

APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE



FOR ORGANISATION

Application ID: Signature Encryption (For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.html>

APPLICANT INFORMATION

LASTNAME FIRST NAME MIDDLE NAME

Date of Birth Gender Male Female Nationality

Organisation Name

Department

Address

City Pin code

State

PAN of Applicant Mobile

Email ID

Affix recent passport size photograph of the applicant **duly signed across**

CLASS:

Class 1 Class 2 Class 3

TYPE:

Signature Encryption Combo

VALIDITY:

1 Year 2 Years

USB TOKEN:

Required Not Required

DOCUMENT PROOF (attested by Bank Manager OR Post Master OR Gazetted Officer (Group 'A' /Group 'B'), against producing the originals)

- Proof of Identity (Any one of below)***
- Passport.
 - PAN Card of applicant (Mandatory if PAN provided).
 - Driving License.
 - Post Office ID card.
 - Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
 - Any Government issued photo ID card bearing the signatures of the individual.
 - Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- ID Number _____

Proof of Organisation (All are Mandatory)*

Document Name	Corporate	Partnership	Proprietorship	Others
Authorization letter with seal and signature.	✓	✓		✓
List of Directors with seal and signature.	✓			
List of Partners with seal and signature.		✓		
Attested copy of Organizational PAN Card.	✓	✓		✓
Attested copy of Bank Statement (First 2 pages).	✓	✓	✓	✓
Attested copy of Incorporation Certificate.	✓			
Attested copy of Article and Memorandum of Association (First 2 pages).	✓			
Attested copy of Last Audit Report and annual return (First 2 pages).	✓			
Attested copy of Partnership Deed (First 2 pages).		✓		
Attested copy of last ITR (First 2 pages).		✓	✓	✓

- *****(All Proof of identity should have Photo and applicant's sign as part of that document).**
- Cf[Ub]gUf]cb 'HndY'** (Any one of below)*
- Corporate. Partnership. Proprietorship.

DECLARATION

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date

Place Seal & Stamp (If any) Signature of the applicant (Blue Ink Only).

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. In case of supporting documents attested by me, I confirm that I have attested the copies after verifying the original of each of them. In case of Class 3, I hereby confirm the completion of Physical Verification of applicant by me. **I hereby take full responsibility for any wrong verification made, or wrong documents attested/submitted for the application.**

Date

Place RA Name, Code & Seal Signature of RA

AUTHORISATION LETTER

To,

Date:

eMudhra Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road
Deverabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000

Sub: **Authorisation letter for obtaining Digital Signature/Encryption Certificate.**

Dear Sir,

This is certify that Mr./Mrs./Miss. _____
(Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature/Encryption Certificate" to the best of my knowledge and belief. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature/Encryption Certificate issued by e-Mudhra.

Class of Digital Signature/Encryption Certificate issued by e-Mudhra.

Class 2 Organisation Class 3 Organisation

Details of Executive Authorising the applicants:

Name:

Employee Code:

Signature:

Designation:

Department:

Office Seal and Stamp

Send it to - YOUR DIGISIGN, D 30,3rd Floor, Dayanand Block,Shakarpur, NEW DELHI - 110092 M.no. - 8467095222

Liability of Your Digisign is only issue Digital Signature. For any tehcnical issue or error, you have to call emudhra at 080-43360000 or your Tender Website. We are not responsible for any technical issue arised during the tender or any other work.

Terms and Condition and undertaking for Digital Signature from YOUR DIGISIGN

Please read carefully before buying a Digital Signature

- 1) One Digital Signature Certificate (DSC) can be downloaded one time only. If due to any technical reason, error occurred while downloading DSC, it may take up to 24 Hours for re-approval for the same. Client have to wait for this period.
- 2) In most of the cases, we send Digital Signature Certificate downloaded so you need not to download it again. If you tried to download the DSC and Format or initialize the token, we will not responsible for loss of certificate. Client have to buy new DSC.
- 3) If Digital Signature get lost, formatted, Deleted by Client, It cannot be recovered or Download again. Client have to but new Digital Signature in these cases.
- 4) Buying Digital Signature does not mean that you have been eligible to file any tender. You may go through other process of that website independently and we will not able to help you in these process.
- 5) Any support related to DSC will be available only between 11 AM to 5 PM on working days only Monday to Friday.
- 6) Your System must have Java and other settings as per tender website. Every tender has different settings so you have to consult particular website for the same.
- 7) We will only send you standard settings for the tender. If you want our assistance through Ammyy or Team Viewer, service will be chargeable.
- 8) Password resetting or unlocking of the token will be chargeable at Rs. 200/ time subject to token. Few tokens cannot be recovered.
- 9) Buying Digital Signature does not mean that we have given you guarantee for getting your work done. Sometimes there may be many reasons beyond us and we will not responsible for that.
- 10) There will be no refund if you says to stop the process of Digital Signature after submitting the documents.

Signature of Applicant with Date and Place

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

-----(**Applicant Name**) don't have technical knowledge to verify e-mail and Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to verify e-mail and download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to verify e-mail and Download & provide my Digital Signature Certificate to me/ person sent by me.

(Signature of Applicant with Date and Place)