



**TATA CONSULTANCY SERVICES LIMITED – CERTIFYING AUTHORITY
REQUEST FORM FOR CLASS-2 CERTIFICATE**

USER TYPE – INDIVIDUAL

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

Instructions:

1. Please fill the form in BLOCK LETTERS
2. Items marked with * are mandatory.
3. For the items marked with # (Details for at least one are mandatory)

DETAILS TO BE FILLED IN BY THE APPLICANT: *

FULL NAME *

Last Name/Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

GENDER *(Tick as applicable)

Male

Female

Residential Address *

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pin Code

--	--	--	--	--	--

Mobile Phone No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone No.

						--													
--	--	--	--	--	--	----	--	--	--	--	--	--	--	--	--	--	--	--	--

Area Code

Telephone No.

Office Address *

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Pin Code

--	--	--	--	--	--

Details for at least one is mandatory

PASSPORT DETAILS #

Passport No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Passport Issuing
Authority

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Passport Expiry Date
(DD/MM/YYYY)

		/			/				
--	--	---	--	--	---	--	--	--	--

INCOME TAX PAN NO. #

--	--	--	--	--	--	--	--	--	--

E-MAIL ADDRESS * (Mandatory - a valid and active email ID that is accessed frequently)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The information provided above in the Request Form for procuring a DSC from TCS-CA is true and correct to the best of my knowledge.

Date

Signature of the Applicant

CHECKLIST FOR INDIVIDUAL TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

NOTE :

- ATTESTATION TO BE DONE BY GAZZETTED OFFICER.
- NOTARIZATION TO BE DONE BY PUBLIC NOTARY.

Sr. No.	Required Documents (Photo copies)	Document submitted	Documents verified by RA
1	<p><u>Applicant Verification Document for Photo-Id proof (any one attested copy required)</u></p> <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"/>
2	<p><u>Applicant Verification Document for Address proof (any one attested copy required)</u></p> <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"/>
3	Certificate Request form (Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Online Certificate Enrollment Form with Request Number + Letter of Authority <i>(Available for printing on completion of Online Enrollment)</i> (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.

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'

Instructions

1. All subscribers are advised to read Certificate Practice Statement of CA.
2. 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.
3. 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.
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. Application form must be submitted in person.
7. Incomplete/Inconsistent application is liable to be rejected.

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

TO BE FILLED BY RA OFFICE

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

Signature of RA Office

Name:

Date:

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**