

## Digital Signature Certificate Subscription Form

<b>Class of Certificate</b>	Class 2 <input type="checkbox"/>	A Individual <input type="checkbox"/>	1 Year <input type="checkbox"/>	Signing <input type="checkbox"/>	<b>Request Id</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
	Class 3 <input type="checkbox"/>	B With Org. Name <input type="checkbox"/>	2 Years <input type="checkbox"/>	Encryption <input type="checkbox"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					

### Section 1: Subscriber Details

**Name\*:** (Applicant Subscriber)

Father's Name:

Date of Birth\*:         Gender \*:  Male  Female PAN

Designation:

**Organisation Name** \* If Applicable: (For ORG DSC)

**Address** : Residential address in case of Individual or Organisation address in case of DSC with Org. Name

Door No/Building Name \* :

Road/ Street/ Post Office \* :

Town/ City/ District \* :

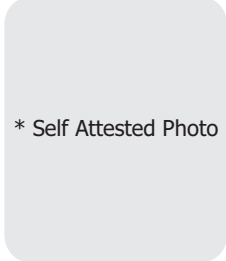
State/ Union Territory \* :

Country\* :  PIN Code\*

Telephone Number\* (with STD Code) :

Mobile Number\* (of Applicant) :

Email id\* (in BLOCK LETTERS) :



\* Self Attested Photo

- Use Blue ink only including Signature
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

Signature

### Section 2: Identity Proof Details

Photo Identity Proof*	Address Proof*
Identity Proof Name <input type="text"/> <small>(Eg: Pan Card, DL, Passport, etc.)</small> Identity Proof Number <input type="text"/>	Address Proof Name <input type="text"/> <small>( Eg: Passport, DL, Latest Telephone Bill, Electric Bill, Bank Statement )</small>

Note\*: Subscriber's signature should appear on the Photo ID Proof. For other documents see overleaf.

### Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescrypt.com/pdf/cps.pdf>) and also under the Section 71 of IT Act which 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

Signature of the Subscriber\*

Date\*:         Place\*:

Signature

### Section 4 : Authorisation (only for ORG DSC)

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation Seal

not applicable for Individual & Proprietorship

### For office use only

Attestation By Sify Authorised LRA/Partner\* (For Class 3 DSC Only)

I hereby declare that the subscriber has personally appeared on video and also submitted the attested document copies.

**Signature and Seal \***

Date \*         Name \*

Partner Name:	<input style="width: 100%;" type="text"/>
Sify RA	<input style="width: 100%;" type="text"/>
Date of Issuance:	<input style="width: 100%;" type="text"/>

Note\* : Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

SafeScript CA Services brought to you by: Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600113

Registration Authority : PODDAR PROFESSIONAL SOLUTIONS PRIVATE LIMITED. 13, B. B. Ganguly Street, Punar Nava Building, Ground Floor, Room No. : 7, Kolkata - 700 012

Associates Name ..... Mobile No. .... Email ID : .....

# DIGITAL SIGNATURE FOR VAT

## INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. Use **Blue Ink** only.
- Subscriber shall cross-sign the photograph extending to the Application Form.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, it should be validated by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service. Power of attorney holder is not allowed to sign on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected. The Form shall be verified in accordance with the **Identity Verification Guidelines issued by Controller of Certifying Authorities.**
- Subscriber's Email ID in the application should be Unique, valid and active.
- Mobile Number of DSC Subscriber is Mandatory. It should not have been used by other DSC Subscriber.
- USB Token is required for generation of DSC. If the Subscriber does not have it, he/she may purchase it separately.
- If PAN value is to be included in the Certificate, Proof of PAN is mandatory (Required for Income Tax).
- If the Organisation wants to use the same Digital Signature for Income Tax, Please provide Proof of PAN of Subscriber.
- The Class 2 Organisation DSC can be used by the same Organisation for VAT, Provident Fund and also Income Tax if Individual PAN Value is included.

## DOCUMENTS REQUIRED ALONG WITH APPLICATION FORM

### **Applicant's Documents (Attested by Bank Officer or Gazetted Officer or Post Master with Contact Details)**

1. Applicants ID proof (Preferably PAN Card)
2. Applicants Address Proof

### **Organisation's Documents (Attested by Organisation's Authorised Signatory with Seal)**

- |                                 |   |         |
|---------------------------------|---|---------|
| 1. Trade Licence                | } | Any Two |
| 2. Vat Registration Certificate |   |         |
| 3. Latest Bank Statement        |   |         |
| 4. Organisation PAN Card        |   |         |

## VERIFICATION

**Mobile Verification:** After enrolment, the Subscriber will receive a SMS with Request ID. The Subscriber has to send a SMS to +919664166000 stating "SAFE Request\_ID email\_ID confirmed" or alternately may call toll free number 1800-419-2929 between 9 am and 8 pm and Select 8 to have your Mobile Number verified for Digital Signature Approval.

In case of Bank or Government Organisation, the applicant's mobile number can be certified by Bank Manager or the Government Department respectively, hence, a separate mobile verification as above is not required.

For foreign applicant, mobile verification is exempted.

## **Poddar Professional Solutions Private Limited**

13, B. B. Ganguly Street, Ground Floor, Room No.7, Kolkata- 700012

(Near Lal Bazar, Opp Himalaya Optical, Besides Optical Palace)

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