Registration Form for Digital Certificate
Class 2 (n)Exim FOR ORGANIZATION

GNFC

(n)Code Solutions
e-Safe . e-Secure . e-Sure .

Customer Identification Number : _____ (for office use only)

| PLEASE TICK ANY ONE | Validity 2 Years | ☐ | OR | Validity 1 Year | ☐ |

e-Safe , e-Secure , e-Sure

1 **Applicant Name** APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

| Surname | First Name | Middlename |

Affix recent passport size photograph of the applicant

2 **Unique Email ID**

3 **Unique Mobile No.**

4 **GST Number**

5 **Identity Detail of Applicant** — Please tick any one and enclose the copy of same

☐ *PAN Card or *Aadhaar Number ☐ Driving License ☐ Passport ☐ Postoffice ID Card ☐ Copy of Bank A/c. Passbook containing photo & signed by applicant with attestation by concerned Bank Officer ☐ Government issued photo ID card bearing the signature of the applicant

☐ I hereby declare that neither PAN nor Aadhaar Number has been issued to me

*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

6 **Company Name**

7 **Company PAN** **Department**

8 **Office Address** As per supportting document submitted

9 **Area / Landmark** | | Town/City/District | State | P I N C O D E |

IEC Number **Branch Code**

PLEASE NOTE :

"Section 71 of IT Act (www.ncodesolutions.com/PDF/ITbill2000.pdf) stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.

2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.

3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

4. I, Aadhaar holder hereby provide my consent to (n)Code Solutions, a Certifying Authority (or through their Registration Authority) and submit my paper based copy of my Aadhaar Card as supporting document for issuance of Digital Signature Certificate as per IT Act.

| Date : | Place : | Signature of Applicant with seal of Organization (Blue Ink Only) |

| Verified by (n)Code Office | For RA use only — ALL DOCUMENTS, ADDRESS AND PHYSICALPRESENCE VERIFIED BY |
| Seal & Signature | RA Name, Seal & Signature |

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Toll Free: 1800-419-4455
www.ncodesolutions.com

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Documents Required for Verification

DOCUMENT REQUIRED FOR AN ORGANIZATION DSC APPLICATION

(1) Attested copy of following documents

INDIVIDUAL/ PROPRIETORSHIP FIRM

- ☐ Copy of Business Registration Certificate" (GST Number)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of ITR accompanied by computation of income/financial statement Front side page-1

PARTNERSHIP FIRM

- ☐ Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)
- ☐ Copy of PAN card (Front side page-1)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

CORPORATE ENTITIES

- ☐ Copy of Company Pan Card (Front side page-1)
- ☐ Copy of article and memorandum of association (First two page)
- ☐ Copy of statement of bank account (First and second page)
- ☐ Copy of certificate of incorporation (page-1)
- ☐ The copy of audit report along with the annual return pertaining to last financial year (First and second page)
- ☐ The authorized representatives for forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors

LIMITED LIABILITY PARTNERSHIP

- ☐ PAN Card of LLP
- ☐ Incorporation and Registration Certificate issued by authority such as Registrar
- ☐ Copy of LLP agreement
- ☐ Memorandum of Association/ copy of rules/Bye laws
- ☐ Copy of Bank Statement
- ☐ Copy of Income Tax Return of last year
- ☐ Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- ☐ Certified copy of organizational ID proof of authorized signatory

NON-GOVERNMENT ORGANISATION /TRUST

- ☐ PAN Card of NGO/Trust
- ☐ Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
- ☐ Copy of Trust Deed
- ☐ Copy of rules and Bye laws of NGO
- ☐ Copy of Bank Statement verified/attested by Banker
- ☐ Copy of Income Tax Return of last year
- ☐ Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents
- ☐ Certified copy of organizational ID proof of authorised signatory

(2) ☐ Authorization Letter

(3) IEC Cetificate (Online copy not allowed)
In case of office address is different from IEC copy please provide the address proof from.

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING
(THE SEAL AND SIGN OF THE ATTESTING OFFICER SHOULD BE OTHER THEN BLACK)

- ☐ Gazette officer
- ☐ Bank Manager/Authorised executive of the Bank
- ☐ Post Master
- ☐ *Authorized Signatory (Except personal documents of applicant)

*Please enclose of the Certified copy of organizational ID proof of authorized signatory

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

(n)Code Offices Corporate Office Gandhingar : 079 - 66743289/311 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25206622
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

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Authorization Letter

Please Note: The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certifiy that

Mr. / Ms. _____ (certificate applicant)

Mobile_____ has provided correct information in the application form for issue of Digital Certificate to the best

of my knowledge and belief and is working with _____ (organization name). He / She is

hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name		
Designation		**Identity**
Date		Signature of Authorising Person (Blue Ink Only) (with seal of Organization)
Place		[Sign :]

NOTE :

In the case of authorised signatories' self DSC application, It should be counter signed by at least one authorised personal other than authorised signatory.

DECLARATION FOR HSM IN CASE OF (CLASS 2 OR CLASS 3 ORGANIZATIONAL PERSON DSCS)

1. The key pair was generated on a HSM which is under the administrative and physical custody of _____ (Organization Name) and that signing key activation controls are only with _____ (the DSC applicant Name)

2. The HSM will not be used for any purpose other than for signature by _____ (DSC applicant name)

3. The HSM has been configured to ensure that signing keys generated from HSM are not exportable from the HSM

4. DSC will be revoked immediately in the event of _____ (the DSC applicant name) quitting or being transferred from _____ (Organization Name)

THE FOLLOWING ARE THE DETAILS OF THE HSM BEING USED

Make	
Model	
Unique identification number(s)	

(n)Code Offices   Corporate Office Gandhingar : 079 - 66743289/311 • dscsales@ncode.in

Delhi	**Bangalore**	**Mumbai**
011-26452279/80	080-25206622	022-22048908
northsales@ncode.in	southsales@ncode.in	mumbaisales@ncode.in

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Corporate Office : 14th Floor, Tower One, Road 5C, Zone 5, Gujarat International Finance Tech City (GIFT City), Gandhinagar - 382 355.

Customer Identification Number : _____ **(for office use only)**

Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act

1. What is Digital Signature Certificate (DSC)

Ans : Digital signatures are electronically generated and can be used to ensure the integrity and authenticity of some data and protect against non-repudiation. It is a form of an electronic credential on the Internet. After the enactment of Information Technology Act 2000 in India, Digital Signatures are legally valid in India. It is commonly abbreviated as DSC.

2. What are different classes of DSC?

Ans : There are four classes of DSCs, a Certifying Authority can issue. These are :

I. Class 1 : It is generally used for email exchanges. However this is the least popular in India.

II. Class 2: These certificates are issued for both business personnel and private individuals use. These certificates are majorly used for low risk transactions, eg: Income Tax efiling & MCA-21.

III. Class 3 : This certificate will be issued to individuals as well as organizations. These certificates are majorly used for eTendering and IRCTC eTicketing.

IV. Special Purpose Certificate : Secure Socket Layer (SSL) and Document Signer Certificate are special purpose certificates used for Website (HTTPS) and bulk signing at the server respectively.

[There is separate DSC issued for Signing and Encryption in case of Class 2 & Class 3 Organizations DSC]

3. What is the validity of DSC available

Ans : A DSC can be issued upto three year validity while (n)Code issues upto 2 yr validity. The difference is in the commercials. 2 yr DSC is marginally higher than 1 yr DSC.

4. What is the difference between Only Sign and Sign + Encrypt Certificate?

Ans : Class 2 and Class 3 comes into two categories - Only Sign and Sign + Encrypt.

I. With Only Sign Certificate, one can Sign the data to ensure the Data integrity and non-repudiation. Such types of certificates are majorly used for Income Tax eFiling, MCA-21, DGFT, eTicketing, etc.

II. With Sign + Encrypt, apart from Signing, one can also Encrypt the data into a system algorithm to protect it from the unauthorized access of data. These are majorly used for eTendering.

5. Who decides what Class and Type of DSC I require?

Ans : It is decided by the Application owner (like Govt. website, eTendering portal, MCA-21 website, Income tax portal, etc) i.e Application, where you intend to use the DSC. For example, if you plan to use the DSC at MCA-21 Website, MCA-21 decides what class and type of certificate you have to be procured from a Certifying Authority like us in India.

6. What is OID?

Ans : OID stand for Object Identifier, OID is used to differentiate one class of certificates from another as per CCA IOG Guidelines and also indicate which CA has used the DSC and helps software applications to easily validate DSC.

7. What is CPS?

Ans : CPS stand for Certification Practice Statement. It is basically a detailed statement of the DSC issuance practices and operational procedures to issue a DSC to the subscriber. Every Certifying Authority will have different CPS. Our CPS is available at our website – https://www.ncodesolutions.com/PDF/CPS-Ver-5.2.pdf

8. What is Subscriber Agreement?

Ans : A Subscriber Agreement is an agreement between Subscriber and (n)Code Solutions CA stating that, subscriber is solely responsible for the protection of the Private key in Crypto Token and ensuring functionality of his/her key pair. Subscriber also agrees that all the information provided to (n)Code is correct. (n)Code Solutions CA will not be responsible for any legal disputes arising due to misrepresentation on the part of subscriber. The subscriber agreement is available at our website https://www.ncodesolutions.com/repository/Subscriber-Agreement.pdf.

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Page // 4 - 5   Corporate Office : 14th Floor, Tower One, Road 5C, Zone 5, Gujarat International Finance Tech City (GIFT City), Gandhinagar - 382 355.

Customer Identification Number : _____ (for office use only)

Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act

9. What is Revocation and how can I Revoke my DSC?

Ans : A DSC can be revoked under circumstances like

i) Users suspect compromise of certificate private key.

ii) Change of personal data.

iii) Change of relationship with the organization.

To revoke your DSC, download the revocation form available at our website https://www.ncodesolutions.com/faq-005.asp#02

i) Raise the revocation request by sending mail to revoke@ncode.in from the registered email ID while buying DSC. (n)Code can ask for more information in case of any doubt before DSC gets Revoked.

ii) The subscriber can submit filled & signed revocation form along with id proof to nearest (n)Code office.

10. What is a USB Token?

Ans : The X.509 Certificate Policy for India PKI mandates that the private key of the DSC of the subscriber should be stored only in a Cryptographic token (which resembles a pen drive). There are four major makes of USB Token available - ePass, mToken, Alladin and Proxkey as of now. USB Token is must to obtain a DSC.

Pls refer to http://www.cca.gov.in/cca/sites/default/files/files/Guidelines/CCA-CRYPTO.pdf for CCA Crypto guidelines.

11. IT ACT and Amendment (for reference)

i) IT ACT 2000 : http://meity.gov.in/writereaddata/files/itbill2000.pdf

ii) IT (Amendment) Act 2008 : http://meity.gov.in/writereaddata/files/it_amendment_act2008%20%281%29_0.pdf

iii) Other details can be accessed at web-site managed by CCA office. www.cca.gov.in

12. Grievance redressal or Feedback Sharing

Ans : At (n)Code we truly believe in providing best in class services to our customers. We aim to understand both our strengths and shortcomings from our customer's point of view and work across to meet their needs. If you are not satisfied with the service received or you have a feedback to share w.r.t to the services availed, you can draw our attention either by calling us at our toll free no. 1800 - 419 - 4455 or by writing to us at customersupport@ncode.in. We will immediately take necessary action.

13. DSC Issuance Process - Activities

Sr.	Activity	Who will Perform
1.	Submission of the Application form along with required Supporting Docs and Payment for specific Class of DSC	Subscriber
2.	Doc Verification	(n)Code
3.	Registration in system as per the Application received	(n)Code
4.	eMail Verification	Subscriber
5.	Tele Verification	Subscriber
6.	Upload latest Video of the Subscriber	Subscriber
7.	Issuance of Auth/Reference Code on the registered Mobile of the Subscriber	(n)Code
8.	Download DSC using the Auth/Reference Code from (n)Code website (or link received by mail)	Subscriber
9.	Issuance of Invoice and sending it to registered email ID of the Subscriber	(n)Code

Please Note:

1. The above steps are integrated with one another. Hence any delay in one step will lead to overall delay in DSC Issuance.

2. The above steps are subject to Payment realization.

3. The DSC will be downloaded in the select USB Crypto Token only - ePass, mToken, Alladin, Proxkey.

4. Process is subject to change without Notice as per IT Act/Aadhaar Act/(n)Code Solutions process.

For latest updates you may visit us at https://www.ncodesolutions.com/basic-faqs.asp

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