rejected. The Application shall be verified in accordance with the Identity Verification Guidelines issued by Controller of Certifying Authorities of India (CCA).
- Subscriber's Email ID and Mobile Number in the application should be Unique, valid and active. It should not have been used by any other DSC Subscriber.
- USB Token (Cryptographic Device) as per latest CCA Crypto guidelines is required for generation of DSC. If the Subscriber does not have it, he/she should make arrangement for the same before download.
- If the DSC is to be used for Income Tax/GST Registration/MCA, please provide proof of PAN of the Individual Subscriber Applicant.
- This form is not applicable for Foreign Applicants.
- In case of Encryption Certificate, The backup of the certificate in .pfx format should be securely maintained by the Certificate Holder.
- Please check your Digital Signature and in case of any issues, Report the same within 7 days.
- Bank Details: Poddar Professional Solutions Pvt. Ltd. ICICI Bank, Howrah Br, Current A/c No. 628005009139 IFSC Code: ICIC0006280

## VERIFICATION

**Mobile Verification:** After enrolment, the Subscribers will receive a SMS on their registered mobile number containing applicant id and email, If the same is correct, the Subscriber has to forward the same SMS from the same Mobile Number to 92122 20059. For Government Organizations and foreign applicants, mobile verification is exempted.

**Video Verification:** After enrolment, a link will be sent to the Subscriber's email ID, the Subscriber has to click the link and record his 25 Seconds video stating his/her name and other details as specified in the Video Link Page.

## ATTESTATION

- Subscriber's Identity and Address Proof is to be attested either by Bank Officer, Post Master or Group A/ B Gazetted Officer.
- Suggestive List of Group A or Group B Gazetted Officers are stated in the below table.
- Name, designation, office address and contact number of the Attesting officer should be clearly visible.

<b>Group 'A'</b> <b>Gazetted officers include</b>	<b>Group 'B'</b> <b>Gazetted officers include</b>
a) All India services though posted to states b) Promotes from states to the cadre of Asst. commissioner & above c) Police officers (Circle Inspector and above) d) Additional District Civil surgeons e) Executive Engineers and above f) District Medical Officer and above g) Lt. Col and above h) Principals of Government Colleges and above i) Readers and above of Universities and ( j) Patent Examiner etc.	a) Section Officer b) BDO (Block Development Officer) c) Tahsildar d) Junior Doctors in Government Hospitals e) Assistant Executive Engineer f) Lectures in Government colleges g) Headmaster of Government high schools h) 2nd Lieutenant to Major i) Magistrate

## **Poddar Professional Solutions Private Limited**

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