

User Id: \_\_\_\_\_

RA Name: High On Information and Technology Pvt Ltd

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

USER TYPE – GOVERNMENT / BANKING SECTOR

**Instructions:** Items marked with \* are mandatory.

Items marked with ^ are prepopulated in the Certificate Enrollment form

Items highlighted with black border are modified fields and require reverification.

If you want a DSC with PAN. Please select PAN card as proof of identity.

**Note:** The applicants name in the Digital Signature Certificate is combination of 1) Surname, 2) Given name, 3) Father's/Husband's name and 4) Initials in the mentioned order (3 and 4 are optional). Please provide details accordingly.

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

Validity of DSC\*

Gender\*

☐ Male ☐ Female

<input type="checkbox"/> Empower India DSC	<input type="checkbox"/> 1 year
<input type="checkbox"/> 2 Years	

Surname^	<input type="text"/>	Given Name*^	<input type="text"/>
Father/Husband's Name^	<input type="text"/>	Initials^	<input type="text"/>
E-Mail Address*^	<input type="text"/>		
Alternative E-Mail Address	<input type="text"/>		

**Organisation details**

Name*^	<input type="text"/>		
House Identifier*	<input type="text"/>		
Street Address*	<input type="text"/>		
City*^	<input type="text"/>	Pin Code*^	<input type="text"/>
State*^	<input type="text"/>	Country*^	<input type="text"/>
Telephone*	<input type="text"/>	Mobile	<input type="text"/>
FAX	<input type="text"/>		
Administrative ministry / Department*	<input type="text"/>		
Government of India / State Government*	<input type="text"/>		

**DOCUMENT CHECKLIST FOR GOVERNMENT TYPE OF CERTIFICATE**

**Note:** Copies of one or more of the following must be provided to TCS-CA to authenticate the identity & proof of residence.

Provide the appropriate identification details for the selected document.

Attestation to be done by GAZETTED officer or Notarization to be done by PUBLIC notary.

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.

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

☐ Identity and Residence

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

☐ Residence

<input type="checkbox"/> Latest Electricity Bill	<input type="text"/>	<input type="checkbox"/> Bank Account	<input type="text"/>
<input type="checkbox"/> LIC Receipt	<input type="text"/>	<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Ration Card	<input type="text"/>	<input type="checkbox"/> Driving License	<input type="text"/>
<input type="checkbox"/> Others	<input type="text"/>		

Letter of Authority\*



Letter of Authority

**Instructions**

- All subscribers are advised to read Certificate Practice Statement of CA.
- 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.
- The certificate must not be shared with others or used by them on your behalf
- Certificate revocation is permanent and irreversible. If your certificate is revoked, you will have to reapply for a fresh certificate.
- It is your responsibility to remember the passwords that are used while generating/exporting the certificates/keys.
- If you lose your key pair, you shall inform the RA Administrator immediately and apply for the revocation of your certificate.
- 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.
- Application form must be submitted in person.
- Incomplete/Inconsistent application is liable to be rejected.

**Instructions For Form Filling**

Surname	Enter your <b>Surname</b> . Maximum limit of 64 alphanumeric characters.
Given Name	Enter your <b>Given Name</b> . Maximum limit of 64 alphanumeric characters.
Father/Husband's Name	Enter your <b>Father/Husband's Name</b> if you want <b>Father/Husband's Name</b> to appear in your Certificate. Maximum limit of 64 alphanumeric characters.
Initials	Enter your <b>Initials</b> if you want <b>Initials</b> to appear in your Certificate. Maximum limit of 64 alphanumeric characters.
E-mail Address	Enter your <b>E-mail Address</b> . Maximum limit of 64 alphanumeric characters. Must be in the format of <b>name@domain.com</b>
Alternative E-mail Address	Enter your <b>Alternative E-mail Address</b> . Maximum limit of 64 alphanumeric characters. Must be in the format of <b>name@domain.com</b>
Organization Name	Enter your <b>Organization Name</b> . Maximum limit of 64 alphanumeric characters.
Organization House Identifier	Enter your <b>Organization House Identifier</b> . Maximum limit of 60 alphanumeric characters.
Organization Street Address	Enter your <b>Organization Street Address</b> . Maximum limit of 60 alphanumeric characters.
Office city	Enter your <b>Office city</b> . Maximum limit of 32 alphanumeric characters.
Office PIN Code	Enter your <b>Office PIN Code</b> . Maximum limit of 10 alphanumeric characters.
Office State	Enter your <b>Office State</b> . Maximum limit of 32 alphanumeric characters.
Office Country	Enter your <b>Office Country</b>
Office Telephone Country Code	Enter your <b>Office Telephone Country Code</b> . Maximum limit of 2 numbers.
Office Telephone Area Code	Enter your <b>Office Telephone Area Code</b> . Maximum limit of 4 numbers.
Office Telephone	Enter your <b>Office Telephone</b> . Maximum limit of 15 numbers.
Office Mobile Country Code	Enter your <b>Office Mobile Country Code</b> . Maximum limit of 2 numbers.
Office Mobile	Enter your <b>Office Mobile</b> . Maximum limit of 15 numbers.
Office FAX Country Code	Enter your <b>Office FAX Country Code</b> . Maximum limit of 2 numbers.
Office FAX Area Code	Enter your <b>Office FAX Area Code</b> . Maximum limit of 4 numbers.
Administrative ministry / Department	Enter your <b>Administrative ministry / Department</b> . Maximum limit of 64 numbers.
Government of India / State Government	Enter your <b>Government of India / State Government</b> . Maximum limit of 64 numbers.
<b>Documents checklist: Identity and Residence</b>	
Passport	Enter your <b>Passport number</b> as in the enclosed attested copy of your passport. Eg. A3608997. Maximum limit of 32 characters.
Driving License	Enter your <b>Driving License</b> number as in the enclosed attested copy of your Driving License. Eg. DL9246/DEC/95. Maximum limit of 32 characters.
Others	Enter any <b>Other Identity and residence proof</b> . Maximum limit of 32 characters.
<b>Documents checklist: Identity</b>	
PAN Card	Enter your <b>PAN card</b> number as in the enclosed attested copy of your PAN Card. Eg. AAAAA1111A. Maximum limit of 32 characters.
Passport	Enter your <b>Passport number</b> as in the enclosed attested copy of your passport. Eg. A3608997. Maximum limit of 32 characters.
Driving License	Enter your <b>Driving License</b> number as in the enclosed attested copy of your Driving License. Eg. DL9246/DEC/95. Maximum limit of 32 characters.
Identity Card	Enter your <b>Identity Card</b> number as in the enclosed attested copy of your Identity Card. Eg. 556789. Maximum limit of 32 characters. Must be <b>Attested by authorized signatory of the company</b>
Others	Enter any <b>Other Identity proof</b> . Maximum limit of 32 characters.
<b>Documents checklist: Residence</b>	
Latest Electricity Bill	Enter your <b>Latest Electricity Bill</b> . Maximum limit of 32 alphanumeric characters.
Bank Account	Enter your <b>Bank Account</b> number as in the enclosed attested copy of your bank statement. Eg. 000401532978. Maximum limit of 32 characters.
LIC Receipt	Enter your <b>LIC Receipt</b> . Maximum limit of 32 alphanumeric characters.
Passport	Enter your <b>Passport number</b> as in the enclosed attested copy of your passport. Eg. A3608997. Maximum limit of 32 characters.
Ration Card	Enter your <b>Ration Card</b> number as in the enclosed attested copy of your Ration Card. Eg. IN12345667876434554. Maximum limit of 32 characters.
Driving License	Enter your <b>Driving License</b> number as in the enclosed attested copy of your Driving License. Eg. DL9246/DEC/95. Maximum

	limit of 32 characters.								
Others	Enter any <b>Other residence proof. Maximum limit of 32 characters.</b>								
<b>Documents checklist: Letter of authority</b>									
Letter of Authority	Enter Submitted or enclosed if you have enclosed attested copy of <b>Letter of Authority.</b>								
<table border="1"> <thead> <tr> <th><b>Applicant Declaration</b></th> <th><b>RA Declaration</b></th> </tr> </thead> <tbody> <tr> <td>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.</td> <td>I hereby confirm that I have received and verified the documents submitted by the subscriber.</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> <tr> <td>Place: Signature of the Applicant</td> <td>Place: Signature of the RA Officer</td> </tr> </tbody> </table>		<b>Applicant Declaration</b>	<b>RA Declaration</b>	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.	I hereby confirm that I have received and verified the documents submitted by the subscriber.	Date:	Date:	Place: Signature of the Applicant	Place: Signature of the RA Officer
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Date:	Date:								
Place: Signature of the Applicant	Place: Signature of the RA Officer								

### **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

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

**Note:** Guidelines on how to fill the Letter Of Authority based on type of organization.

1. Public & Private Limited Companies: The applicant of the certificate has to get himself authorized by the superior to whom he/she reports in the said company. If the applicant himself is the head of the organization, he can authorize himself.
2. Partnership Firms: The partner who is the applicant of the certificate has to get himself authorized by the other partner of the said partnership firm.
3. Proprietorship Firms: The proprietor who is the applicant of the certificate has to self authorize as he is the whole & sole responsible of the proprietary concern.

The certificate Request 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 Office Address:**

#### **High On Information and Technology Pvt Ltd**

309, Gateway Plaza,  
Hiranandanani Gardens,  
Powai, Mumbai- 400076

#### **Contact details:**

Pankaj Namdharani  
Ph: 022-25708897  
Mobile: 919867040623  
E-mail: pankaj\_namdharani@yahoo.com

Saji Nair

Ph: 022-25708897

Mobile: 919819179882

E-mail: [sajinair76@gmail.com](mailto:sajinair76@gmail.com)