



State/Union Territory

Pin

Telephone No. --
Area Code Telephone No.

Fax --
Area Code Fax No.

Web Page URL, if any

APPLICANT'S (AUTHORISED SIGNATORY) PERSONAL DETAILS: * (Mandatory)

FULL NAME *
Last Name/Surname

First Name

Middle Name

GENDER *(Tick as applicable)

Male Female

DATE OF BIRTH (DD/MM/YYYY) * / /

CONTACT ADDRESS

Flat/Door/Block No.

Name of Premises/
Building/Village

Road/Street/Post Office

Area/Locality/Taluka
Sub-Division

Town/City/District

State/Union Territory



Pin	<input type="text"/>
Telephone No.	<input type="text"/> -- <input type="text"/>
	Area Code Telephone No.
	Extension No. <input type="text"/>
Mobile No.	<input type="text"/>
Important Note: RA office will contact using the contact numbers provided above.	
Fax No.	<input type="text"/> -- <input type="text"/>
	Area Code Fax No.
Nationality	<input type="text"/>
Visa details, in case of Foreign Nationals	
<input type="text"/>	

Details for at least one is mandatory

<u>PASSPORT DETAILS #</u>	
Passport No.	<input type="text"/>
Passport Issuing Authority	<input type="text"/>
Passport Expiry Date (DD/MM/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
<u>INCOME TAX PAN NO. #</u>	<input type="text"/>
E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)	
<input type="text"/>	



ANY OTHER DETAILS

Date

Signature of the Applicant

TO BE FILLED BY RA OFFICE

The above details have been verified and found to be correct.

TYPE OF DIGITAL CERTIFICATE REQUIRED:

Signing Certificate (Single Key pair) - *This can be used for signing and/or encryption*

Signature of RA Office

Name:

Date:

Seal:

3	Resolution of Company/GPA for the authorized signatory (Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Applicant Verification Document for Address proof (any one attested copy required)</u> <ul style="list-style-type: none"> • Telephone bill • Electricity bill • Bank statement attested by the Bank • Pan allotment letter • Ration Card 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	<u>Applicant Verification Document for Photo-Id proof (any one attested copy required)</u> <ul style="list-style-type: none"> • Passport • Pan Card • Driver's license • Employer Photo-Id (Only Public Limited Companies, Banks and Government Organisation) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Certificate Request form (Required)	<input type="checkbox"/>	<input type="checkbox"/>
7	Certificate Enrollment form + Letter of Authority (Available for printing on completion of Online Enrollment) (Required)	<input type="checkbox"/>	<input type="checkbox"/>

Note:

In the case where the address on the photo-id proof provided e.g. copy of Passport or Driving License does not match with the address in address proof provided, an affidavit should be submitted along with the supporting documents and the application form.

Instructions

1. The certificate shall be downloaded onto the same computer / Hardware device (USB token, Smart Card etc.) by login as same computer user account from where the request was initiated.
2. After placing an online request for a certificate, the following activities **shall not** be carried out until the certificate is successfully downloaded:
 - Formatting of the computer
 - Deletion of computer user account used to logon when the request was initiated
 - Reinstallation or upgrade of the Internet browser on the computer from which the certificate request was initiated.
3. At the time of registration, a valid and active email ID that is accessed frequently shall be provided.
4. The certificate must not be shared with others or used by them on your behalf.
5. If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
6. Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate. The same will be approved only after the payment of necessary applicable charges.
7. The security level in the Internet Browser should be set to 'Medium' and all scripting should be enabled.
8. If your role changes and you are no longer the authorized signatory of the organization, you must contact your RA Administrator immediately and apply for the revocation of your certificate.
9. If any information provided in your certificate changes, then you shall revoke the existing certificate and apply for a new certificate. The same will be approved only after the payment of necessary applicable charges.

Declaration

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.

Date

Place

Signature of the Applicant

This certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to the RA Office at the following address:

Duly mark the envelope as 'APPLICATION FOR DIGITAL CERTIFICATE'

SCS Corporate Solutions India Private Limited

Address:

**#101 PMG COMPLEX,
SOUTH USMAN ROAD, T NAGAR,
CHENNAI-600017**

RA Administrators:

Vimon John Mohan

Tel: 044 - 32972241

Mob: 9884292979

E-mail: vimon@scscorporate.com

Ragu K

Tel: 044 - 4283114

Mob: 9884222241

E-mail: ragu@scscorporate.com