



# Registration Form for Digital Certificate

## Class 2 (n)Exim FOR ORGANIZATION



Customer Identification Number : \_\_\_\_\_ (for office use only)

PLEASE TICK ANY ONE

Validity 2 Years

OR

Validity 1 Year



INSTRUCTIONS

1. Please fill the form in English only in legible format and preferably IN BLUE INK.
2. For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines.
3. As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 7226971020 / 9913597849 / 8000281227 / 7046466623.  
[Customer id :Space[**CID NO.**]Space[**Email:**] Space[\_\_\_\_\_]
4. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office -

- address and contact number of the attesting officer should be clearly visible.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
7. Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
8. FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

<b>Applicant Name</b>			<b>APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶</b>
Surname	First Name	Middlename	
Unique Email ID <input style="width: 100%;" type="text"/>			
Unique Mobile No. <input style="width: 100%;" type="text"/>			

Affix recent passport size photograph of the applicant

Identity Detail of Applicant	Please tick any one and enclose the copy of same	<input type="checkbox"/>
<input type="checkbox"/> *PAN Card <input type="checkbox"/> Driving License <input type="checkbox"/> Passport <input type="checkbox"/> Postoffice ID Card <input type="checkbox"/> Copy of Bank A/c. Passbook containing photo & signed by applicant with attestation by concerned Bank Officer <input type="checkbox"/> Government issued photo ID card bearing the signature of the applicant	<input type="checkbox"/>	

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

Company Name	<input style="width: 100%;" type="text"/>		
Company PAN	<input style="width: 100%;" type="text"/>	Department	<input style="width: 100%;" type="text"/>
Office Address	As per supporting document submitted		
Area / Landmark	Town/City/District	State	PINCODE
IEC Number	<input style="width: 100%;" type="text"/>	Branch Code	<input style="width: 100%;" type="text"/>

**PLEASE NOTE :** \_\_\_\_\_

"Section 71 of IT Act 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.

Date :	Place :	<b>Signature of Applicant with seal of Organization (Blue Ink Only)</b>
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Verified by (n)Code Office    Seal & Signature	For RA use only ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY    RA Name, Seal & Signature
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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" (S&E / VAT / ST)
- 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 certificate of incorporation (page-1)
- The copy of audit report along with the annual return pertaining to last financial year (First and second page)
- Copy of article and memorandum of association (First two page)
- Copy of statement of bank account (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 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
- Copy of LLP agreement
- Memorandum of Association/ copy of rules/Bye laws

**NON-GOVERNMENT ORGANISATION /TRUST**

- PAN Card of NGO/Trust
- Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances
- 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
- Copy of Trust Deed
- Copy of rules and Bye laws of NGO

**2**  Authorization Letter

**3**  IEC Certificate (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 Ahmedabad : 079-4000 7300 • dscsales@ncode.in

**Delhi**  
011-26452279/80  
northsales@ncode.in

**Bangalore**  
080-25272525  
southsales@ncode.in

**Mumbai**  
022-22048908  
mumbaisales@ncode.in

**Surat**  
0261-2789944  
suratsales@ncode.in

V 4.4

Toll Free: 1800-233-1010  
www.ncodesolutions.com



e - Safe , e - Secure , e - Sure





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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 certify 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	<input type="text"/>		
Designation	<input type="text"/>	Identity	<input type="text"/>
Date	<input type="text"/>	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	<input type="text"/>		
		[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.

## END OF FORM

### (n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

**Delhi**  
011-26452279/80  
northsales@ncode.in

**Bangalore**  
080-25272525  
southsales@ncode.in

**Mumbai**  
022-22048908  
mumbaisales@ncode.in

**Surat**  
0261-2789944  
suratsales@ncode.in

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