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INSTRUCTION

PLEASE TICK ANY ONE

## Registration Form for Digital Certificate

Class 2 (n)Exim FOR ORGANIZATION

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Customer Identification Number :

Validity 2 Years



Validity 1 Year

 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.

- 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.

(for office use only)

- 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.
- OID would be as per our CPS. Please refer to our CPS at 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.

Applicant Name	APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM			
Surname	First Name Middlename	Affix recent passport size		
Unique Email ID		photograph of the applicant		
Unique Mobile No.		аррпсан		
Identity Detail of Applicant Please tick any one and enclose the copy of same				
Identity Detail of Appli	cant Please tick any one and enclose the copy of same			
*PAN Driving Passport Postoffice Open of Bank A/c. Passbook containing Open Driving License ID Card Photo & signed by applicant with attestation by concerned Bank Officer Signature of the applicant				
*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.				
Company Name				
Company PAN	Department			
Office Address	As per supportting document submitted			
Area / Landmark	Town/City/District State	PINCODE		
IEC Number	Branch	Code		

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

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: 1800-233-1010 www.ncodesolutions.com





# Registration Form for Digital Certificate

Class 2 (n)Exim FOR ORGANIZATION

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



Customer Identification Number : \_\_\_\_\_

ımber : \_\_\_\_\_ (for office use only)

**Documents Required for Verification** 

DOCUMENT	DECLUDED			DSC APPLICATION
DOGGUNENI	RECURRED	FUR AN	ORGANIZATION	DSC APPLICATION
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1 Attested copy of following documents				
INDIVIDUAL/ PROPRIETORSHIP FIRM				
Copy of Business Registration Certificate" (S&E / VAT / ST)  Copy of statement of bank account 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)  Copy of article and memorandum of association (First two page)  Copy of statement of bank account (First and second page)				
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 Copy of LLP Agreement Copy of rules/Bye laws				
Copy of Bank Copy of Income Tax Statement Copy of Income Tax 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 Copy of Incorporation and Registration Certificate Incorporation Incorporation and Registration Certificate Incorporation				
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)  Report Authorized Signatory (Except				
Gazette officer Bank Manager/Authorised executive of the Bank Post Master 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

080-25206622 southsales@ncode.in Mumbai

022-22048908

mumbaisales@ncode.in

Surat

0261-2789944 suratsales@ncode.in

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## Registration Form for Digital Certificate

Class 2 (n)Exim FOR ORGANIZATION



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

### 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.

DETAIL	LS OF A	AUTHOR	ISING P	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.

### END OF FORM

(n)Code Offices

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

Delhi

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