

# 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)

**Note: New DSC has been issued in SHA-256, which requires Windows XP service pack-3 or higher version of system.**

## INSTRUCTIONS / CHECKLIST

1. Please fill the form in **BLOCK LETTERS**
2. Columns marked with \* are mandatory.
3. The Certificate will be issued only if the application form is complete in all aspects.
4. Along with the completed and signed application form, please attach following documents as mentioned below duly

### Self Attested & Attested by Attestation Officer:

Attachments	Any one of document 1 & one of document 2 listed below
Document 1	<b>Identity Proof:</b> Pan Card / Passport / Driving License / Social Security Card / Citizen Card
Document 2	<b>Valid Address Proof:</b> Passport / Driving License / Electric Bill / Telephone Bill / PF Statement.
Attestation:	- If foreign director is present in India at the time of issuance of DSC - the Attestation should be done by applicant i.e. self attested and by a gazetted officer /CA/CS/Bank Attestation (from nationalized banks only) ( <b>Both Attestation Compulsory</b> ) - If foreign director is not present in India at the time of issuance of DSC - the Attestation should be done by applicant i.e. self attested and by an Indian Embassy of country of residence. ( <b>Both Attestation Compulsory</b> )

5. Photo to be sign across the photo.
6. **Email Address & Mobile Number is mandatory and a valid and active email ID to be given.** You will get User ID & Password on your Email & Mobile.
7. Enclosed Cheque (At par Cheque or Draft In case of out of Mumbai) in the favour of “PND DIGISIGN” and send at the above mentioned address.

### COST STRUCTURE OF KIT AS FOLLOWS:

TYPE	DSC + SERVICE	BACKUP C.D.	USB TOKEN (UKEY)	USB TOKEN (PSA)	USB TOKEN (ALLADIN)	DRIVERS/ SOFTWARE CD	MRP FOR 2 YEAR
KIT 0	√						1000
KIT 1	√	√					1100
KIT 2	√	√	√			√	1500
KIT 3	√	√		√		√	1750
KIT 4	√	√			√	√	2000

### PAYMENT DETAILS

Cheque (At par cheque or DD in case of out of Mumbai) in favour of “PND DIGISIGN”

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

Drawn on \_\_\_\_\_ Cheque No.: \_\_\_\_\_ Dated \_\_\_\_\_ Amount: \_\_\_\_\_



**Organisation's: \***

Bank Name	
Branch Name & Place	
Account Type	<input type="checkbox"/> Savings <input type="checkbox"/> Current
Account Number	

**IDENTIFICATION DETAILS\***

**15a.Passport Details:\***

Passport number	
Passport Issuing Authority	
Passport Expiry Date	

**15b.Visa Details: (Mandatory and Applicable if the applicant is in India)\***

Visa issued By	
Visa valid from	
Visa Expiry Date	

**15c.Valid Identity Details:\***

(Please tick any one and fill the ID number and attach attested copy of ID proof)

<input type="checkbox"/> Passport	<input type="checkbox"/> Driving License	<input type="checkbox"/> PAN Card

**PAYMENT DETAILS\***

**16. Mode of Payment \***

Online / Net Banking   
  At Par Cheque/DD   
  NEFT

**Online Payment Details**

Transaction/Reference No.	
Bank Name	
Account Type	
Amount Rs.	
Date	

**Cheque/DD Payment Details**

Cheque /DD No.	
Bank & Branch Name	
Account Type	
Amount Rs.	
Date	

**DECLARATION\***

I hereby agree that I have read and understood the provisions of eMudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in eMudhra repository.

Date :*	Name of the Applicant:
Place:*	Signature:
	Seal and Stamp (as applicable):

**TO BE FILLED BY RA OFFICE ONLY\***

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

RA Name :

Signature :

Place :

Date : **RA Seal & Stamp**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION for INDIVIDUAL CERTIFICATE \***

a. Attested copy of any one as per the list in serial no. 15c

Passport   
  Driving License   
  PAN Card

NB : Passport with a valid copy of the visa is a must if the applicant is in India

b.  Attested Copy of PAN CARD (Mandatory if PAN number has been provided)

c. Attested Copy of any one for address proof

Passport   
  Driving License   
  Electricity Bill   
  Telephone Bill

**Checklist of Documents to be Submitted along with Application for Organisation Certificate**

a. <input type="checkbox"/> Attested Copy of anyone as per the list is S.No. 15c
b. Attested copy of any one <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Memorandum of Association Regd. <input type="checkbox"/> Partnership Deed <input type="checkbox"/> Valid Business License
c. Attested Copy of any one <input type="checkbox"/> Annual report <input type="checkbox"/> Latest Income Tax Return <input type="checkbox"/> Latest organisation Details from the Bank <input type="checkbox"/> Statement of Income issued by Chartered Accountant
d. <input type="checkbox"/> Attested Copy of the Organisation PAN Card or equivalent for the corresponding country
e. <input type="checkbox"/> Authorisation letter in favour of the certificate applicant from the Organisation as per format below
f. <input type="checkbox"/> List of Partners / members / Directors with their complete name and address details

**AUTHORISATION LETTER FORMAT\* (This Authorisation Letter is required on the Organisation's Letterhead)**

To,

eMudhra Consumer Services Limited  
3rd Floor, Sai Arcade, 56 Outer Ring Road  
Deverabeesanahalli, Opp Intel  
Bangalore 560103  
Phone: +91 80 4336 0000

Date:

Dear Sir,

Sub: **Authorisation letter for obtaining Digital Signature Certificate.**

This is certify that Mr./Mrs./Miss. \_\_\_\_\_ (Certificate applicant) has provided correct information in the 'Application form for issue of Digital Signature Certificate' to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by eMudhra.

Class of Digital Signature Certificate issued by e-Mudhra.

Class 2 Gold Organisation     Class 3 Platinum Organisation

Signature:

Name:

Designation:

**CONTACT DETAILS**

**eMudhra Consumer Services Limited**, D.No.2 / 30 A, 1st Floor, Natesa Pandaram Colony, Cherry Road, Landmark: Opp to Post Office, Salem - 636 007. Tamil Nadu  
Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-Mudhra.com Website : www.e-Mudhra.com