

sifysafescrypt'

Digital Signature Certificate 3	Subscription Form					
Class 2 Individual Signing 1 Year Class of Certificate Class 3 With Org Name Encryption 2 Years	Request Id:					
Section 1: Subscriber Details						
Name*: Designation: Date of Birth*: D	* Self Attested Photo Female * Self Attested Photo Use blue-ink only including signature. • Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.					
Telephone Number* (with STD Code):						
Mobile Number* :						
Section 2: Identity Proof Details	5					
Photo Identity Proof * Identity Proof Name (Eg: Pan Card, DL, Passport,) Identity Proof Number Note*: Subscriber's signature should appear on the Photo ID Proof.	of Name					
Section 3: Declaration						
tereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScrypt A CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or ppresses 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 one lakh rupees or with both. In the subscriber Place*: Describer A CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or ppresses 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 one lakh rupees or with both. In the subscriber Place*: Describer A CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or ppresses 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 one lakh rupees or with both. In the subscriber Place*: Describer A CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or ppresses 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 one lakh rupees or with both. Section 4: Authorisation for CPS (Place*: Describer Place*: De						
I, acknowledge by my sign	nature, that the Subscriber information in this document					
is complete and accurate as per our office records. I fully understand that the Subscriber is responsensure timely revocation of Digital Signature Certificate in case the employee leaves the company						
Signature & Organisation seal*						
For office use only						
Attestation By Sify Authorised LRA/Partner* (For Class3DSC Only) I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.	Partner Name:					
Signature and Seal *	Sify RA:					
Date * D D M M Y Y Y Name *	Date of Issuance:					

SafeScrypt CA Services brought to you by: RA - e-filing InfoTech " HMP house 4 fairlie Place Kolkata-700001 (Ph- 033-40605491)

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

For Class 2 or Class 3 Individual Category of Digital Signature Application

DOCUMENTS

	Table A1 - Document as proof of identity (Any one)		Table A2 - Documents as proof of address (Any one)
a)	Valid Passport	a)	Telephone Bill, not earlier than 3 months
b)	Valid Driving License	b)	Electricity Bill, not earlier than 3 months
c)	PAN Card (Proof of PAN Mandatory if DSC is for Income Tax)	c)	Water Bill, not earlier than 3 months
d)	Valid Post Office ID card	d)	Gas connection or Gas Bill, not earlier than 3 months
e)	Bank Account Passbook containing photograph and signed	e)	Bank Statements signed by the bank, not earlier than 3 months
	by the individual attested by the concerned Bank official.	f)	Valid Driving License (DL)/Valid Registration certificate (RC)
f)	Valid Photo ID card issued by Ministry of Home Affairs.	g)	Voter ID Card
g)	Any Government issued valid photo ID card bearing the	h)	Valid Passport
	signatures of the individual.	i)	Latest Property Tax/ Municipal Corporation Receipt.

<u>INSTRUCTIONS</u>

- Please fill the form in BLOCK LETTERS in English. Use <u>Blue Ink</u> only.
- Subscriber shall cross-sign the photograph extending to the Application Form & Photograph.
- If the Signature on the Proof of Identity or Proof of Address does not match with the Signature on the Subscription Form, the signature should be verified by the bank where the Subscriber holds a bank account.
- In case applicant is unable to sign due to disability, paralysis, or for any other reasons, Power of attorney holder is not allowed to sign on behalf of the Subscriber, such Subscriber should apply be through Aadhaar eKYC service.
- Inconsistent/incomplete applications are liable to be rejected. The Application shall be verified in accordance to the <u>Identity Verification Guidelines</u> issued by Controller of Certifying Authorities of India.
- Subscriber's Email ID and Mobile Number in the application should be Unique, valid and active. It should not have been used by other DSC Subscriber.
- USB Token is required for generation of DSC. If the Subscriber does not have it, he/she should make arrangement for the same before download.
- If the DSC is to be used for Income Tax, please provide proof of PAN of the Individual Subscriber Applicant.
- For Foreign Subscribers, Identity proof, Address proof and Photo on the Application has to be notarized by the Public Notary of
 the Subscriber's native country and also either apostilled if the native country is signatory of Hague Convention else it has to be
 consularized.

VERIFICATION

Mobile Verification: After enrolment, the Subscribers will receive a SMS in their registered mobile number containing Request ID, The Subscriber has to send an SMS from the same Mobile Number to +919664166000 stating "SAFE Request_ID email_ID confirmed" or alternately the Subscribers from their registered mobile number may call toll free number 1800-419-2929 and Select Option 8 between 9 am and 8 pm on Working Days for Digital Signature Approval. For foreign applicant, mobile verification is exempted.

<u>Video Verification: (Required only or Class 3)</u> After enrolment, a link will be sent to the Subscriber email ID, the Subscriber has to click the link and record his 30 Second video stating his/her name and other details as specified in the Video Link Page.

ATTESTATION

- Subscriber's Identity and Address Proof is to be attested either by Bank Officer, Post Master or Gazetted Officer (Group A or B)
- Suggestive List of Group A or Group B Gazetted Officers are stated in the below table.
- Name, designation, office address and contact number of the Attesting officer should be clearly visible.

Group 'A' Gazetted officers include	Group 'B' Gazetted officers include
a) All India services though posted to states	a) Section Officer
b) Promotes from states to the cadre of Asst. commissioner & above	b) BDO (Block Development Officer)
c) Police officers (Circle Inspector and above)	c) Tahsildar
d) Additional District Civil surgeons	d) Junior Doctors in Government Hospitals
e) Executive Engineers and above	e) Assistant Executive Engineer
f) District Medical Officer and above	f) Lectures in Government colleges
g) Lt. Col and above	g) Headmaster of Government high schools
h) Principals of Government Colleges and above	h) 2nd Lieutenant to Major
i) Readers and above of Universities	i) Magistrate
j) Patent Examiner etc.	