

Applicant ID (Internal use)

Order ID (Internal use)

SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED*

Please select Certificate type

TIP : Please select class of certificate and validity.

Class 2 3 Year 1 2 3 Type Sign Sign & Encrypt Encrypt

Please fill the applicant details

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

APPLICANT

Name PAN Number

E-mail ID Mobile No.

Please fill organization details

TIP : Please tell us about your organization.

Organization Name

Organization Address

Department Pin Code GST No.

Organization PAN Town/City/District State/Union Territory

Identity & Address Proof Passport Driving licence Others*

Identity Proof Aadhar No. Aadhar PAN Card Others*

| Organization Type : | Proprietorship | Partnership | LLP | AOP | NGO / Trust | Corporate Entities |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Document Name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GST / 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 (Authorising person) | | | | ✓ | ✓ | ✓ |
| Authorization Letter | | ✓ | ✓ | | | |

Important:

- The DSC will 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.

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 or at +91 011 4244 8288
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi 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 me.(Applicant)
- Applicant has to sign across the photograph extended to application form.
- Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
- Address Proof gas connection,Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate,Telephone Bill,Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt,BankStatement Signed By Manager.

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 / Card No. / Employee Id

Date

Place

Signature of authorising person only with seal of the organization

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 CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Date:

Place:

affix recent
passport
size photograph
of the
applicant

applicant has to sign across
the photograph extended
to application form

Signature of applicant as in ID Proof

For Official Use Only

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

Signature

SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED*



Capricorn
Identity Services Pvt. Ltd.

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

BOARD OF RESOLUTION FORMAT
(MUST BE ON ORGANIZATION'S LETTER HEAD)

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/s _____ . HELD ON _____ ' 2016
AT ITS REGISTERED OFFICE AT**

The Board has decided to authorize Mr. _____ (DSC Applicant), to sign the documents on the behalf of company.

"RESOLVED THAT the consent of the Board be and is hereby given the authority to Mr. _____ (DSC Applicant), having Pan Card No. _____, residing at _____, for applying for Digital signature & Consider him/her as an Authorized Signatory."

"RESOLVED FURTHER THAT Mr. _____ (Second Director), is hereby authorize to sign all the documents on behalf of the Company or in the absence of Mr. _____ (Applicant) who is an Authorized Signatory."

For,

DIRECTOR

DIRECTOR

Date : _____

Letter of Identity Proof by Organization

(To be printed on organization letter head / Office seal. To be signed by HRD of Organization / Authorized Signatory / Government Department in-charge. To be used if the Organizational ID card is not available for the applicant.)

To:

Capricorn Identity Services Pvt. Ltd.

G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre,

Delhi- 110 092

Subject: Organizational ID Proof of the applicant

Organization name: _____

| | |
|--------------------------------|--|
| Name Of the Individual | |
| Order ID Number (If Available) | |
| Designation | |
| Department | |

I hereby confirm the Identity of the above Individual. I'm the Authorized Personnel to certify the Identity on behalf of the Organization.

For the Organization,

(Seal & Signature)

Name: _____

Designation: _____

Letter for non-submission of Document

Must be on Organization's Letter Head

Date:

To,

The Capricorn Identity Services Pvt. Ltd.

709, Roots Tower, Plot No.: 7

Laxmi Nagar District Centre

Delhi: 110092, India

Dear Sir/Mam,

Sub : Non-Submission of DOCUMENT, NAME OF DOCUMENT -

This is to inform you that my company, _____, having pan card no. _____, situated at _____, of which i am a _____, is unable to submit the **(Document Name)** that is required at your end, for the issuance of a new Digital Signature Certificate (DSC) in the name of my company, only due to the reason _____.

Hence, I would like to request you to kindly co-operate and issue me a DSC after reviewing the remaining supporting documents, which to my knowledge is complete and appropriate in all relevant aspects.

Thanking you

Your Faithfully,

(Applicant Name)