

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

Applicant ID (Internal use)  Order ID (Internal use)

**Please select Certificate type**

TIP : Please select class of certificate and validity.

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

**Please fill the applicant details**

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

**APPLICANT** Name  Mobile No.   
 E-mail ID

**Please fill organization details**

TIP : Please tell us about your organization.

Organization Name   
 Organization Address   
 Department  Town/City/District  State/Union Territory   
 Pin Code  Organization PAN  GST No.

Identity & Address Proof  Passport  Driving licence  Others\*

Aadhar No.   
 Identity Proof  Aadhar  PAN Card  Others\*

I'm / We're aware of risks associated in case of class 2 & 3 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	Government
Document Name	<input type="checkbox"/>	<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 ( authorizing person)				✓	✓	✓	✓
Security Letter	✓	✓	✓	✓	✓	✓	✓
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](mailto: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
- \* 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, Bank Statement 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

## Applicant Declaration Letter

The following declarations should be obtained from subscriber in the Document Signer Certificate application form:

- I hereby declare and understand that Organizational Document Signer certificate issued to us will be used only for automated signing of documents / information and will not be used in any other context including individual signature.
- I hereby declare that necessary controls have been built in software applications to ensure that there is no misuse.
- I hereby declare and understand that the document / messages authenticated using Organizational Document Signer Certificate issued to us is having organisational accountability.
- The key pair was generated on a HSM which is under the administrative and physical custody of (Organization name) and that signing key activated controls are only with ( applicant name).
- The HSM will not be used for any purpose other than for signature by ( Applicant name).
- The HSM has been configured to ensure that signing keys generated from HSM are not exportable from the HSM.
- DSC will be revoked immediately in the event of ( applicant name) quitting or being transferred from ( organization name).
- for encryption certificate only I hereby undertake that a backup copy of the encryption key will be securely maintained by me.

Applicant Name

Applicant Signature

**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\***

Channel Partner

