

Customer Identification Number : _____ (for office use only)

PLEASE TICK ANY ONE

Class1

OR

Class2

OR

Class3



Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

INSTRUCTIONS

- Please fill the form in English only in legible format.
- For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 7226971020 / 9913597849 / 8000281227 / 7046466623.
[Customer id :Space[**CID NO.**]Space[**Email:**] Space[_____]
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be - clearly visible.
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
- OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname

First Name

Middlename

Unique Email ID

Unique Mobile No.

Affix recent
passport size
photograph of the
applicant

GST Number

Identity Details of Applicant DOC Number

- ☐ *PAN Card or *Aadhaar Number ☐ Driving License ☐ Passport ☐ Govt. ID Card ☐ Postoffice ID Card ☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer
- ☐ I hereby declare that neither PAN nor Aadhaar Number has been issued to me

Tick any one and enclose the attested copy of same. (*For PAN based DSC, please provide the PAN Card details.)

Residential Address

Area / Landmark

State

PIN

Contact No.

PLEASE 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant
with seal of Organization

Verified by (n)Code Office

Seal & Signature

For RA use only

ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY

RA Name, Seal & Signature

Customer Identification Number : _____ (for office use only)

Documents Required for Verification



Attested copy of any of the following for an Individual Application

1 Document as proof of identity (any one)

- ☐ PAN Card
- ☐ Driving License
- ☐ Passport
- ☐ Govt. ID Card
- ☐ Postoffice ID Card
- ☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

2 Document as proof of address (any one)

- ☐ *Telephone / Electricity / Water Bill
- ☐ Voter ID Card
- ☐ *Gas Connecton
- ☐ Property Tax / Corpoation Tax Municipal Corporation Receipt
- ☐ Bank Statement attested by the Bank (Recent)
- ☐ Driving License (DL) / Registration Certificate (RC)
- ☐ Passport
- ☐ Aadhaar Card (eKYC Service)
- ☐ GST Number Registration Certificate

*Should not be older than 3 months.

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING (THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- ☐ Gazette officer
- ☐ Bank Manager / Authorised executive of the Bank
- ☐ Post Master

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

NOTE :

In the case of authorised signatories' self DSC application, It should be counter signed by at least one authorised personal other than authorised signatory.

As per new Guideline from **CCA-Government of India**, with effect from 1st August 2017 All certifying authority will be direct billing the **certificate subscription fees** alone to the DSC applicant directly.

Rest all services like DSC processing, Documentation handling, KYC checks, Aadhaar based authentication, Courier charges, Uploading and Downloading Charges, Technical support, USB token Hardware and other incidental charges occurred in delivering the DSC services will be billed to the DSC Applicant by service Provider.