

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



PLEASE TICK ANY ONE

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.
- 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. 092239 90613, 090163 60370.  
[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

GST Number \_\_\_\_\_

Identity Details of Applicant DOC No. \_\_\_\_\_

- \*PAN Card or  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

I hereby declare that neither PAN nor Aadhaar Number has been issued to me

\*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

Organization Name \_\_\_\_\_

Organizational Email ID \_\_\_\_\_

Govt. ID Card Detail (Enclose attested copy) \_\_\_\_\_ Department \_\_\_\_\_

Office Address \_\_\_\_\_  
As per supporting document submitted

Area / Landmark \_\_\_\_\_ Town/City/District \_\_\_\_\_ State \_\_\_\_\_ P I N C O D E \_\_\_\_\_

**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 with seal of Organization (Blue Ink Only)

Verified by (n)Code Office \_\_\_\_\_ For RA use only  
Seal & Signature \_\_\_\_\_ All Documents, address and physical presence verified by  
RA Name, Seal & Signature

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



## Documents Required for Verification

### Attested copy of following for Government Application

- A. Applicant's identity card.
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator.
- C. Copy of identity card of authorised signatory.

**Note :**

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber. with a statement similar to that used for life certificate of pensioners
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

### PAYMENT DETAILS

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

## Authorization Letter

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). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

### DETAILS OF AUTHORISING PERSON

Name	<input type="text"/>		
Designation	<input type="text"/>	Identity	<input type="text"/>
Date	<input type="text"/>	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	<input type="text"/>		
		[Sign :	]

### (n)Code Offices

Corporate Office Gandhinagar : 079 - 66743300/200 • dscsales@ncode.in

Delhi  
011-26452279/80  
northsales@ncode.in

Bangalore  
080-25206622  
southsales@ncode.in

Mumbai  
022-22048908  
mumbaisales@ncode.in

(On letter head of the Government Department / PSU)

To,  
M/s (n)Code Solutions, Division of GNFC Limited,  
NEW DELHI/LUCKNOW

Sub: Applicant Verification as per the CCA Guidelines for the purpose of Digital Signature Certificate issuance

Sir,

Herewith we are enclosing Application forms of \_\_\_\_\_, \_\_\_\_\_ (Names of the Applicants) for Class -2 / 3 - issuance of Digital certificates from (n)Code Solutions. We have gone through the CPS of (n)Code Solutions and we agree to abide by the same.

As a pre-requisite of the Identity Verification Guidelines by Controller of Certifying Authorities, we hereby certify as below:

1. All the applicants (as per names mentioned above) are working in \_\_\_\_ (Name of Ministry / Govt organization).
2. All the applicants are physically verified by myself.
3. Their individual mobile numbers are active (to be put in DSC) and have been verified by myself.
4. I am enclosing my attested ID card.
5. Pl send codes on the common email id (pl mention mail of .gov.in or .nic.in)

Thanking you,

(Name and designation of the signatory)

Mobile / contact number