



## Important Instructions

### CLASS-2/3 INDIVIDUAL DSC

The Controller of Certifying Authorities (CCA) of India has specified Identity Verification Guidelines and has made the same Mandatory w.e.f. July 01 2015. In accordance with the guidelines the Applicant should comply with the following.

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.

- Please fill the form in BLOCK LETTERS in English. Use only Blue Ink. All signatures including DSC applicant, attestation and authorization should be with blue-ink only.
- Subscriber has cross-signed 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.
- Power of attorney is not allowed to sign on behalf of subscriber.
- Inconsistent/incomplete applications are liable to be rejected.
- Subscriber's Email ID in the application should be a valid and active, in order to issue the certificate.
- Mobile Number of DSC Subscriber is Mandatory.
- Video Verification of the applicant is mandate to get the DSC.

## Document Required:

### Proof of Identity (Any one of below)\*

(Having applicant photo and Signature, as part of it)

- Passport.
- PAN Card of applicant (Mandatory if PAN provided)
- Driving License.
- Post Office ID Card.
- Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments
- Any Government issued photo ID card bearing the signatures of the individual.

ID Number \_\_\_\_\_

### Aadhaar Details

- Aadhaar Card of applicant (Mandatory if Aadhaar provided)

### Attesting Officer \*

- Self attested copy of ID Card/Contact details of attesting officer.

### Proof of Address (Any one of below)\*

- AADHAAR Card.
- Voter ID Card.
- Driving License (DL)/ Registration certificate (RC).
- Passport.
- Telephone Bill (Not older than 3 Months)
- Water Bill (Not older than 3 Months).
- Gas Connection/Bill (Not older than 3 Months).
- Electricity Bill (Not older than 3 Months).
- Bank Statements signed by the bank (Not older than 3 Months).
- Service Tax / GST registration certificate.
- Property Tax/ Corporation/ Municipal Corporation Receipt.

For More Information you may Log on to [www.aradsc.com](http://www.aradsc.com)