

Important Instruction

Class 3 Organisation (Indian National - Non Aadhaar eKYC based) (Video Recording During Enrollment & Physical Verification is Mandatory)

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.

The Subscriber being an Indian National can opt for Aadhaar eKYC based service for issue of Digital Signature to experience a more Simplified procedure relating to documents requirements, mobile verification and physical verification. The Aadhaar eKYC based Digital Signature Form will be separately available. A Biometric device will be provided for verification.

- 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)
- For Class 3 Digital Certificate, a Video capture facility will be provided.

Document for Indian Nationals – Self Attested in BLUE INK

Document as proof of identity (Any one)

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

Attestation

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

- All India services though posted to states
- Promotes from states to the cadre of Assistant commissioner and above
- Police officers (Circle Inspector and above)
- Additional District Civil surgeons
- Executive Engineers and above
- District Medical Officer and above
- Lt. Col and above
- Principals of Government Colleges and above
- Readers and above of Universities
- Patent Examiner etc.

Group 'B' Gazetted officers include

- Section Officer
- BDO (Block Development Officer)
- Tahsildar
- Junior Doctors in Government Hospitals
- Assistant Executive Engineer
- Lectures in Government colleges
- Headmaster of Government high schools
- 2nd Lieutenant to Major
- Magistrate etc.

Document for Organization – All Documents to be Attested by Authorized Signatory with Stamp or Seal

Type of Organization Document	Company	Partnership	Proprietorship	Others
Copy of Organization PAN Card / Proprietor PAN Card	√	√	√	√
Copy of Organizational Bank Statement (Latest 2 Pages)	√	√	√	√
Copy of Incorporation / Registration Certificate of Organization / Business Registration Certificate (VAT ,ST, S &E)	√		√	√
Copy of Memorandum & Articles / Partnership deed / Bye Laws (First 2 Pages)	√	√		√
Copy of Last Audit Report & Annual Return (First 2 Pages)	√			√
Copy of Latest ITR With Computation		√	√	√
Copy of Employee ID / Payslip of Authorizing Person (Who has authorized in Section -4 of the Form)	√			√
Copy of Resolution Empowering the Authorized Signatory *	√			√

***Note:**

Resolution not Required if Authorization Made by Directors / Partners of the Organization – Identity Proof of Such Person which contain their Signature Should be attached to the Form

Government Employee

Identity verification requirements are as mentioned below:

- Applicant's Valid identity card
- Forwarding Letter by the Head of Office.
- A letter/notification from Head of Department authorizing the Head of Office
- The attestation of documents may be carried out by Head of the Office/Gazetted Officer. The attestation should contain Signature, Seal, Name, Designation, Office address and contact number of the attestation Officer.
- For Class 3 certificate Head of Department should certify the physical verification of subscriber with his signature and seal mentioning his Name, designation, office address and contact number.

Sample Format of Resolution

Extracts of the meeting of the [Partners/Board of Directors/Governing Body] of [Name of the Organisation] held on [Date]

“Resolved that Mr. [Name of the person being appointed for authorization], whose details, photo and signature given below, be and is hereby appointed to Authorize **[all or any or selected Persons of the Organisation as per list]** at [Name of Branch/Unit/Department] for obtaining Digital Signatures of [Class ___ with Organisation Name having Validity ___ years for Signing/Encryption/Both Signing & Encryption] on behalf of the Organisation.”

Name of the person Appointed for Authorisation: Designation : Department: Employee Code: Employee ID Card No : Address: Signature: Contact No. Date:	Photo of the Person with seal of the Organisation
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Certified true Copy
For [Name of the Organisation]

Signature of the Partner/Director/Chairman/Secretary/Head of Department