

# Digital Signature Certificate Subscription Form

Class of Certificate	Class 2 <input type="checkbox"/>	Type of Certificate	Individual <input type="checkbox"/>	Signing <input type="checkbox"/>	Certificate validity	1 Year <input type="checkbox"/>
	Class 3 <input type="checkbox"/>		With Org Name <input type="checkbox"/>	Encryption <input type="checkbox"/>		2 Years <input type="checkbox"/>

## Section 1: Subscriber Details

Name\*:

Designation :

Date of Birth\*:         Gender\*:  Male  Female

Address (Residential address in case of Individual or Organization address in case of with ORG DSC)

Organisation Name \* :

Door No/Building Name \* :

Road/ Street/ Post Office \* :

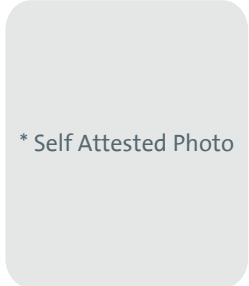
Town/ City/ District \* :

State/ Union Territory \* :

Country\* :  PIN Code\*

Telephone Number\* (with STD Code):

Mobile Number\* :



## Section 2: Identity Proof Details

<b>Photo Identity Proof*</b> Identity Proof Name <input type="text"/> ( Eg: Pan Card, DL, Passport, ...) Identity Proof Number <input type="text"/>	<b>Address Proof*</b> Address Proof Name <input type="text"/> ( Eg: Passport, DL, Latest Telephone Bill, ...) <input type="text"/>
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Note\*: Subscriber's signature should appear on the Photo ID Proof.

## Section 3: Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the Safe Script CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

Signature of the Subscriber\*

Date\*:         Place\*:

Note\*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

## Section 4: Authorisation (\*only for ORG DSC)

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal\*

### For office use only

Attestation By Sify Authorised LRA/Partner(\*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document Copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal \*

Date \*         Name \*

Note\*: Safescrypt at its discretion, will make a telephone call to verify the details of this Subscriber.

Partner Name:	<input type="text"/>
Date of Issuance:	<input type="text"/>
City:	<input type="text"/>

<< To be Printed on the Company Letter Head >>

**Letter of Employment**

**Certificate Applicant Information**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

I, (Name of the Authorised Signatory) \_\_\_\_\_, certify that on (Date) \_\_\_\_\_, (Name of the Certificate Applicant) \_\_\_\_\_ is an employee of our organization (Organisation Name) \_\_\_\_\_ and that the Applicant's Employee ID is (Employee ID) \_\_\_\_\_. I acknowledge by my signature, that the Applicant information in this document is complete and accurate as per our office records.

(Signature of Authorised Signatory)

(Company Seal)

**Details of Authorised Signatory**

Full Name: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **PROPRIETOR ORGANIZATION REQUIRED BELOW MENTION DOCUMENTS**

1. Certificate application form along with applicant photo cross-signed by applicant himself.
2. Letter Of Employment (LOE) on Organization Letter Head. **(Attested by Proprietor of organization along with company seal )**
3. **One ID proof and one address proof (Attested by Banker or Notary or Gazette Officer).**

<b><u>ID Proof</u></b>	:	Pan Card	<b><u>Address Proof</u></b>	:	Electricity Bill
		Passport			Pass Book
		Voter-Id			Passport
		Driving License			Driving License
					Voter-Id

4. **Any one of the Organization proof issued by government (Attested by Proprietor of organization along with company seal)**
  - ➔ **Sale tax doc (VAT) issued by government with proprietor's signature and company stamp.**
  - ➔ **Or pan card of proprietor with last 2 yr IT returns with proprietor's signature and company stamp.**