

Digital Signature Certificate – Enrollment Form For Request No*^ -

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

Registration Authority^

CSP^

Subscriber Details

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

Email ID*

Alternative Email ID

Subscriber PAN

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

Organization Name**

Organization Unit**

Residential Address*

Town/City/District* Postal Code*

Country* State*

Landline Number Mobile*

Identity and Address Proof (ATTESTED)

Photo Identity Proof bearing Applicant Signature*

Address Proof*

Organization Proof**

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*

Date* Place*

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*

Note: Guidelines on how to fill the Letter of Authority based on type of organization.

1. **Public & Private Limited Companies:** The applicant of the certificate has to get himself/herself authorized by the superior to whom he/she reports in the said company. If the applicant himself/herself is the head of the organization, he/she can authorize himself/herself.
2. **Partnership Firms:** The partner who is the applicant of the certificate has to get himself/herself authorized by the other partner of the said partnership firm.
3. **Proprietorship Firms:** The proprietor who is the applicant of the certificate has to self authorize as he/she is the whole & sole responsible of the proprietary concern.
4. In the case of **Government type user**, letter of authority should be issued by Head of the Department of the respective Government organization with his/her seal and signature on respective organization's letter head.

RA/RAO Declaration

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

RA/RAO Name**^

RA Contact Address**^

RA/RAO Signature & Seal**^

Date**^

Place**^

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. If **Subscriber PAN** is provided then ensure to submit the copy of the same with respective attestation.
11. **Photo Identity Proof bearing Applicant Signature** - Accepted values are: PAN CARD, PASSPORT, BANK A/C PASSBOOK WITH PHOTO and SIGNATURE attested by BANK MANAGER, DRIVING LICENSE, POST OFFICE ID CARD, GOVT ISSUED PHOTO IDENTITY CARD, PHOTO ID CARD issued by the MINISTRY of HOME AFFAIRS of CENTRE/STATE Governments.
12. **Address Proof** - Accepted values are: LATEST TELEPHONE BILL, LATEST ELECTRICITY BILL, LATEST BANK STATEMENT SIGNED BY THE BANK, PASSPORT, DRIVING LICENSE, WATER BILL, GAS CONNECTION, SERVICE TAX, VAT TAX, SALES TAX REGISTRATION CERTIFICATE, VOTER IDENTITY CARD, PROPERTY TAX, CORPORATION RECEIPT, MUNICIPAL CORPORATION RECEIPT.

13. **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.
14. Following conditions are applied in the case of Identity and address proof selected during enrollment.
 - a) **Validity of the Proof of Address:** In case of any utility bills like electricity, water, gas and telephone bill, the recent proof, but not earlier than 3 months from the date of application should be attached.
 - b) **Using single document for both Identity and Address proof:** This may be considered. However, if the address in the Photo ID is different from the address given in the application then a separate Address proof has to be provided.
15. **Attestation of copy:**
 - a) All supporting documents should be attested by Gazetted officer or Bank Manager or Post Master or Registration Authority under TCS-CA.
 - b) **For Foreign Nationals :** If any foreign national wish to obtain a certificate then he/she is requested to get in touch with their respective Registration Authority for information regarding attestation on supporting documents.