





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

### Documents Required for Verification



#### 1. Verification of identity and address documents for foreign nationals.

##### (a) Foreign national is residing in native country

**If native country is a signatory of Hague Convention:** For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and apostilled by the competent authority of that foreign country.

**If native country is not a signatory of Hague Convention:** For attestation, proof of identity, address proof and photo on DSC application should be notarized by the Public Notary of that foreign country and consularized by the competent authority of that foreign country.

Documents required: Passport, Application form with Photo(all attested).

##### (b) Foreign national residing in India

The following documents should be certified by Individual's Embassy.

1. Resident Permit certificate issued by Assistant Foreigner Regional Registration. Officer, an officer of Bureau of Immigration India.
2. Passport
3. Visa
4. Application form with Photo(attested)

##### (c) Foreign national neither in India nor in the native country

The following documents should be certified by the local embassy of the country to which the person belongs.

1. Passport
2. Visa
3. Application form with Photo (attested)

##### (d) Foreign Nationals holding OCI passport

For foreign nationals with Indian dual citizenship (OCI passport issued by Govt of India and living in India).

1. For DSC with Indian address, the identity and address proof requirements shall be same as Indian nationals living in India.
2. For DSC with foreign address, the copy of their native country passport shall be treated as identity and address proof.
3. No apostilisation and consularisation is required.
4. For DSC application and attestation requirements shall be same as Indian nationals living in India.
5. If applicant not in India then he/she will have to follow the process of a foreign DSC applicant

#### 2. Organisational person DSC for the categories 1 a-c.

For organisational person DSC, letter of authorization from organization should be certified in addition to Proof of identity and address of the DSC applicant as given above.

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

#### For Info

**Hague Convention/ Apostille Treaty:** is an international treaty drafted by the Hague Conference on Private International Law. It specifies the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.

### (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





# Registration Form for Digital Signature Certificate

FOREIGN NATIONAL ENTERPRISE \ INDIVIDUAL



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



### PAYMENT DETAILS

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

### 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) 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"/>			<p>PHOTOGRAPH OF AUTHORISING PERSON</p>
Designation	<input type="text"/>	Identity	<input type="text"/>	
Address	<input type="text"/>	Area/Landmark	<input type="text"/>	
Town/City/District	<input type="text"/>	State	<input type="text"/>	
Date	<input type="text"/>	Signature of Authorising Person (with seal of Organization)		
Place	<input type="text"/>	[Sign : _____ ]		
		PIN CODE		

**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

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suratsales@ncode.in



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

