



# Registration Form for Digital Certificate

INDIVIDUAL



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

PLEASE TICK ANY ONE

Class1  OR  Class2  OR  Class3



Validity 2 Years  OR  Validity 1 Year

Only Signing  OR  Sign & Encrypt

**INSTRUCTIONS**

- Please fill the form in English only in legible format and preferably IN BLUE INK.
- For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- 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[\_\_\_\_\_]
- 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.
- 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.
- 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.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

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

Surname  First Name  Middlename

Unique Email ID

Unique Mobile No.

Affix recent passport size photograph of the applicant

Identity Details of Applicant DOC No.

\*PAN Card  Driving License  Passport  Govt. ID Card  Postoffice ID Card  Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (\*For PAN based DSC, please provide the PAN Card details.)

Residential Address

Area / Landmark  Town/City/District

State  PIN  Contact No.

**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 :** \_\_\_\_\_
- 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.
  - 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.
  - I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :  Place :

Signature of Applicant

Verified by (n)Code Office   Seal & Signature	For RA use only <small>ALL DOCUMENTS, ADDRESS AND PHYSICAL PRESENCE VERIFIED BY</small>   RA Name, Seal & Signature
--	---

V 4.5

Toll Free: 1800-233-1010  
[www.ncodesolutions.com](http://www.ncodesolutions.com)



e - Safe , e - Secure , e - Sure

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

## Documents Required for Verification



### Attested copy of any of the following for an Individual Application

#### 1 Document as proof of identity (any one)

- PAN Card
- Driving License
- Passport
- Govt. ID Card
- Postoffice ID Card
- Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

#### 2 Document as proof of address (any one)

- \*Telephone / Electricity / Water Bill
- Voter ID Card
- \*Gas Connecton
- Property Tax / Corpoation Tax Municipal Corporation Receipt
- Bank Statement attested by the Bank (Recent)
- Driving License (DL) / Registration Certificate (RC)
- Passport
- Aadhaar Card (eKYC Service)
- Service Tax / VAT Tax / Sales Tax registration certificate

\*Should not be older than 3 months.

**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

#### PAYMENT DETAILS

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

#### 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

V 4.5



**CMMISVC/5**  
Exn. 2013-02-18 / Approval #22599



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

