

Important Instruction

Class 2 Individual (Non Aadhaar eKYC based)

The Controller of Certifying Authorities 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.
- In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
- 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.
- USB Token (FIPS 140-1/2 level validated Hardware Token) is required for generation of Signing Certificates.
- Proof of PAN is mandatory if PAN value is to be included in the Certificate (Required for Income Tax)

Document for Indian Nationals – (To be Self Attested in BLUE INK)

<u>Document as proof of identity (Any one)</u>	<u>Documents as proof of address (Any one)</u>
<ul style="list-style-type: none">a) Valid Passportb) Valid Driving Licensec) PAN Cardd) Valid Post Office ID carde) Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.f) Valid Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.g) Any Government issued valid photo ID card bearing the signatures of the individual.	<ul style="list-style-type: none">a) Telephone Bill, not earlier than 3 monthsb) Electricity Bill, not earlier than 3 monthsc) Water Bill, not earlier than 3 monthsd) Gas connection or Gas Bill, not earlier than 3 monthse) Bank Statements signed by the bank, not earlier than 3 monthsf) Service Tax/VAT Tax/Sales Tax registration certificate.g) Valid Driving License (DL)/ Valid Registration certificate (RC)h) Voter ID Cardi) Valid Passportj) Latest Property Tax/ Corporation/ Municipal Corporation Receipt.

Attestation

Attestation of supporting documents by RA or its Associates is no more allowed. Copy of supporting document should be attested by **Authorised executive/Manager of the Bank or Post Master or Group 'A' or Group 'B' Gazetted officer** after physical verification of original documents and with his Seal & Signature specifying his **Name, designation, office address and contact number which should be clearly visible.**

Group 'A' Gazetted officers include	Group 'B' Gazetted officers include
<ul style="list-style-type: none">a) All India services though posted to statesb) Promotes from states to the cadre of Assistant commissioner and abovec) Police officers (Circle Inspector and above)d) Additional District Civil surgeonse) Executive Engineers and abovef) District Medical Officer and aboveg) Lt. Col and aboveh) Principals of Government Colleges and abovei) Readers and above of Universitiesj) Patent Examiner etc.	<ul style="list-style-type: none">a) Section Officerb) BDO (Block Development Officer)c) Tahsildard) Junior Doctors in Government Hospitalse) Assistant Executive Engineerf) Lectures in Government collegesg) Headmaster of Government high schoolsh) 2nd Lieutenant to Majori) Magistrate etc.