

**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY**  
**REQUEST FORM FOR CLASS 2 CERTIFICATE**  
[INSTRUCTIONS](#)

Affix recent passport-size photograph of the applicant. Applicant to sign across the photograph

**USER TYPE – GOVERNMENT / BANKING SECTOR**

Validity of DSC\*  1 year  2 Years

Gender\*  Male  Female

Surname^  Given Name\*^

Father/Husband's Name  Initials^

E-Mail Address\*^

Alternative E-Mail Address

**Organisation details**

Name\*^

House Identifier\*^

Street Address\*^

City\*^  Pin Code\*^

Country\*^  State\*^

Telephone\*    Mobile

FAX

Administrative ministry / Department\*

Government of India / State Government\*

**DOCUMENT CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE**

**Subscriber proof of identity and residence(ATTESTED copy required)**

Identity and Residence

<input type="checkbox"/> Passport	<input type="text"/>	<input type="checkbox"/> Driving License	<input type="text"/>
<input type="checkbox"/> Photo Identity Card	<input type="text"/>		

Identity

<input type="checkbox"/> PAN Card	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License	<input type="text"/>	<input type="checkbox"/> Bank A/C Passbook with Photo	<input type="text"/>
<input type="checkbox"/> Photo Identity Card	<input type="text"/>		

Residence

<input type="checkbox"/> Latest Telephone Bill	<input type="text"/>	<input type="checkbox"/> Latest Electricity Bill	<input type="text"/>
<input type="checkbox"/> Latest Bank Statement	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driving License/RC	<input type="text"/>	<input type="checkbox"/> Water Bill	<input type="text"/>
<input type="checkbox"/> Gas Connection	<input type="text"/>	<input type="checkbox"/> Service Tax/VAT Tax/Sales tax Registration Certificate	<input type="text"/>
<input type="checkbox"/> Voter Identity Card	<input type="text"/>	<input type="checkbox"/> Property Tax	<input type="text"/>

Letter of Authority\*  Letter of Authority

## **Annexure A - Letter of Authority**

I, \_\_\_\_\_ in the capacity of the \_\_\_\_\_ of \_\_\_\_\_, authorize \_\_\_\_\_, whose signature is attested below to carry out all the necessary formalities on behalf of \_\_\_\_\_ for the application of a Class-3/Class-2 Digital Signature Certificate with the validity period of \_\_\_\_\_ year(s).(required validity period needs to be mentioned)

\_\_\_\_\_  
Signature and Designation  
of Authorizing Person

\_\_\_\_\_  
Signature and Designation  
of the Applicant

<b>Applicant Declaration</b>	<b>RA Declaration</b>
<p>I hereby confirm that I have read and understood the above instructions and will follow the above instructions for obtaining and using the Digital Signature Certificate.</p> <p><input type="checkbox"/> I am fully aware of the risks associated with sharing of my Digital Signature and I authorise my RA to generate and download my Digital Signature Certificate on my behalf.I will not hold TCS-CA liable for any misuse by the RA with this Digital Signature Certificate.</p> <p>Date: _____ Place: _____ Signature of the Applicant</p>	<p>I hereby confirm that I have received and verified the documents submitted by the subscriber.</p> <p>Date: _____ Place: _____ Signature of the RA Officer</p>

**RA OFFICE NAME :** RA Office / **USER ID :** \_\_\_\_\_ / **REQUEST NUMBER :** \_\_\_\_\_

The certificate Request Form, Online Enrollment Form, Demand Draft and the supporting documents as per the document checklist have to be forwarded to the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

**RA Name:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_