



## Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	1 Year	<input type="checkbox"/>	Request Id:	<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"/>	With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>	2 Years	<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\*:

Designation:

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

Address (Residential address in case of Individual or Organization address in case of DSC with ORG )

Organisation Name \*

(Mandatory in case of ORG DSC)

Door No/Building Name \*

Road/ Street/ Post Office \*

Town/ City/ District \*

State/ Union Territory \*

Country\*  PIN Code\*

Telephone Number\* (with STD Code):

Mobile Number\*

Email id\*

\* 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.

## Section 2: Identity Proof Details

<b>Photo Identity Proof *</b> Identity Proof Name <input type="text"/> ( Eg: Pan Card, DL, Passport, ... ) Identity Proof Number <input type="text"/>	<b>Address Proof *</b> Address Proof Name <input type="text"/> ( Eg: Passport, DL, Latest Telephone Bill, ... )
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Note\*: Subscriber's signature should appear on the Photo ID Proof.

## 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.safescript.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\*: 

Note\*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

## 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\* 

## For office use only

Attestation By Sify Authorised LRA/Partner\* (For Class3DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal \* Date \*         Name \* 

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

Partner Name:	<input type="text"/>
Sify RA:	<input type="text"/>
Date of Issuance:	<input type="text"/>

SafeScript CA Services brought to you by: RA - e-filing InfoTech " HMP house 4 fairlie Place Kolkata-700001 (Ph- 033-40605491)

Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600 113. E-Mail: [enquiries@safescript.com](mailto:enquiries@safescript.com)

## For Class 2 or Class 3 Individual Category of Digital Signature Application

### DOCUMENTS

<b>For Individual DSC Any one Subscriber's Identity Proof as per Table A1 and Any One Subscriber's Address Proof as per Table A2</b>	
<b>Table A1 - Document as proof of identity (Any one)</b>	<b>Table A2 - Documents as proof of address (Any one)</b>
a) Valid Passport b) Valid Driving License c) PAN Card (Proof of PAN Mandatory if DSC is for Income Tax) d) Valid Post Office ID card e) Bank Account Passbook containing photograph and signed by the individual attested by the concerned Bank official. f) Valid Photo ID card issued by Ministry of Home Affairs. g) Any Government issued valid photo ID card bearing the signatures of the individual.	a) Telephone Bill, not earlier than 3 months b) Electricity Bill, not earlier than 3 months c) Water Bill, not earlier than 3 months d) Gas connection or Gas Bill, not earlier than 3 months e) Bank Statements signed by the bank, not earlier than 3 months f) Valid Driving License (DL)/Valid Registration certificate (RC) g) Voter ID Card h) Valid Passport i) Latest Property Tax/ Municipal Corporation Receipt.
<b>Both the above listed Documents to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)</b>	

### 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 & Photograph.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, the signature should be verified by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or for any other reasons, Power of attorney holder is not allowed to sign on behalf of the Subscriber, such Subscriber should apply through Aadhaar eKYC service.
- Inconsistent/incomplete applications are liable to be rejected. The Application shall be verified in accordance to the Identity Verification Guidelines issued by Controller of Certifying Authorities of India.
- Subscriber's Email ID and Mobile Number in the application should be Unique, valid and active. 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 should make arrangement for the same before download.
- If the DSC is to be used for Income Tax, please provide proof of PAN of the Individual Subscriber Applicant.
- For Foreign Subscribers, Identity proof, Address proof and Photo on the Application has to be notarized by the Public Notary of the Subscriber's native country and also either apostilled if the native country is signatory of Hague Convention else it has to be consularized.

### VERIFICATION

**Mobile Verification:** After enrolment, the Subscribers will receive a SMS in their registered mobile number containing Request ID, The Subscriber has to send an SMS from the same Mobile Number to +919664166000 stating "SAFE Request\_ID email\_ID confirmed" or alternately the Subscribers from their registered mobile number may call toll free number 1800-419-2929 and Select Option 8 between 9 am and 8 pm on Working Days for Digital Signature Approval. For foreign applicant, mobile verification is exempted.

**Video Verification: (Required only or Class 3)** After enrolment, a link will be sent to the Subscriber email ID, the Subscriber has to click the link and record his 30 Second video stating his/her name and other details as specified in the Video Link Page.

### ATTESTATION

- Subscriber's Identity and Address Proof is to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)
- Suggestive List of Group A or Group B Gazetted Officers are stated in the below table.
- Name, designation, office address and contact number of the Attesting officer should be clearly visible.

<b>Group 'A' Gazetted officers include</b>	<b>Group 'B' Gazetted officers include</b>
a) All India services though posted to states b) Promotes from states to the cadre of Asst. commissioner & above c) Police officers (Circle Inspector and above) d) Additional District Civil surgeons e) Executive Engineers and above f) District Medical Officer and above g) Lt. Col and above h) Principals of Government Colleges and above i) Readers and above of Universities j) Patent Examiner etc.	a) Section Officer b) BDO (Block Development Officer) c) Tahsildar d) Junior Doctors in Government Hospitals e) Assistant Executive Engineer f) Lectures in Government colleges g) Headmaster of Government high schools h) 2nd Lieutenant to Major i) Magistrate