

Application for Organisation 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

Email ID

Mobile No.

Gender

D. O. B.

Male Female

DD / MM / YYYY

• **Please fill the organisation details**

Organisation Name

Organisation Address

Department / Unit

Town/City/District

State/U.T.

GST No. / PAN No.

PIN Code

--> For Documents & Instructions see page 2

Authorization Letter**NOTE: The authorized signatories for applying digital signature certificate should be duly authorized by a resolution of board of directors/partners.**

This is to certify that, Mr. / Ms. _____ has provided correct information in the application form for issuance of digital certificate and to the best of my knowledge and is working with (Organization Name) _____

He / She is hereby authorized to obtain a digital certificate issued by CAPRICORN IDENTITY SERVICES PVT. LTD.

Details of Authorising Person

Name

Designation

Identity Card No: / Employee ID:

Date

Place

Signature & Seal of the Authorising Person**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
applicantapplicant has to sign across
the photograph extended
to application form in
BLUE INK**Signature In Blue Ink Only.**

Signature of applicant as in ID Proof

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 Organisation Category of Digital Signature Application

DOCUMENTS

<u>Subscriber's Identity & Address Proof</u>						
1	Applicant's Identity Proof (Copy of Any One – PAN Card, Passport, Driving License, Govt. ID with Photo & Signature of the Subscriber or Bank attested Passbook with Subscriber's Photo and Signature)					
2	Applicant's Address Proof (Copy of Any One – Aadhaar Card, Voter ID, Valid Passport, Valid Driving License or Telephone, Electric, Water Bill, Gas Bill, Bank Statement, Latest Property Tax/ Municipal Corporation Receipt) (Not older than 3 months)					
Both the above listed Documents to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)						
<u>Organisation Based Documents (Not required for Individual DSC) To be Attested by the Authorized Signatory of the Organisation</u>						
Organization Type :	Proprietor	Partnership	Company	LLP	AOP	NGO/Trust
Document Name	○	○	○	○	○	○
Trade License / GST Certificate	✓	✓	✓	✓	✓	✓
Bank Statement (First 2 Pages)	✓	✓	✓	✓	✓	✓
ITR Acknowledgement		✓	✓	✓	✓	✓
Partnership Deed / Agreement / Trust Deed (First 2 Pages)		✓	✓	✓		✓
Organization Pan Card		✓	✓	✓	✓	✓
Certificate of Incorporation (if Applicable)			✓	✓	✓	✓
Memorandum of Articles / Rules By Laws (First 2 Pages)			✓	✓	✓	✓
Audit Report / Annual Return (First 2 Pages)			✓			✓
Board Resolution / Authorized Signatory			✓	✓	✓	✓
Authorization Letter (Sample Format Attached)		✓	✓	✓	✓	✓
Authorized Signatory ID Proof		✓	✓	✓	✓	✓

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 to 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, please provide proof of PAN of the Individual Subscriber Applicant.
- This form is not applicable for Foreign Organisation & Govt. Organisation.
- 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

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

- Organisation Based Documents to be attested by the Head of the Organisation with Organisation Seal. In case of Partnership by another Partner, In case of Company by another Director, In case of Proprietorship by Proprietor himself.
- Subscriber's Identity and Address Proof to be attested either by Bank Officer, Post Master or Group A/B Gazetted Officer.
- Name, designation, office address and contact number of the Attesting officer should be clearly visible.

AUTHORISATION (Required only for Organisation DSC)

For Application for Digital Signature with Organisation Name, Authorization is required, from the Head of the Department. Authorization can be done by persons depending on the Nature of the Organisation such as another Partner or Director or Other Member of the Managing Committee or Trustee or Head of the Department or Unit Head (as the case may be) and he should not be himself the Applicant in this Application. The authorized signatory shall authorize the Applicant for Digital Signature and Sign with Name, Designation and Organisation Seal either on the Application Form itself or on a Separate Letterhead attaching his Employee ID proof.

(Sample Resolution Format for Authorization)

“Resolved that Mr. [Name of the person being appointed for authorization], whose details are given below, be and is hereby vested with the power to permit [Name of the Subscriber Applicants] for procuring Digital Signature with the Name of the Organisation enabling the Applicant for transacting on the Organization's behalf thru Digital Signature.”

Poddar Professional Solutions Private Limited

13, B. B. Ganguly Street, (Near Lal bazaar, Opposite Himalaya Optical)

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