

Digital Signature Certificate – Enrollment Form For Request No<sup>\*^</sup> -

Type of Subscriber <sup>*</sup>	Class of Certificate <sup>*</sup>	Validity of Certificate <sup>*</sup>	Type of Certificate <sup>*</sup>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registration Authority<sup>^</sup>

CSP<sup>^</sup>

**Subscriber Details**

Name <sup>*</sup>	Surname	Given Name <sup>*</sup>	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email ID<sup>\*</sup>

Alternative Email ID

Affix recent passport size photograph of the subscriber. Subscriber to sign across the photograph extended to enrollment form.

Subscriber PAN

Organization Name<sup>\*\*</sup>

Organization Unit<sup>\*\*</sup>

Residential Address<sup>\*</sup>

Town/City/District<sup>\*</sup>  Postal Code<sup>\*</sup>

Country<sup>\*</sup>  State<sup>\*</sup>

Landline Number    Mobile<sup>\*</sup>

**Identity and Address Proof (ATTESTED)**

Photo Identity Proof<sup>\*</sup>  Address Proof<sup>\*</sup>

Organization Proof<sup>\*\*</sup>

**Subscriber Declaration**

I hereby declare that all the information provided on the application form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. As a subscriber I have read and understood the requirements specified in TCS CA Certificate Practice Statement (CPS), Subscriber Agreement and will abide by it. I am fully aware of the security risks involved in holding the private key in a PFX.

Subscriber Signature<sup>\*</sup>

Date<sup>\*</sup>  Place<sup>\*</sup>

**Letter of Authority (For Company and Government Users Only)**

I \_\_\_\_\_ in the capacity of \_\_\_\_\_ of the Organization,  
\_\_\_\_\_ authorize the Subscriber to carry out all the necessary formalities on behalf of the Organization for the application  
of a Class \_\_ Digital Signature Certificate with the validity period of \_\_\_\_\_.

Signature & Seal of Authorizing Person\*

**RA Declaration**

I hereby inform that I have received and verified the documents submitted by the Subscriber.

RA Name\*^

RA Signature\*^

Date\*^

Place\*^

RA Contact Address\*^

**Instructions:**

1. Fields marked with \* are **MANDATORY**.
2. Fields marked with \*\* are **OPTIONAL** for Individual users.
3. Fields marked with ^ are to be filled by **Administrator**.
4. **Type of Subscriber** - Accepted values are: INDIVIDUAL, COMPANY or GOVERNMENT.
5. **Class of Certificate** - Accepted values are: CLASS 1, CLASS 2 or CLASS 3.
6. **Validity of Certificate** - Accepted values are: 6 MONTHS, 1 YEAR or 2 YEARS.
7. **Type of Certificate** - Accepted values are: SIGNING or ENCRYPTION.
8. **Organization Name** - Accepted value for Individual users is: PERSONAL.
9. Address, Town/City/District, State, Country and Postal Code fields should be filled as per Address Proof document
10. **Photo Identity Proof** - Accepted values are: PAN CARD, PASSPORT, BANK A/C PASSBOOK WITH PHOTO, DRIVING LICENSE or PHOTO IDENTITY CARD.
11. **Address Proof** - Accepted values are: LATEST TELEPHONE BILL, LATEST ELECTRICITY BILL, LATEST BANK STATEMENT, PASSPORT, DRIVING LICENSE, WATER BILL, GAS CONNECTION, SERVICE TAX, VAT TAX, SALES TAX REGISTRATION CERTIFICATE, VOTER IDENTITY CARD or PROPERTY TAX.
12. **Organization Proof** is applicable for only Company type of Users. Following values are accepted:
  - a. PUBLIC & PRIVATE LIMITED: CERTIFICATE OF INCORPORATION / BUSINESS COMMENCEMENT / MEMORANDUM AND ARTICLES / LATEST ANNUAL REPORT.
  - b. PARTNERSHIP FIRMS: PARTNERSHIP DEED
  - c. PROPRIETORSHIP FIRMS: LATEST BANK STATEMENT / LATEST INCOME TAX RETURN / LATEST BALANCE SHEET / SALES TAX CERTIFICATE / BUSINESS COMMENCEMENT LICENSE.
13. All Supporting documents should be attested by Gazetted officers or Bank Manager or Post Master or Registration Authority under TCS-CA.
14. In the case of foreign nation, all the validation documents must be notarized by the public notary of the respective country in English.