

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 *	<input type="checkbox"/> Online / Net Banking <input type="checkbox"/> At Par Cheque/DD <input type="checkbox"/> NEFT
Online Payment Details	Cheque/DD Payment Details
Transaction/Reference No.	Cheque /DD No.
Bank Name	Bank & Branch Name
Account Type	Account Type
Amount Rs.	Amount Rs.
Date	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. I hereby consent to revoke my Digital Signature Certificate, if physical copy of the Digital Signature Certificate Application along with the supporting documents are not received by eMudhra CA within 15 days of issuance of Digital Signature Certificate.

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

Undertaking by Applicant for Digital Signature Certificate

Customer ID:

For Office Use ONLY

Instructions:

- Use Only Latest Application Form of eMudhra.
- Read the Instructions Carefully given in the Application Form.
- Use Only Latest Passport size Colored Photograph of Applicant and must be cross signed by applicant.
- Fill the Application Form in CAPITAL Letters & in English Language only.
- All Details given in application form must be filled in same handwriting and must be matched with supporting documents.
- Application form must be duly signed by applicant.
- Don't make any alteration in Application Form, if found, will lead to rejection.
- Attach the supporting documents as per list provided in application form only and should be valid as per instruction given in application form.
- Copy of supporting documents must be visible and readable.
- Supporting documents must be attested by **Gazetted Officer OR Bank Manager OR Post Master or present originals to RA (Registration Authority) for verification and attestation.**
- In case of PAN Based DSC, Provide Copy of Pan Card only. Print of online PAN data/ Details is not accepted.
- In Case of Organization Users, Authorization Letter must be on Organization's Original Letter Head with Address provided in application form.
- Minimum Requirement for using Digital Signature is: Internet Explorer 7 or above with Windows 7 or Windows Vista or Windows 8. If you are using Windows XP / 2000 or any Old Windows, it must have Service Pack 3.

Terms & Conditions:

- Submission of original Application form with required attested documents is mandatory.
- Payment must be in favor of "**Koteshwar Marketing Pvt Ltd**" and mandatory to pay at the time of submission of Application Form.
- We will start the Processing of DSC after realization of payment.
- Minimum Processing Time to issue DSC would be 24 - 72 working hours (excluding Sundays, Public Holidays, and working hours of the day on which form is submitted & time taken to verify the e-mail).
- All forms are subject to acceptance / rejection by eMudhra.
- If Application form is rejected by eMudhra, The rejected forms would remain with eMudhra and Applicant need to submit a fresh Application form with all required attested document again within 24 hours. If applicant fails to submit within 24 Hours to us, No Refund would be entertained. If Applicant reacts after 24 Hour, Applicant need to submit Fee and Form again.
- Check your Digital Signature Certificate within 72 hours from issuance. After that we shall not be responsible for any type of mistake in DSC issuance.
- Issuance of DSC doesn't mean or provide any type of guarantee to get done / finish your work.

I have read and understood all the above instructions, terms and conditions and hereby agreed to abide.

(Signature of Applicant with Date and Place)

Undertaking for Assistance / Help to download & provide the Digital Signature Certificate

I _____ (**Applicant Name**) don't have technical knowledge to Download my Digital Signature Certificate, so I need help / assistance from Digital Signature Provider (Vendor) to download & provide my Digital Signature Certificate. Now I hereby requesting & giving my undertaking to DSC provider to Download & provide my Digital Signature Certificate to me through e-mail provided in application form / storage device.

(Signature of Applicant with Date and Place)