

# PND DIGISIGN

103, 1<sup>st</sup> Floor, Simandhar, Wamanrao Sawant Road, Opp. Jana Seva Bank, Dahisar (E), Mumbai – 400068.

Tel: (022) 28284033 / 28282998 / 98209 44649 Email: [pnddigisign@gmail.com](mailto:pnddigisign@gmail.com) website: [www.pnddigisign.com](http://www.pnddigisign.com)

## INSTRUCTIONS / CHECKLIST

1. Please fill the form in BLOCK LETTERS & in **BLUE INK ONLY**
2. The Certificate will be issued only if the application form is complete in all aspects.
3. Along with the completed and signed application form, please attach following documents as mentioned below:

Attachments	
Document 1	Attested Copy of all documents according to your organisation structure as listed on this form. Organizational documents can be attested by Authorized signatory. Attestation in <b>BLUE INK ONLY</b>
Document 2	Attested Copy Applicant's PAN Card & Authorizing Person's PAN Card. [Attestation by the Gazetted Officer (List attached) / Bank Manager / Post Master), details of the attesting officer like name, designation, branch address and branch landline contact no. should also be mentioned. Signature of Attesting Officer in <b>BLUE INK ONLY</b> ].
Document 3	Authorisation Letter to be signed by Other Director / Partner & Seal on form
Document 4	Attested Copy of IEC Certificate. Attestation procedure same as Document 2.
	Latest Photograph of the Applicant to be pasted and Signed across (half on photo half on form).
<b>Note:</b>	<ol style="list-style-type: none"><li>1. In case tax return is not submitted, the Organization should provide a self-affidavit stating the reason.</li><li>2. In case, the organization name is different from that in PAN, the proof of name change is required.</li><li>3. In case of Proprietor, any one Business License (like Shop &amp; Establishment / GST) is required.</li></ol>

4. Unique Email Address & Mobile Number is mandatory (Not used earlier with another PAN or client).
5. **Mobile verification (Tele-Verification)** to be done by applicant after processing of application. (If due to any reason mobile/tele-verification fails then Original Application will not be given back as it will be submitted to company. Even amount will not be refunded.)
6. **Video Verification:** In case of Class 2, video verification is mandatory w.e.f. 01.07.2018.
7. **The authentication credentials to download the DSC would be sent through SMS ONLY on the Applicants Mobile Number.**

**Note:** If due to any reason mobile/tele-verification and/or Video Verification fails then Original Application will not be given back as it will be submitted to company. Even amount will not be refunded.

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## List of Group 'A' /Group 'B' Gazetted officers

Group 'A' Gazetted officers include	Group 'B' Gazetted officers include
i) All India services though posted to states	i) Section Officer
ii) Promotes from states to the cadre of Assistant commissioner and above	ii) BDO(Block Development Officer)
iii) Police officers (Circle Inspector and above)	iii) Tahsildar
iv) Additional District Civil surgeons	iv) Junior Doctors in Government Hospitals
v) Executive Engineers and above	v) Assistant Executive Engineer
vi) District Medical Officer and above	vi) Lectures in Government colleges
vii) Lt. Col and above	vii) Headmaster of Government high schools
viii) Principals of Government Colleges and above	viii) 2nd Lieutenant to Major
ix) Readers and above of Universities	ix) Magistrate
x) Patent Examiner etc.	

**(Notary & SEO Attestation will not acceptable)**

**Please make payment by Demand Draft in the favour of “PND DIGISIGN” or you can make payment by NEFT (Ask for Bank Details) and send the receipt of NEFT along with this form.**

### COST STRUCTURE OF KIT AS FOLLOWS:

TYPE	DSC FOR 2 YEAR + SERVICE	USB TOKEN	Validity	MRP (RS.)
KIT 3		Epass Auto	2 Year	5000/-
KIT 3		Epass Auto	3 Year	7000/-

## Provide your GST Details for Billing

Company Name	
Company Address	
GST No	

### PAYMENT DETAILS

Issue DD in favour of “PND DIGISIGN”

Name of the applicant: \_\_\_\_\_

DD No.: \_\_\_\_\_ Dated \_\_\_\_\_ Amount: \_\_\_\_\_ for KIT \_\_\_\_\_

Drawn on \_\_\_\_\_



# CERTIFICATE . DIGITAL

## IET IMPORT / EXPORT DSC (FOR DGFT)

**• Please select Certificate type**

v-1.0 - 22.08.2016

TIP: Please select class of certificate and validity.

Year  1  2  3

Form ID

**• Please complete the applicant details**

TIP: The certificate would be issued in the following name.

<b>APPLICANT</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Date of Birth</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>PAN Number</b>	<b>Mobile No.</b>	<b>E-mail ID</b>	<b>Nationality</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Organization Name*</b>	<input type="text"/>			
<b>Organization (registered address)</b>	<input type="text"/>			
<b>Town/City/District</b>	<input type="text"/>	<b>State/Union Territory</b>	<input type="text"/>	<b>PIN</b>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<b>IEC No*</b>	<input type="text"/>	<b>Branch Code</b>	<input type="text"/>	<b>Organization PAN</b>
<input type="text"/>		<input type="text"/>		<input type="text"/>

I'm / We're aware of risks associated in case of class 2 Certificate, when originated and stored in a software format (PFX / P12). We shall ensure all responsibilities towards securing the certificate at our end, and implement all measures to avoid unauthorized access / usage / distribution / copying of the private key.

Organization Type :	Proprietorship	Partnership	LLP	AOP	NGO / Trust	Corporate Entities
<b>Document Name</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual / Proprietorship	✓					
Authorized Signatory		✓	✓		✓	✓
Counter Signed		✓	✓		✓	✓
Authorization Letter		✓	✓	✓	✓	✓
VAT / ST & SNE Registration	✓				✓	
Bank Account (2 Pages)	✓	✓	✓	✓	✓	✓
ITR (1 Page)		✓	✓	✓	✓	
Partnership Deed / Agreement / Trust Deed (2 Pages)		✓	✓		✓	
Organization Pan Card		✓	✓	✓	✓	✓
Certificate of Incorporation			✓	✓	✓	✓
Articles and MOA / Rules / By Laws (as applicable)			✓	✓	✓	✓
Audit Report (2 Pages)					✓	✓
Board / Authority Resolution				✓	✓	✓
Organization ID Proof of Signatory				✓	✓	✓
Copy of Import Export Certificate	✓	✓	✓	✓	✓	✓

**Important:**

- The DSC can be issued to Proprietor (in case of Proprietorship) and to Authorized Signatories for any other entities.
- The authorization letter should have photograph of the applicant and ID proof of signatory.
- The DSC authorization letter should have a Board of Resolution in case of corporate.
- The DSC authorization letter should be counter signed by at least one authorized signatory for every other entity apart from Proprietorship.

**Authorization Letter**

**NOTE:** The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,  
CAPRICORN IDENTITY SERVICES PVT. LTD.  
This is to certify that

Mr. / Ms (certificate applicant)

Mobile no. \_\_\_\_\_ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge. is working with (organization name) \_\_\_\_\_ He / She is hereby authorized to obtain a digital certificate issued by capricorn identity services pvt. ltd.

**Details of authorising person**

**Name**

**Designation**

**Identity**

**Date**

**Place**

Signature of authorising person only with seal of the organization

**Instructions:**

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to Capricornid CPS at www.certificate.digital
- Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 11 22422444
- The forms must be sent to : 709,Roots Tower,plot-7,Jaxmi nagar district centre, Delhi-110 092,India
- for encryption certificate only  
I hereby undertake that a backup copy of the encryption key will be securely maintained by us.
- Applicant to sign across the photograph extended to application form.

**Note:** 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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

**Applicant Declaration**

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of Certificate.Digital CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

affix recent  
passport  
size photograph  
of the  
applicant

applicant to sign across  
the photograph extended  
to application form

**Date:**

**Place:**

Signature of applicant

**For Official Use Only**

Please affix Partner / Re-seller / Associate Signature here.  
Verification Officer / Trusted Role Signature to be affixed here.



visit <http://www.Certificate.Digital>

**SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED\*  
PLEASE PROVIDE SELF ATTESTED COPY OF ID CARD /CONTACT NO. OF ATTESTING OFFICER\***